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## Overview

This standard covers the basic, legally required health and safety duties of everyone in the workplace. This standard does not require a full risk assessment to be undertaken. This standard is about identifying hazards and evaluating risk(s) in the workplace as well as reducing the risk(s) to health and safety in the workplace. This standard is about having an appreciation of identifiable risk(s) in the workplace and knowing how to identify them and deal with them.

It describes the competence required to ensure that:

- actions or lack of action do not create any health and safety risk(s)
- identifiable risk(s) in the workplace are not ignored
- sensible action is taken to put things right, including reporting situations which pose an identifiable risk(s) to people in the workplace, and seeking advice from others

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**Performance criteria***You must be able to*

- P1. carry out your working practices in accordance with relevant legislative requirements
- P2. identify the correct personal and vehicle protective equipment required to correctly carry out your workplace practices
- P3. carry out your workplace practices and **workplace policies** using the correct personal protective equipment
- P4. rectify health and safety **risk(s)** that are within your capability and scope of your job responsibilities
- P5. pass on any suggestions for reducing **risk(s)** to health and safety within your job role to the responsible persons
- P6. ensure your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- P7. follow the **workplace policies** and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products and report any differences identified
- P8. ensure your personal presentation at work ensures the health and safety of yourself and others, meets any relevant legislative duties and is in accordance with **workplace policies**

## Knowledge and understanding

You need to know and understand:

- K1 the current health and safety legislation, regulations and **workplace policies** that govern your working practices
- K2 your duties and responsibilities for current health and safety as defined by any specific legislation covering your job role and where to access the information
- K3 agreed **workplace policies** relating to controlling **risk(s)** to health and safety the responsible person(s) to whom you report health and safety concerns
- K4 4. what hazards may exist in your workplace
- K5 health and safety **risk(s)** which may be present in your own job role and the precautions you must take
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 how to deal with and report **risk(s)**
- K8 the requirements and guidance on the precautions
- K9 the specific **workplace policies** including safe working practices covering your job role
- K10 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
- K11 the importance of personal presentation in maintaining health and safety in the workplace
- K12 the importance of personal conduct in maintaining the health and safety of yourself and others
- K13 the importance of personal protective equipment, when and where it should be used and the importance of maintaining it correctly
- K14 your scope and responsibility for rectifying **risk(s)**

**Scope/range**

1. **Risk(s)** resulting from:
  - 1.1. use of tools and equipment relevant to the task
  - 1.2. the use of materials or substances
  - 1.3. working practices which do not conform to laid down policies
  - 1.4. unsafe behaviour
  - 1.5. accidental breakages and spillages
  - 1.6. environmental factors
  - 1.7. working at height
  - 1.8. lifting operations and manual handling
  - 1.9. incorrect use of personal protective equipment
  
2. **Workplace policies** covering:
  - 2.1. the use of safe working methods and equipment
  - 2.2. the safe use of hazardous substances
  - 2.3. smoking, eating, drinking and drugs
  - 2.4. what to do in the event of an emergency
  - 2.5. personal presentation
  - 2.6. personal protective equipment
  - 2.7. lifting operations and manual handling
  - 2.8. working at height
  - 2.9. mobile phones and personal stereo equipment
  
3. **Motor vehicle** could include:
  - 3.1. light vehicles
  - 3.2. heavy goods and public service vehicles
  - 3.3. motorcycles
  - 3.4. lift trucks
  - 3.5. heavy vehicle trailers
  - 3.6. caravans and motorhomes

