

Assessment Requirements

Unit G01/02K – Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment

Content:

Economic use of Resources

- a. consumable materials e.g. grease, oils, split pins, locking and fastening devices etc.

Requirement to maintain work area effectively

- a. cleaning tools and equipment to maximise workplace efficiency.
- b. requirement to carry out the housekeeping activities safely and in a way that minimises inconvenience to customers and staff.
- c. risks involved when using solvents and detergents.
- d. advantages of good housekeeping.

Spillages, leaks and waste materials

- a. relevance of safe systems of work to the storage and disposal of waste materials.
- b. requirement to store and dispose of waste, used materials and debris correctly.
- c. safe disposal of special / hazardous waste materials.
- d. advantages of recycling waste materials.
- e. dealing with spillages and leaks

Basic legislative requirements

- a. Provision and Use of Work Equipment Regulations 1992.
- b. Power Presses Regulations 1992.
- c. Pressure Systems and Transportable Gas Containers Regulations 1989.
- d. Electricity at Work Regulations 1989.
- e. Noise at Work Regulations 1989.
- f. Manual Handling Operations Regulations 1992.
- g. Health and Safety (Display Screen Equipment) Regulations 1992.
- h. Abrasive Wheel Regulations.
- i. Safe Working Loads.
- j. Working at Height Regulations (date)

Routine maintenance of the workplace

- a. Trainees personal responsibilities and limits of their authority with regard to work equipment.
- b. Risk assessment of the workplace activities and work equipment.
- c. Workplace person responsible for training and maintenance of workplace equipment.
- d. When and why safety equipment must be used.
- e. Location of safety equipment.
- f. Particular hazards associated with their work area and equipment.
- g. Prohibited areas.
- h. Plant and machinery that trainees must **not** use or operate.
- i. Why and how faults on unsafe equipment should be reported.
- j. Storing tools, equipment and products safely and appropriately.
- k. Using the correct PPE.
- l. Following manufacturers' recommendations.
- m. Location of routine maintenance information e.g. electrical safety check log.

Legislation relevant to Health and Safety

- i. HASAWA

- ii. COSHH
- iii. EPA
- iv. Manual Handling Operations Regulations 1992
- v. PPE Regulations 1992

General regulations to include an awareness of:

- i. Health and Safety (Display Screen Equipment) Regulations 1992
- ii. Health and Safety (First Aid) Regulations 1981
- iii. Health and Safety (Safety Signs and Signals) Regulations 1996
- iv. Health and Safety (Consultation with Employees) Regulations 1996
- v. Employers Liability (Compulsory Insurance) Act 1969 and Regulations 1998
- vi. Confined Spaces Regulations 1997
- vii. Noise at Work Regulations 1989
- viii. Electricity at Work Regulations 1989
- ix. Electricity (Safety) Regulations 1994
- x. Fire Precautions Act 1971
- xi. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
- xii. Pressure Systems Safety Regulations 2000
- xiii. Waste Management 1991
- xiv. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- xv. Control of Asbestos at Work Regulations 2002

Legislative duties

- a. The purpose of a Health and Safety Policy.
- b. The relevance of the Health and Safety Executive.
- c. The relevance of an initial induction to Health and Safety requirements at your workplace.
- d. General employee responsibilities under the HASAWA and the consequences of non-compliance.
- e. General employer responsibilities under the HASAWA and the consequences of non-compliance.
- f. The limits of authority with regard to Health and Safety within a personal job role.
- g. Workplace procedure to be followed to report Health and Safety matters.

Precautions to be taken when working with vehicles, workshop materials, tools and equipment including electrical safety, pneumatics and hydraulics

- a. Accessing and interpreting safety information
- b. Seeking advice when needed
- c. Seeking assistance when required
- d. Reporting of unsafe equipment
- e. Storing tools, equipment and products safely and appropriately
- f. Using the correct PPE
- g. Following manufacturers recommendations
- h. Following application procedures e.g. hazardous substances
- i. The correct selection and use of extraction equipment

PPE to include:

