

## Communication skills

- Listen carefully and demonstrate understanding of important instructions and safety information
- Recognise the use of instructional language, e.g. **Use xxx** or **You use xxx**
- Understand the difference in meaning between, for example, *You **must** wear gloves, you **should** wear gloves and you **can** wear gloves*
- Understand key vocabulary, e.g. hurt, twist, injured, incident, accident, first aid
- Use clear pronunciation and appropriate vocal stress, intonation and body language when asking questions to clarify understanding or explaining something to a colleague

## Completing accident or incident report forms

- Understand the purpose of the form and consider what information is required
- Provide the required information, write legibly and proofread for grammar, spelling or punctuation mistakes
- Use a dictionary to check spelling
- Use appropriate time and date formats
- Provide information using appropriate units, e.g. for max. weight

## Using equipment safely

- Read and understand the instructions before operating equipment or machinery
- Check for warnings on maximum or minimum limits, e.g. weight in kilograms, height in metres
- Ask for advice or seek clarification about operating instructions

# Understand and comply with health and safety information

## Understand quantitative information

- Understand that information can be presented as charts, graphs and tables
- Interpret charts and graphs by checking the title, labels and scale
- Check the source of the information
- Read and understand numerical information when operating machines, e.g. maximum temperature

## Reading notices and information

- Understand that information can be presented in different formats, e.g. images, symbols, diagrams with arrows, lists, bullet points
- Recognise key health and safety signs/images and understand the significance of sign shape, image and colour scheme
- Use suitable reading strategies, e.g. skimming, scanning and reading for detail
- Understand key vocabulary and abbreviations used in health and safety information, e.g. comply with, prevent, risk, harm, hazard, COSHH, HACCP
- Read numbers expressed in words and figures, e.g. twenty kg or 20 kg
- Make notes of important health and safety procedures to aid recall