**Basic job skills: Health and safety (HSE) in the workplace – hygiene**

**Reading**

• 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 for tools, machinery and personal protective equipment

• read and understand signs and information posters

• read and understand abbreviations, symbols and codes

• read messages

• read and understand event logs

• read training material

• read and understand rules relating to work clothes, disposable equipment and clean zones

• read and understand wardrobe hygiene rules

• read and understand rules for moving between zones

• read and understand rules concerning personal hygiene such as hand washing

• read and understand rules for cleaning machinery and equipment

• read and understand precautions in the event of illness and injuries

• read and understand rules and responsibilities for keeping the workplace in order

• read and emails and messages

• read reports and minutes of meetings

**Writing**

• report non-conformities and problems

• fill in forms and checklists for work-related quality, safety and non-conformities

• write brief minutes or notes of information provided verbally

• tick off and sign safety self-inspection checklists

• fill in work logs

• 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

• listen to and understand information about health, safety and the environment (HSE) provided verbally

• listen and understand when others warn of danger

* speak up if a message is not heard or understood

• rephrase messages to ensure their own and others’ understanding

• discuss and provide input on the working environment to safety and employee representatives

• listen to others’ input and points of view

• listen to presentations of risk assessments

• pass on important safety information

• communicate clearly with colleagues so that no dangerous situations arise

• discuss hygiene rules

• discuss their own health situation in relation to relevant work tasks with superiors

**Numeracy**

• use numerical information in tables in their own work

• assess mixing ratios in connection with their own work

• convert between units when planning work

• read statistics, tables and graphs

• read different meters

* read and check temperatures
* check the date on different goods

**Digital skills**

• consult quality and HSE systems

• report non-conformities

• use various devices to log work

• keep up to date on procedures and messages on the company intranet

• use the internet to find information

• take photos to document incidents or non-conformities

• send and receive messages and emails

• save documents and photos

• use standard office software

• use QR codes and barcodes as needed

• use a smartphone and tablet with different apps relating to tasks

• use various digital arenas for collaboration and communication

* stay updated on various regulations