



Part 1 – description of the work tasks that are your responsibility

Marks allocated

A description of permanent and temporary pieces of equipment and substances used in your work environment

The **descriptive** element is often missed here, which means easy points lost. As well as describing the **types** of equipment tell the assessor **how many** of them there are e.g. if power drills are used in your workplace then say how many. If only one is used the assessor cannot know this unless you tell him/her. Again, if it is to be descriptive you will need to include things like how is it **powered** e.g. is your drill mains voltage electrical, battery powered or an air tool?

Don't forget the substances. To describe a substance you will have to tell the assessor if it can harm people and if it can then how **can it harm people**. In other words, what is its **nature**? Don't make this up. Remember your project will be marked by a safety professional and they often know the properties of many substances. Check the material safety data sheet and the product label. The **amounts** of substance are also significant but this is often overlooked.

A description of the activities carried out within your work environment

Assumption is sometimes a problem in this part. For example a welder might describe his work activity as welding but as all welders know there is more than one type of welding and each type is significantly different from the others. Similarly a Telecommunications Transportable Satellite Ground Terminal Engineer might assume that everyone knows what one of those is, which would be a mistake. Sometimes describing the **nature** of the activity is easier than giving a thousand word technical description e.g. but joint welding sheet steel on a work platform using mains voltage mig welder would involve hot work, would involve working at height (the work platform) and the process would produce a potentially harmful gas.

No matter what your job is there are some things that we all have to do. There is always a level of **maintenance**, even if you don't use machinery. Let's say you are a banksman. And let's say that you guide vehicles around a manoeuvring area and do not need any machinery to do so. There would still be PPE to consider. How long would a high visibility vest be 'high visibility' if it didn't get cleaned from time to time. What about maintaining the road surface and signs? The point is all work places and equipment, where used, needs to be maintained and that includes **cleaning** too.

Please sign to confirm that this is your own work: _____