Basic work skills at work:

Health, safety and environment (HSE) at the work site - the construction industry

|  |
| --- |
|  |

**Reading**

* find information in the health, safety and the environment (HSE) manual
* become familiarised with relevant safety procedures
* read and understand procedures on fire safety and the use of fire extinguishers
* read and understand instructions for first aid and the use of first aid equipment
* read and understand safety instructions
* read and understand signs and posters relating to HSE
* read and understand abbreviations, symbols, colours and codes
* read handwritten messages
* read and understand event logs
* read training material in connection with training
* read messages and emails
* read technical journals

**Writing**

* report non-conformities and problems in writing
* fill in forms and checklists for work-related quality, safety and non-conformities
* write brief minutes or make a note of HSE information provided verbally
* write HSE information in the work log
* confirm receipt, sign for, sign and verify forms
* draw up and sign work plans
* write messages and emails

**Oral skills**

* notify others of danger, violations of procedures or emergencies
* report and discuss non-conformities and problems verbally
* listen to and understand oral HSE information
* listen and understand when others warn of danger
* ask if a message is not heard or understood
* communicate clearly with colleagues so that no dangerous situations arise
* discuss and provide input on the working environment
* listen to others’ input and points of view
* pass on important safety information

**Numeracy**

* use numerical information in tables in their own work
* assess mixing ratios in connection with their own work
* convert units
* assess work-related gradients and angles of inclination
* read statistics and graphs

**Digital skills**

* find and fill in forms
* report non-conformities on different devices
* use various devices to log work
* keep up to date on procedures and HSE messages on the company intranet
* use the internet to find specific environmental and safety information about a product or tool
* take photos to document incidents or non-conformities
* communicate via messages
* store documents and images in dedicated areas or via cloud services
* use QR and barcodes
* use digital arenas
* send and receive messages and emails
* use various digital arenas for collaboration and communication
* use standard office software
* use different training resources
* use a smartphone and tablet with different apps relating to tasks