



LEVEL
4

Workplace Safety

Student Worksheets



Sample!

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Note to Tutor/Teacher and Students
Workplace Safety Overview

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Marking Sheets

Mapping of Learning Outcomes



Assessment Brief 1

Component title:	Workplace Safety
Component code:	4N1124
Assessment technique:	Collection of work
Assessment title:	<u>The Work Environment</u>
Assessment number:	1
Weighting:	20%

Guidelines: You will be expected to choose a particular work environment and:

1. Identify the various work areas within the business.
2. Identify all hazardous equipment in each area.
3. Take part in a group discussion relating to hazard identification. This may be recorded.
4. List the available safety equipment, including classifying the types of hazards they may be employed in.
5. Identify the accessible protective clothing specific to the work areas and explain its importance in minimising injuries and accidents.
6. Give definitions for health and safety vocabulary, including 5 terms in your chosen work environment.

Assessment criteria:

- All information relating to hazards and safety equipment/PPE must relate to your chosen work environment.
- Your chosen work environment should be one with which you are familiar or an environment in which you wish to work. Research it a little if you do not know much about it.
- You will be required to conduct research to find the definitions of the health and safety terms.
- Definitions must be comprehensive.
- Discussions may be recorded.



- Work must be clearly presented; grammar and spelling should be correct.
- You must conduct yourself in a manner that shows you have an understanding of the health, safety and hygiene practices in your learning environment.

Date brief was issued:

Submission date:

I confirm that this is my original work.

Signed:

Date:



Never give safety a day off!

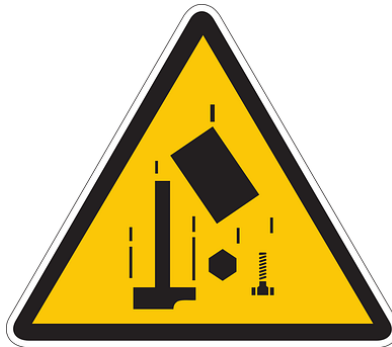
A. Hazards

1. Identify the types of hazards below:



(Practice)

5. What hazards are these signs warning us of?

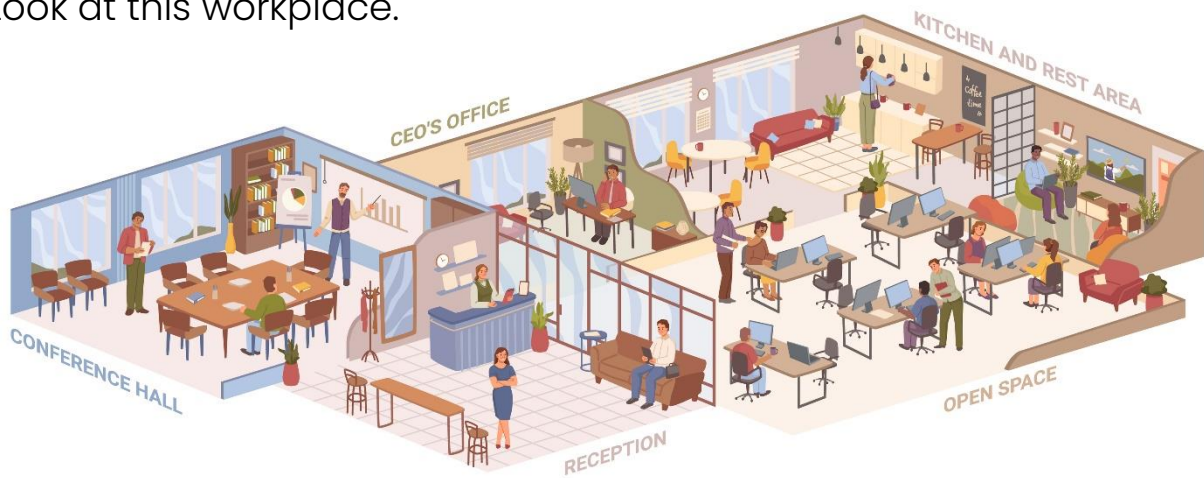


(Practice)

B. Work Environments

Different work environments have different hazards. And even different areas within one workplace have different hazards, e.g. in a factory, the hazards on the factory floor will differ from those in the office.

