Unit 102 - Health & Safety in ICT

**Part 1: Introduction**

[Explain in general why health and safety in the IT industry is important giving examples]

My Role as an Employee

[Outline what you roles as an employee in health and safety]

The role of my Employer

[What is the role of the employer?]

The Health and Safety Work Act

[Explain what the health and safety at work act 1974 is and summarise a few of its main points

]

**Part 2: Identifying relevant organisational Health & Safety procedures**

[write a paragraph about safety under each of the following headings}

1. Ladders:

Firstly make sure the ladder is on a secure/safe area so it is less likely to move when climbing. When climbing on the ladder make sure 3 parts of your body (hands and feet) are in contact with the ladder. It can be one hand and both feet or both hands and one foot in contact with the ladder. Never carry any load that could lose your balance while on the ladder and don’t stand on top of the ladder. Don’t pull or lean on the ladder as it could cause the ladder to tip and avoid having ladders near doors

1. Heavy Lifting Items:

Firstly you must know your limits of how much you can carry. If you carry too much or carry something that is too heavy it could cause an injury to yourself or others. If something is too heavy to carry ask for assistance from another IT Technician or Site Team to help carry the object. Make sure you lift with the legs and make sure your back is straight as lifting with your back can cause injuries to your back.

1. Environment/Temperature:
2. Heights:
3. Using the right equipment:
4. Trip Hazards:
5. Anti-static wrist band / mat:

**Part 3: Identifying available sources of Health & Safety information**

What procedures have you followed

Where do you find health and safety information

What would you do if you had a problem

**Part 4: Demonstrate how relevant Health & Safety procedures have been followed.**

Provide examples of following health and safety procedures.