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	IMI
<b>Original URN</b>	IMIARBG2
<b>Relevant occupations</b>	Accident Repair Technicians, Auto and Mobile Installation Technicians, Auto-electrical Technician (Automotive), Automotive Aftermarket Electrical Enhancement Technician (Automotive), Automotive Paint Supervisor, Automotive Paint Technician, Body Repair and Alignment Technician (Automotive), Body Repair Technician (Automotive), Caravan and Motorhome Diagnostic Technician (Automotive), Caravan and Motorhome Service Technician (Automotive), Caravans and Motorhomes Diagnostic Technician (Automotive), Caravans and Motorhomes Service Technician (Automotive), Cosmetic Refinishing Technician (Automotive), Cosmetic Senior Refinishing Technician (Automotive), Heavy Vehicle Diagnostic Technician (Automotive), Heavy Vehicle Fleet/Service Manager (Automotive), Heavy Vehicle Master Technician (Automotive), Heavy Vehicle Service Technician (Automotive), Heavy Vehicle Trailer Diagnostic Technician (Automotive), Heavy Vehicle Trailer Fleet/Service Manager

(Automotive), Heavy Vehicle Trailer Master Technician  
 (Automotive), Heavy Vehicle Trailer Service Technician  
 (Automotive), Lift Truck Service Technician (Automotive), Lift  
 Relevant Occupations IMICA02 Reduce risk(s) to health and safety  
 in the motor vehicle environment IMICA02 Reduce risk(s) to health  
 and safety in the motor vehicle environment 5 Truck Trailer  
 Diagnostic Technician (Automotive), Lift Truck Trailer Master  
 Technician (Automotive), Lift Truck Workshop Controller , Light  
 Vehicle Diagnostic Technician (Automotive), Light Vehicle Master  
 Technician (Automotive), Light Vehicle Service Technician  
 (Automotive), Maintenance and Repair Technicians, Mechanical,  
 Electrical and Trim Assistant Technician (Automotive), Mechanical,  
 Electrical and Trim Technician (Automotive), Motorcycle Diagnostic  
 Technician, Motorcycle Fleet/Service Manager (Automotive),  
 Motorcycle Master Technician (Automotive), Motorcycle Service  
 Technician, PDR Senior Technician (Automotive), PDR Technician  
 (Automotive), Rental and Leasing Customer Service Advisor  
 (Automotive), Rental and Leasing Maintenance Advisors  
 (Automotive), Rental and Leasing Technical Service Advisor  
 (Automotive), Roadside Assistance Manager, Roadside Assistance  
 Operator, Roadside Assistance Operators, Roadside Assistance  
 Senior Operator, Roadside Assistance Senior Technician, Roadside  
 Assistance Technician, Sales Controller (Automotive), Sales  
 Executive (Automotive), Specialist Tyre Fitting Operations  
 (Automotive), Tyre Exhaust and Windscreen Fitters , Tyre Fitting  
 Operations (Automotive), Vehicle Damage Assessment Operators,  
 Vehicle Damage Assessor (Automotive), Vehicle Parts Operative,  
 Vehicle Parts Operators, Vehicle Parts Supervisor, Bus and Coach  
 Mechanic, Bus and Coach Electrician, Bus and Coach Mechelec,  
 Bus and Coach Body Repairer, Motorcycle Preparation Technician,  
 Vehicle Parts Assistant, Vehicle Parts Advisor

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**Suite**

Accident Repair - Body; Accident Repair - Joining; Accident Repair -  
 Paint; Accident Repair - SMART - Cosmetic; Accident Repair -  
 SMART - PDR; Accident Repair - Mechanical, Electrical and Trim;

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Body Building; Maintenance and Repair - Caravans and Motorhomes; Maintenance and Repair – Heavy Vehicle; Maintenance and Repair - Heavy Vehicle Trailer; Maintenance and Repair - Lift Truck; Maintenance and Repair - Light Vehicle; Maintenance and Repair - Motorcycle; Auto Electrical and Mobile Electrical Installation; Roadside Assistance; Vehicle Damage Assessment Operations; Vehicle Fitting; Vehicle Parts Operations; Vehicle Recovery; Vehicle Sales v3; Vehicle Damage Assessor Operations

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**Key words**

Reduce; risk; health; safety; motor; vehicle; environment