1. Look at this workplace.



2. Name some hazards in each of these work areas.

Conference Hall

Reception

CEO's Office

Kitchen and Rest Area

Open Space

(Practice)

C. Personal Protective Equipment (PPE)

1. Identify the accessible protective clothing specific to the work areas (above) and explain its importance in minimising injuries and accidents. You can also type this up – include with your Portfolio.

Protective clothing	How it minimises injuries/accidents

(5 marks)

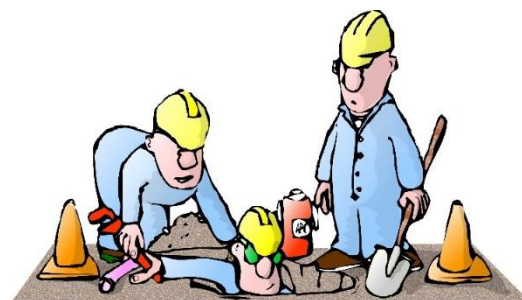
Be alert! Accidents hurt.



2. Identify the PPE (personal protective equipment).

ladders, goggles, ear plugs, drill, safety boots, scaffolding, high visibility vest, conveyer belt, hard hat, face mask, safety harness, gloves, fire extinguisher, VDU, welding visor, warning sign, face mask, forklift truck

(Practice)



4. Read: The simplest way to assess a risk is low, medium or high:

Low risk: This is where the likelihood of an accident occurring is low and the severity is low, e.g., computer work in an office where the workstation is well laid out.

Medium risk: As the level of likelihood and severity increases, a hazard may be assessed as a medium risk, e.g., a carer lifting a patient without mechanical aids. Control measures should be put in place to reduce these hazards to low risk.

High risk: These risks should be addressed first, as there is a likelihood that an accident could occur and if it does then there could be serious injuries, ill health or death, e.g., construction workers doing work without any PPE.



5. Name a work task that is low risk.

6. Name a work task that is medium risk.

7. Name a work task that is high risk.

(Practice)

4. Recap - Fill in the table below, listing a hazard, risk and control measure that should be in place for each of these working environments:

Workplace	Hazard/s	Risk/s	Control measure/s
Website Design Co.			
Fishing boat			
Kitchen at a busy pub			
Hairdresser's			
Builder on site			
A farm			
College			

(Practice)

Don't learn safety by accident.



H. Health and Safety Vocabulary

Give definitions for the following health and safety terms:

1. asphyxiant:

2. biological agent:

3. carcinogen:

4. control measures:

5. emergency plan:

6. EPA:



C. Fire Extinguishers

1. Look at the different types of fire extinguishers and their uses.



2. Which fire extinguisher should be used? Sometimes, there is more than one that can be used.

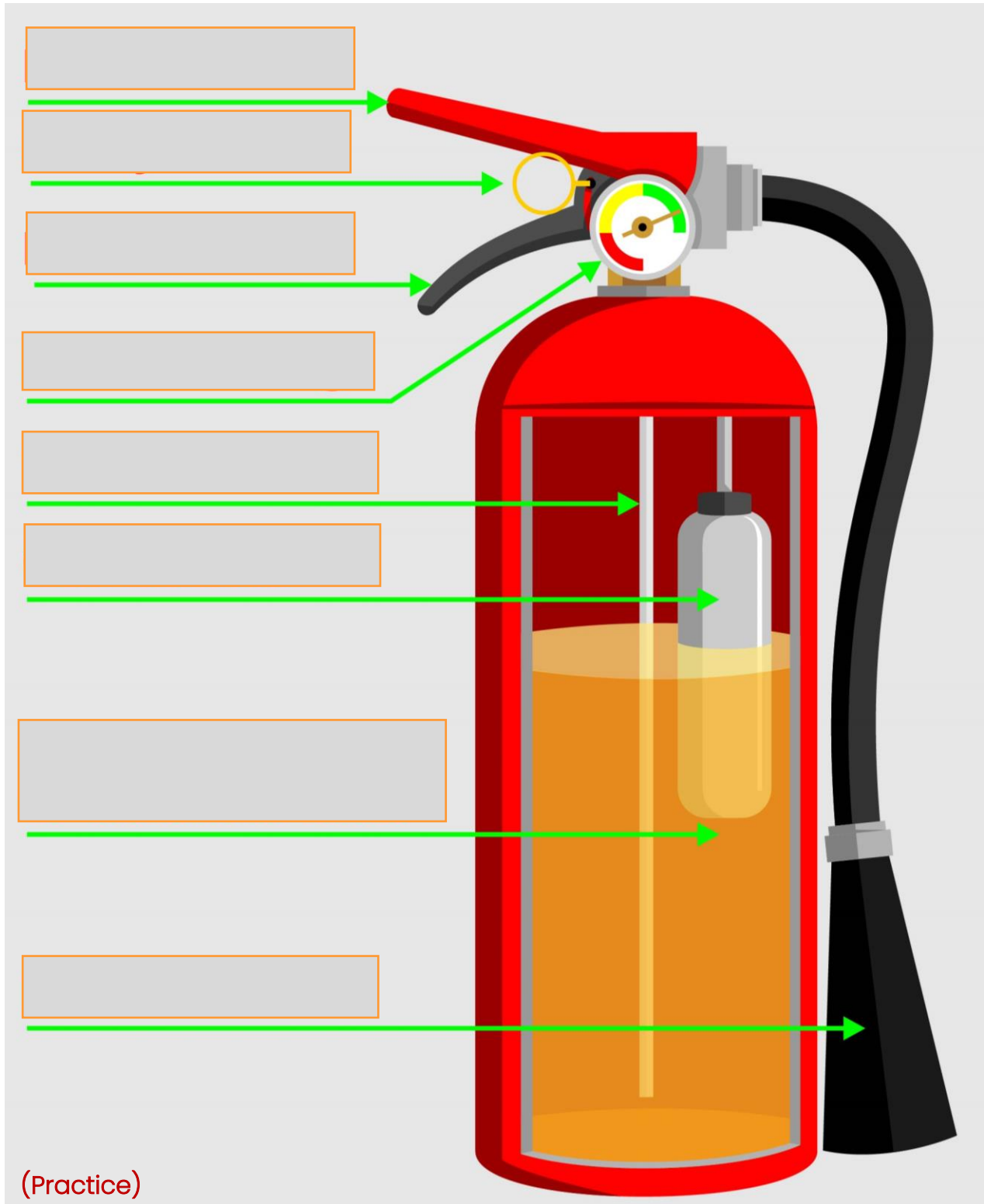
- a) cardboard
- b) electrical appliance
- c) petrol
- d) curtains
- e) aluminium
- f) cooking oil
- g) propane gas
- h) plastic chair
- i) computer
- j) rubber tyres



(Practice)

6. Label the fire extinguisher:

tube, handle, nozzle, pressure gauge, safety pin, gas canister, handle, carbon dioxide or other chemical



4. Discuss the following diagram in your group.



5. Provide evidence that you can access all areas of a familiar environment safely.

**Did you demonstrate this?*

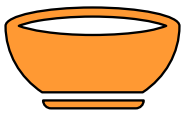
Yes

No

It's easier to ask a dumb question than it is to fix a dumb mistake.

2. Comment if the health and safety legislation is being applied or is not being applied, and give reasons why. (on previous page)

3. Scenarios at a restaurant: Has the restaurant followed the legislation relating to the workplace? Say why/why not.



a) Incident: A customer is accidentally scalded while being served hot soup by staff and is taken to hospital for treatment. The customer suffered minor burns and remained off work for a week. The restaurant took no further actions.



b) Incident: A customer knocks their soup bowl off the table while reaching for a wine glass – they sustain minor burns. The waitress applies first-aid treatment. The restaurant informs the Health and Safety Authority.





