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### Overview

The elements are:

1. monitor and maintain health, safety and security in the workplace
2. maintain good standards of health and safety for self and others

To maintain a healthy and safe working environment, you are required to take reasonable care for the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them comply with their duties under health and safety legislation, and not interfere with or misuse anything provided for your health, safety and welfare. This unit applies to employees and volunteers working in the land-based sector.

Your employer (or voluntary organisation) is under a legal duty to have a Health and Safety policy. Where they employ five or more people, this policy must be in writing. The policy should:

1. be specific to your place of work
2. state the general aims for employee health and safety
3. describe the systems and procedures for ensuring health and safety of the workforce
4. outline the various responsibilities of particular people

Whether or not the policy is in writing, it is vital that you understand and acknowledge your responsibilities under the policy. This may include observing particular instructions and procedures, checking items of equipment, reporting accidents etc.

Despite following the correct health and safety procedures, accidents and emergencies may still happen because of circumstances beyond your control or that of your organisation. You must be able to deal with such situations and follow the appropriate procedures. It is important that in all your activities you recognise the limit of your own competence and ask for help and advice when it is needed.

### Performance criteria

*You must be able to:*

#### **Monitor and maintain health, safety and security in the workplace**

- P1 identify health and safety **risks** in relation to the workplace
- P2 carry out specified measures to control **risks** and keep the appropriate people fully informed if such measures are inadequate
- P3 seek guidance on measures to control unfamiliar **risks** arising from non-routine work situations
- P4 give health and safety information to others in a manner likely to be understood
- P5 use equipment and materials in accordance with manufacturers' instructions and any organisational training
- P6 take the appropriate action without delay as soon as an emergency is suspected
- P7 dispose of **waste** safely and correctly
- P8 transport any equipment and materials safely and store them correctly at an approved location when not in use
- P9 maintain the security of the workplace in accordance with organisational requirements
- P10 keep any necessary records accurate, legible and complete

#### **Maintain good standards of health and safety for self and others**

- P11 supply the necessary personal medical information in accordance with organisational
- P12 use and care for the correct personal protective equipment and clothing assessed as being necessary for your work
- P13 use approved methods and handling equipment when moving and lifting items
- P14 maintain the necessary personal and workplace hygiene at all times
- P15 give accurate information about your whereabouts so that contact can be made if necessary
- P16 give health and safety information to others in a manner likely to be understood
- P17 behave in a way which minimises risks to yourself and others
- P18 perform your work in a manner which minimises environmental damage
- P19 take appropriate action where **incidents** affect the health and safety of yourself and others
- P20 report **incidents** without delay and fill out records accurately, legibly and completely

### Knowledge and understanding

*You need to know and understand:*

#### **Monitor and maintain health, safety and security in the workplace**

- K1 organisational requirements with regard to ensuring the security of the workplace
- K2 your role and responsibilities for health and safety in the workplace under organisational policy and legislation
- K3 why inadequate measures to control risks should be reported and what corrective action needs to be taken
- K4 the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so
- K5 procedures for different types of emergencies relevant to the industry in which you are working
- K6 how the procedures to take for specific emergencies may be affected by your location
- K7 different types of fire extinguishers and their use, relevant to the area you work in
- K8 the different forms of waste and correct methods of disposal
- K9 how to transport and store equipment and materials safely
- K10 the relationship between security and safety within the workplace
- K11 any specific risks relevant to child safety from your work
- K12 how and why accidents should be reported

#### **Maintain good standards of health and safety for self and others**

- K13 your role in maintaining your own health and safety
- K14 the types of personal protective equipment and clothing needed for your work and how they must be used, cleaned, stored, inspected and replaced
- K15 safe methods for moving and lifting items
- K16 the reasons for maintaining good personal and workplace hygiene relevant to your industry
- K17 the reasons for leaving information about your whereabouts when working in isolation or in remote locations
- K18 your own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond your own capabilities) and the reasons for this
- K19 basic emergency first aid procedures
- K20 methods for minimising environmental damage during work
- K21 why accidents should be reported without delay and recorded in the appropriate document

### Additional Information

#### Scope/range related to performance criteria

Monitor and maintain health, safety and security in the workplace

1. **risks:**
  - 1.1. people
  - 1.2. equipment and materials
  - 1.3. the work area
  
2. **waste:**
  - 2.1. hazardous
  - 2.2. non-hazardous

Maintain good standards of health and safety for self and others

3. **incidents:**
  - 3.1. accidents which cause personal injury
  - 3.2. adverse changes in an individual's health which puts them at risk

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## Monitor and maintain health and safety

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