



Unit HSS7: Make sure your own actions within the workplace aim to protect the environment

This unit is for everyone at work - (i.e. paid, unpaid, full time, part-time). It is about maintaining good practice in day to day work activities by identifying the risks, minimising the risks and using resources responsibly.

This unit is about the responsibilities of everyone at work for minimising risks to the environment as a result of work activities. It describes the competences required to make sure that:

- your own actions do not increase risks to the environment
- you do not ignore significant risks to the environment, and
- you take sensible action to put things right, including reporting risks, and seeking advice

Performance Criteria:

You must:

Identify the risks to the environment arising as a result of workplace activities

1. identify the people in the workplace to whom you should report environmental matters
2. make sure you are up-to-date on environmentally-friendly working practices which are relevant to your workplace
3. identify any current working practices in your job role which could cause harm to the environment
4. identify any materials, products or equipment used in any part of your job role which could cause harm to the environment
5. report any differences between legal regulations and workplace instructions and the actual use of materials or products hazardous to the environment
6. promptly report to the people responsible for environmental matters the hazards which present high risks

Minimise risks to the environment arising as a result of workplace activities

7. follow the relevant legal requirements and workplace environmental instructions for your job role
8. within your capability and the scope of your job responsibilities, control the environmental hazards
9. promptly report risks to the environment that you are unable to deal with
10. pass on any suggestions for limiting risks to the environment to the responsible person
11. follow suppliers', manufacturers' and workplace instructions for the safe use and storage of materials, products and equipment
12. follow the correct instructions for handling materials and products which can be hazardous to the environment
13. follow the correct instructions for disposing of materials and products which can be hazardous to the environment



Knowledge and Understanding for this Unit:

You must know and understand:

- a. the legislation relating to environmental matters which affect your workplace
- b. your responsibilities for the environment as defined by any specific legislation covering your job role
- c. the particular risks to the environment which may be present in your workplace and/or in your own job role
- d. how to use resources and materials effectively and efficiently
- e. the importance of remaining alert to the presence of hazards to the environment in the whole work place
- f. the importance of dealing with, or promptly reporting, risks to the environment
- g. the substances and processes categorised as hazardous to the environment
- h. workplace instructions, precautions and procedures relating to the control of risks to the environment
- i. the responsibilities for items (materials/equipment) which can be hazardous to the environment detailed in your job description
- j. the responsible people to whom to report environmental matters
- k. the specific workplace environmental instructions covering your job role
- l. suppliers', manufacturers' and workplace instructions for the use of equipment, materials and products which can be hazardous to the environment
- m. working practices for your own job role
- n. correct handling instructions for materials which can be hazardous to the environment
- o. your responsibility for controlling hazards to the environment
- p. workplace instructions for handling hazards to the environment which you are unable to deal with