

U24101: Maintain a safe and healthy ICT working environment

Unit Descriptor:

The basis of safety and health legislation is the Safety and Health at Work Act, 2005 – 12. The Act sets out the general duties that employers have towards employees and members of the public, and employees have to themselves and to each other.

At the end of this unit you will be able to:

Comply with relevant Safety & Health requirements and Policies in the workplace and check your own working practices and work area for any risk of you or others being harmed. Recognise the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those you must report to the 'responsible person' for attention.

Show you have taken steps to reduce those safety and health risks with which you might come into contact during the course of your work in accordance with instructions and workplace requirements.

ELEMENT

PERFORMANCE CRITERIA

To be competent you must achieve the following:

1. Maintain a safe and healthy ICT working environment

Safety and Health Regulations and Requirements

- 1.1 Comply with organisational Safety and Health regulations.
- 1.2 Name correctly and locate the persons responsible for safety and health in the workplace.
- 1.3 Carry out your working practices in accordance with legal requirements.

Safety and health risks

- 1.4 Identify those aspects of the workplace which present a health or safety risk and could harm yourself or other persons.
- 1.5 Report to the persons responsible for those hazards which present a high **risk** to safety and health in the workplace.

- 1.6 Rectify those safety and health risks within your capability and the scope of your job responsibilities.

Safety and health workplace policies

- 1.7 Identify which workplace policies are relevant to your working practices.
- 1.8 Show that your personal conduct in the workplace does not endanger the safety and health of yourself or other persons.
- 1.9 Follow the **workplace policies** and suppliers' or manufacturers' instructions for the safe use of equipment, and materials.
- 1.10 Prepare a **personal Statement** on how a safe and healthy ICT work environment is maintained.

Safety & Health Regulations and requirements

- 1.11 Report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate.
- 1.12 Follow safety and health regulations and organizational procedures in the event of a fire or event requiring evacuation

Ergonomic principles

- 1.13 Practice ergonomic principles so as to avoid poor work habits which contribute to musculoskeletal disorders for many people who spend long hours seated at a computer.

RANGE STATEMENT

You must cover the items below:

A. Follow regulations and requirements

- i. manufacturer
- ii. organisation
- iii. legislation

B. Recognise risks resulting from:

- i. the use and maintenance of machinery or equipment
- ii. working practices which do not conform to laid down policies.
- iii. unsafe behaviour
- iv. accidental breakages and spillages
- v. environmental factors

C. Follow Workplace policies covering:

- i. the use of safe working methods and equipment
- ii. the safe use of hazardous substances
- iii. smoking, eating, drinking and drugs
- iv. what to do in the event of an emergency
- v. personal presentation

D. Avoid poor work habits:

- i. wrists misaligned or excessive force used with a keyboard
- ii. poor posture used with an incorrect seating height
- iii. a monitor incorrectly positioned, resulting in eye strain and vision problems
- iv. inappropriate lighting, causing glare on monitors and other work surfaces

UNDERPINNING KNOWLEDGE AND SKILLS

To ensure that your actions reduce risks to safety and health, you should know and understand the following aspects of safety and health legislation:

1. Why it is important to comply with health and safety regulations
2. Your legal duties for safety and health in the workplace as required by the Safety and Health at work Act, 2005-12.
3. Your duties for safety and health as defined by any specific legislation covering your job role.
4. What hazards may exist in your workplace and the difference between a hazard and a risk.
5. The harmful effects of electricity.
6. The improper use of equipment such as:
 - Display screens
 - Systems unit and its peripherals
7. The particular safety and health risks which may be present in your own job role and the precautions you must take.
8. The importance of remaining alert to the presence of hazards in the whole workplace.
9. The importance of dealing with or promptly reporting risks.
10. The requirements and guidance on the precautions.
11. Agreed workplace procedures relating to controlling risks to safety and health.
12. Responsibilities for safety and health in your job description.
13. The responsible persons to whom to report safety and health matters.
14. The importance of personal presentation in maintaining safety and health in the workplace.
15. The importance of personal conduct in maintaining the safety and health of yourself and others.
16. Workplace procedures for handling risks which you are unable to deal with.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

1. Performance evidence for this unit will be assessed while demonstrating competence in other units. The performance evidence selected must be provided against each of the performance criteria of this unit and should be the primary source of evidence, but this will often be supported by questioning or other forms in order to gather evidence of your ability to perform competently across all the range items listed. This performance evidence must be provided from real working practice. In order to demonstrate competence you must be able to show consistent competent performance.
2. The assessor must see performance evidence for each of the range items appropriate to your own workplace context. Performance evidence must show from the range that you have:
 - Identified a minimum of **two** types of **risks** listed:
 - i. Manufacturers
 - ii. Organisation
 - iii. Legislation
 - Identify a minimum of **four workplace policies**.
3. The assessor will need to be satisfied that you have the necessary knowledge and understanding to perform competently in respect of all the range items listed in this unit. Answers to questions and other forms of evidence may additionally be used to demonstrate an understanding of the essential knowledge required for the unit, and for the specific knowledge required.
4. Your performance evidence should show that you are able to comply with regulations.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Typical task size:

Observation of you by your assessor:

1. Practicing health and safety when completing ICT tasks in the work place.
2. Complying with the following when completing ICT tasks in the work place:
 - i. Manufacturers guidelines
 - ii. Health and safety guidelines
 - iii. Organisation rules
 - iv. Legislation

Answers to written or oral questions from your assessor.

Personal statement on how you maintain a safe and healthy ICT working environment.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.