

Personal statement unit 22



**ASSIGN
BUSTER**

Personal Statement Unit 22. 122. 1 PCA Make sure you read, comply and have up to date information on your Health and Safety records for your workplace. I have photocopied the company's current Health and Safety procedures.

They include breaches of security, illness, accidents, fires and other reasons that may lead to evacuation of the premises. The procedures are followed by people in the workplace and also get updated when needed. I have read the policy and understand the various procedures. 22.

1 PCB Make sure the procedures are being followed and report any that are not to the relevant person. Upon noticing that some employers were without or not using safety goggles while using machinery, it was noted that this is against procedure as damage to the eyes or indeed loss of sight could occur. A memo to the manager was made to inform him the company's Health and Safety procedures weren't being carried out. 22. 1 PCC Identify and correct any hazards that you can rectify safely, competently and within limits of authority. The company's Health and Safety policy states that they will provide a safe working environment for all employees.

The manager received a second memo stating this. Following this, all employees have now been issued with safety goggles and warning signs have been placed next to all machinery that requires users to wear them. 22.

1 PCD Promptly and accurately report any hazards that you are not allowed to deal with to the relevant person and warn other people who may be affected. Upon noticing unusual sparks coming from a machine, a memo to the manager was urgently needed as regular employees are not qualified to

deal with this type of hazard. Without touching the said machine, a warning notice was made and placed on it, to warn other employers of the dangers.

22. 1 PCE Follow your organisations emergency procedures promptly, calmly and efficiently.

In the event of an illness or an emergency, I would display my understanding of the organisations procedures by following them efficiently. 22. 1 PCF Identify and recommend opportunities for improving health, safety and security to the responsible person. A memo was sent to the manager, pointing out that although customers were to enter the reception area, some were still coming round the back of the building. This could pose as a security risk and also a health and safety risk.

The memo suggests that a sign be made for ??? no access to customers??™.

22. 1 PCG Complete any Health and Safety records legibly and accurately.

On witnessing an accident, a form must be filled in with necessary details.

Full name of injured person
Date and time of accident
Location of accident
Details of accident
Injury sustained
Full name of witness
Action

taken
Further necessary action
Unit 22. 1PCBMEMO
To: Peter Smith
From: Jazz

Anderson
Date: 20/06/07
Re: Safety goggles
Peter, I have noticed a procedure not being carried out according to the health and safety policy. Some employers are without or not using safety goggles while using machinery.

Regards
Jazz
Unit 22. 1PCCMEMO
To: Peter Smith
From: Jazz
Anderson
Date:

20/06/07
Re: Safety goggles
Peter, Further to my recent memo regarding safety goggles. I have now ensured that all employers who use the machinery own a pair of goggles.

RegardsJazzUnit 22. 1 PCDMEMOTo: Peter SmithFrom: Jazz AndersonDate: 20/06/07Re: Suspected dangerous machineryPeter, I have noticed unusual sparks coming from a particular machine. I have put a warning sign next to the machine to stop people using it until it has been checked out. Will you please arrange for the relevant person to check out the machinery.

RegardsJazzUnit 22. 1 PCDWARNINGDo not useFaulty machinery20/06/07Unit 22.

1PCGAccident reportName of injured personTime and date of accidentLocation of accidentDetails of accidentInjury sustainedName of witnessAction takenFurther necessary actionReported toSignatureDateUnit 22. 1PCBSAFETY GOGGLES MUST BE WORN WHEN USING THIS MACHINERY20/06/07Unit 22. 1PCEEmergency ProceduresIllnessIf someone becomes ill, stay calm and call for help.

As a person not trained in first aid is advised against administering it, an appointed first aider will be called for. There is usually one close by. If this is not the case, try never to leave the patient alone, ask someone to call the emergency services, remain with patient, try to keep them still and calm until help arrives. AccidentIf an accident occurred, the above procedures for illness usually occur. For more serious events, contact emergency services straight away, then seek out the nearest first aider.

Always avoid personal danger i. e. electric shocks or falling objects. An accident form (PCG) will need to be filled in with all necessary details. FireOn discovering a fire, I would operate the nearest fire alarm then leave the building by the designated fire exit. There is an assembly point for all

employers to gather for a register to be taken, to ensure all employers are safely outside of the building.

If the fire is small and there are extinguishers nearby, I would only attempt to put the fire out if by doing so, I would not be putting myself or others at risk. Bomb threat or other reason to evacuate the building. In these circumstances, the fire alarm would sound continually. The procedure to follow is the same as exiting the building in the case of a fire. Breaches of Security All customers enter and stay in the reception area.

Employers would notice anyone out of place beyond the reception area and would ask them to return to reception area. At the end of every day, all windows and doors are checked and locked. Unit 22 Element 22. 1 I have read, comply and understand the Health, Safety and Security requirements and procedures for the workplace. Unit 22 Element 22. 1 Contents Personal Statement Signed compliance and understanding sheet PCAPCBPCCPCDPCEPCFPCG