Performing Engineering Operations
Level: 2
EOR/202
Working safely in an engineering environment (lift safety)

Candidate Name:

EAL Assessment Route Summary

This EAL assessment route identifies a broad range of basic competences you need to work safely in an environment where working with lifts or lift equipment is involved.

You will be required to observe all relevant statutory and organisation regulations and to comply with codes of good practice and safe working procedures at all times.

You will be required to identify hazardous situations, equipment, materials or conditions and know how to take appropriate action to eliminate/minimise the risks to life, property and the environment within your immediate work surroundings. Whilst working in the environment you will be required to note and report any changes in the work area or process that may affect your own safety or the safety of others affected by your activity.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken, and to take account of any potential difficulties or problems that may arise with the activities and seek appropriate help and advice in determining and implementing a suitable solution. You will work under a high level of supervision whilst taking responsibility for your own actions and the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of your work, and will provide an informed approach to statutory regulations and organisational safety requirements and procedures, and their application, to provide a sound basis for carrying out the activities safely and correctly.
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Performance to be assessed and evidenced:

1. Comply with your duties and obligations as defined in the Health and Safety at Work Act 1974

Assess all by work performed:
- apply in principle your duties and responsibilities as an individual under the Health and Safety at Work Act and other relevant current legislation
- identify within your working environment, appropriate sources of information and guidance on health and safety issues, to include:
  - eye protection and personal protective equipment
  - COSHH regulations
  - risk assessments
- identify the warning signs and labels of the main groups of hazardous or dangerous substances
- comply at all times with the appropriate statutory regulations and specific regulations relevant to your work

2. Apply safe working practices and procedures at all times

Assess all by work performed:
- present yourself in the workplace suitably dressed/prepared for the activities to be undertaken
- observe personal protection and hygiene procedures at all times
- act in a responsible manner at all times within the working environment
- maintain a tidy workplace with exits and gangways free from obstructions
- use tools and equipment safely and only for the purpose intended
- carry out your work activities in accordance with legal requirements and the organisation’s safety policies
- take measures to protect others from harm resulting from any work you are carrying out

3. Follow organisational accident and emergency procedures

Assess all by work performed:
- identify the appropriate qualified first aiders or appointed person and the location of first aid facilities
- identify the procedures to be followed in the event of injury to yourself or others
- follow organisational procedures in the event of fire/fire drills and for the evacuation of premises/work area
- identify the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment, processes or machinery
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Performance to be assessed and evidenced:

4. Recognise and control hazards in the workplace to minimise risks

Assess all by work performed:
- your working environment (such as working at height, in confined spaces, hot work)
- the tools and equipment that you use (such as machines, power tools, cutting tools)
- materials and substances that you use (such as cutting fluids/oils, hydraulic fluids, fluxes)
- use working practices that do not follow laid-down procedures

5. Use correct manual/mechanical lifting and carrying techniques

Assess by work performed:
- lifting alone

Plus

Assess one more by work performed:
- with assistance of others
- with mechanical assistance

6. Safely operate lifts taking into account all safety precaution/practices and follow established procedures

Assess all by work performed:
- safely gain access to lift areas e.g. machine rooms, car tops, pits, pulley rooms
- carry out safe operation of lifts e.g. using car top controls, emergency electrical recall controls
- carry out safe emergency release of trapped lift passengers as applied to lift equipment e.g. geared traction lifts, electro-hydraulic lifts, gearless lifts, manual doors, automatic doors
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Knowledge to be assessed and evidenced:

1. **What are the roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974 and other current legislation?**

2. **What are the specific regulations and safe working practices and procedures that apply to your work activities?**
   Such as: The Electricity at Work Regulations, Woodworking Regulations.

3. **What are the warning signs for the main groups of hazardous substances defined by the Classification, Packaging and Labelling of Dangerous Substances Regulations?**

4. **How do you locate the relevant health and safety information for your tasks?**

5. **What are the sources of expert assistance when help is needed?**

6. **What constitutes a hazard in the workplace?**
   Such as: moving parts of machinery, electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, material ejection, fire, working at height, environment, pressure/stored energy systems, volatile or toxic materials, unshielded processes.

7. **What are your responsibilities for dealing with hazards and reducing risks in the workplace?**
   Such as: hazard spotting and safety inspections, the use of hazard check lists, carrying out risk assessments, COSHH assessments and safe systems of working.

8. **What are the risks associated with your working environment?**
   Such as: the tools, materials and equipment that you use, spillages of oil and chemicals, not reporting accidental breakages of tools or equipment and not following laid-down working practices and procedures.

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Knowledge to be assessed and evidenced:

9. What sources of information should you use to check safety requirements and procedures?
   Such as: local work procedures, codes of practice or guidance, the severity of the accident or injury that the hazard may cause.

10. What are the control measures that can be used to eliminate/reduce the hazard?
    Such as: lock off and permit to work procedures, provision of safe access and egress, use of guards and fume extraction equipment, use of personal protective equipment.

11. What are the first aid facilities that exist within your work area and within the organisation in general?

12. What procedures must be followed in the case of accidents involving injury?

13. What constitute dangerous occurrences and hazardous malfunctions?

14. Why must dangerous occurrences and hazardous malfunctions be reported even when no-one was injured?

15. What are the procedures for sounding the emergency alarms, the evacuation procedures and escape routes to be used?

16. Why is it important to report your presence at the appropriate assembly point?

17. What is your organisational policy with regard to fire fighting procedures?

18. What are the common causes of fire and what can you do to help prevent them?

19. What personal protective equipment (PPE) and protective clothing is available for your areas of activity?

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Knowledge to be assessed and evidenced:

20. Why must you observe personal protection and hygiene procedures at all times?
   Such as: skin care (barrier creams, gloves), eye protection (safety glasses, goggles, full face masks), hearing protection (ear plugs, ear defenders), respiratory protection (fume extraction, face masks, breathing apparatus), head protection (caps with hair restraints, protective helmets), foot protection (safety footwear), dangers of ingestion and the need for washing hands.

21. How do you act responsibly within the working environment?
   Such as: observing restricted area notices, complying with warning signs, walking not running, using equipment only for its intended purpose, not interfering with equipment or process that are not within your job role, following approved safety procedures at all times.

22. What are the correct methods of manually handling and moving loads?
   Such as: pushing, pulling, levering.

23. How do you manually lift and carry loads safely and correctly?
   Such as: from ground level, waist high, overhead, reaching over.

24. What manual and mechanical lifting and moving aids are available?

25. How should you maintain good housekeeping arrangements?
   Such as: maintaining cleanliness of your work area, removal of waste materials, storage of materials, tools and equipment and products.

26. How do you maintain access and egress (exits)?
   Such as: clear walkways, emergency exits.

27. When should you act on your own initiative and when should you seek help and advice from others?

28. Who should you report to in the event of problems that you cannot resolve?