Learner's name: _____

Assessment Criteria	Max mark	Learner's mark
<u>The work environment</u>		
Identifying work areas <ul style="list-style-type: none"> ● Identify work areas (Page 21) ● Identify hazardous equipment (Page 21) ● Discuss hazard identification (Page 14) ● Discuss hazard identification (Page 15) 	1.5 marks 1.5 marks 1 mark 1 mark	
Safety equipment <ul style="list-style-type: none"> ● List available safety equipment (Page 21) ● Classify types of hazards safety equipment may be employed in (Page 21) 	2.5 marks 2.5 marks	
Protective clothing <ul style="list-style-type: none"> ● Identify protective clothing specific to work area (Page 22) ● Explain importance in minimising accidents and injuries (Page 22) 	2 marks 3 marks	
Health and safety vocabulary <ul style="list-style-type: none"> ● Give correct definitions for health and safety terms listed (Pages 39 to 41) ● Include 5 definitions related to student's workplace (Page 42) 	4 marks 1 mark	
Total	20 marks	

Mapping of Learning Outcomes

1. Identify the various work areas, hazardous equipment, protective clothing or personal protection, specific to work areas in a business using appropriate terminology **Pages 9 to 16 (hazards), Pages 17 to 21 (work environments – hazards, PPE), Pages 22 to 25 (PPE), Pages 26 to 28 (bullying at work), Pages 29 to 30 (stress), Pages 31 to 34 (risks), Pages 35 to 38 (control measures), Pages 39 to 42 (health and safety vocabulary), Pages 48 to 51 (fire hazards), Safety Investigation**
2. Identify fire exits, assembly points and emergency exits in the workplace, entry and exit points, and Health and Safety signage in each workplace area **Pages 12 to 13 (signage), Pages 18 to 20 (signage), Pages 57 to 58 (emergency exit plan), Page 69 (signage), Detailed plan, Safety Investigation**
3. Explain the importance of correct procedures for fire drills, accidents and emergencies **Pages 46 to 47 (fire prevention), Pages 59 to 61 (emergency exit plan – fire drills, importance of emergency procedures)**
4. Explain the importance of protective clothing to minimise injuries and accidents in the workplace **Pages 18 to 20 (PPE in different work environments), Pages 22 to 25 (PPE), Safety Investigation**
5. Discuss a range of fire safety equipment in the workplace to include uses of various types of fire extinguishers, sprinkler systems, and smoke alarms **Pages 52 to 56 (fire extinguishers), Pages 62 to 66 (fire detection systems)**
6. Discuss the legislation governing Health and Safety in all workplaces to include employers and employees' responsibilities **Pages 73 to 79 (legislation), Page 80 (excerpts from Act), Pages 81 to 83 (examples), Safety Investigation**
7. Explain what a Health and Safety statement is and its importance for the workplace **Page 76 (description of safety statement), Pages 84 to 86 (safety statement – importance, comparison), Safety Investigation**
8. Identify Health and safety officials in the workplace **Page 87 (health and safety roles), Safety Investigation**
9. Carry out the correct procedures for handling heavy, hazardous and fragile items **Pages 96 to 98 (manual handling), Page 99 (handling hazardous items), Page 100 (handling fragile items)**
10. Demonstrate the use of a fire extinguisher **Page 56 (using a fire extinguisher)**
11. Carry out the correct procedure for checking that smoke alarms are working **Pages 63 and 64 (smoke alarms)**
12. Participate in a group discussion relating to hazard identification **Page 15 (discussion – hazard identification), Page 49 (discussion – fire hazards), Page 51 (discussion – responsibilities, hazards, prevention of accidents)**
13. Access all areas of the building safely **Page 68 (accessing areas)**
14. Work safely following workplace safety procedures. **Pages 88 to 92 (reporting a hazard, poster, daily routine and safety procedures, accident report), Safety Investigation**