- a. Typical maintenance procedures for PPE equipment to include:
 - i. typical maintenance log
 - ii. cleaning procedures
 - iii. filter maintenance
 - iv. variation in glove types
 - v. air quality checks
- b. Choice and fitting procedures for masks and air breathing equipment.
- c. Typical workplace processes which would require the use of PPE to include:
 - i. welding
 - ii. sanding and grinding
 - iii. filling

- iv. panel removal and replacement
- v. drilling
- vi. cutting
- vii. chiselling
- viii. removal of broken glass
- ix. removal of rubber seals from fire damaged vehicles
- x. removal of hypodermic needles
- xi. servicing activities
- xii. roadside recovery
- d. Unserviceable PPE.
- e. PPE required for a range automotive repair activities. To include appropriate protection of:
 - i. eyes
 - ii. ears
 - iii. head
 - iv. skin
 - v. feet
 - vi. hands
 - vii. lungs

Fire and extinguishers

- a. Classification of fire types
- b. Using a fire extinguisher effectively.
 - Types of Extinguishers
 - a. foam
 - b. dry powder
 - c. CO2
 - d. water
 - e. fire blanket

Action to be taken in the event of a fire to include:

- a. The procedure as:
 - i. raise the alarm
 - ii. fight fire only if appropriate
 - iii. evacuate building
 - iv. call for assistance

Product warning labels to include:

- a. Reasons for placing warning labels on containers.
- b. Warning labels in common use, to include:
 - i. toxic
 - ii. corrosive
 - iii. poisonous
 - iv. harmful
 - v. irritant
 - vi. flammable
 - vii. explosive

Warning signs and notices

- a. Colours used for warning signs:
 - i. red
 - ii. blue
 - iii. green
- b. Shapes and meaning of warning signs:
 - i. round
 - ii. triangular

- iii. square
- c. The meaning of prohibitive warning signs in common use.
- d. The meaning of mandatory warning signs in common use.
- e. The meaning of warning notices in common use.
- f. General design of safe place warning signs.

Hazards and risks to include:

- a. The difference between a risk and a hazard.
- b. Potential risks resulting from:
 - i. the use and maintenance of machinery or equipment
 - ii. the use of materials or substances
 - iii. accidental breakages and spillages
 - iv. unsafe behaviour
 - v. working practices that do not conform to laid down policies
 - vi. environmental factors
 - vii. personal presentation
 - viii. unauthorised personal, customers, contractors etc entering your work premises
 - ix. working by the roadside
 - x. vehicle recovery
- c. The employee's responsibilities in identifying and reporting risks within their working environment.
- d. The method of reporting risks that are outside your limits of authority.
- e. Potential causes of:
 - i. fire
 - ii. explosion
 - iii. noise
 - iv. harmful fumes
 - v. slips
 - vi. trips
 - vii. falling objects
 - viii. accidents whilst dealing with broken down vehicles

Personal responsibilities

- a. The purpose of workplace policies and procedures on:
 - i. the use of safe working methods and equipment
 - ii. the safe use of hazardous substances
 - iii. smoking, eating, drinking and drugs
 - iv. emergency procedures
 - v. personal appearance
- b. The importance of personal appearance in the control of health and safety.

Action to be taken in the event of colleagues suffering accidents

- a. The typical sequence of events following the discovery of an accident such as:
 - i. make the area safe
 - ii. remove hazards if appropriate i.e. switch off power
 - iii. administer minor first aid
 - iv. take appropriate action to re-assure the injured party
 - v. raise the alarm
 - vi. get help
 - vii. report on the accident
- b. Typical examples of first aid which can be administered by persons at the scene of an accident:
 - i. check for consciousness
 - ii. stem bleeding
 - iii. keep the injured person's airways free

- iv. place in the recovery position if injured person is unconscious
- v. issue plasters for minor cuts
- vi. action to prevent shock i.e. keep the injured party warm
- vii. administer water for minor burns or chemical injuries
- viii. wash eyes with water to remove dust or ingress of chemicals (battery acid)
- ix. need to seek professional help for serious injuries

c Examples of bad practice which may result in further injury such as:

- i. moving the injured party
- ii. removing foreign objects from wounds or eyes
- iii. inducing vomiting
- iv. straightening deformed limbs