
Overview

This unit is about health, safety and welfare policy and its implementation within an organisation. It applies to the workplace whether a site, workshop, office or elsewhere.

You will need to encourage a culture of health, safety and welfare and carry out inductions. You will need to check systems regularly, report/record information, identify possible improvements and make recommendations for improvement.

You will need to identify hazards, obtain and review information relating to them and assess risks. You will need to apply the protection and prevention principles, identify any residual risks and pass on information relating to them

COSCCOC01 - SQA Unit Code F08A 04

Operate health, safety and welfare systems

Performance criteria

Operate health, safety and welfare systems in the workplace

- You must be able to:*
- P1 take responsibility for personal health and safety in the work place.
 - P2 encourage a culture of health, safety and welfare whilst in the work place and identify and recommend opportunities for improving the health and safety of the work environment
 - P3 induct people and check that they have appropriate competence certification and are monitored whilst in the work place
 - P4 ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements
 - P5 comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and prevent recurrences
 - P6 check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements
 - P7 make recommendations for improving the work environment clearly and promptly to stakeholders and reporting work place conditions and situations which do not comply with statutory and project regulations

Identify hazards and assess risks in the workplace

- You must be able to:*
- P8 identify the hazards in the work place arising from work products, processes and equipment
 - P9 obtain and receive accurate information on any factors relating to the hazards
 - P10 assess the significance of the hazards
 - P11 apply the principles of prevention and protection
 - P12 identify the residual risks
 - P13 check that resulting information on significant residual risks is provided to the appropriate people

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Knowledge and understanding

You need to know and understand:

Operate health, safety and welfare systems in the workplace

- K1 how to take responsibility for personal health and safety in the workplace (application)
- K2 how to encourage a culture of health, safety and welfare whilst in the workplace (application)
- K3 how to induct people and check that people are certified and monitored whilst in the workplace (application)
- K4 how to ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements (application)
- K5 how to comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences (application)
- K6 how to check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements (application)
- K7 what to identify as special work place conditions which do not comply with regulations (understanding)
- K8 how and why to make recommendations for improving the work environment clearly and promptly to stakeholders (analysis)
- K9 how and why to recommend opportunities for improving the health and safety of the work place environment (synthesis)
- K10 how to report workplace conditions and situations which do not comply with statutory and project regulations (application)

Identify hazards and assess risks in the workplace

You need to know and understand:

- K11 what to identify as the hazards in the work place arising from work products, processes and equipment (understanding)
- K12 how to obtain accurate information on any factors relating to the hazards (application)
- K13 how and why to assess the significance of the hazards (analysis)
- K14 how to apply the principles of prevention and protection (application)
- K15 how to identify the residual risks (understanding)
- K16 how to check that information on significant residual risks is provided to the appropriate people (application)

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Additional Information

Scope/range

Operate health, safety and welfare systems in the workplace

1. Workplace

- 1.1. office
- 1.2. workshop
- 1.3. factory
- 1.4. warehouse
- 1.5. construction sites including public areas (e.g. buildings, roads, motorways, railways and all infrastructure projects)

2. Induct:

- 2.1. health and safety responsibilities
- 2.2. health, safety and welfare equipment and resources
- 2.3. risk control procedures/method statements
- 2.4. first aid arrangements
- 2.5. site, construction and installation operations
- 2.6. health and safety plans

3. People:

- 3.1. workforce
- 3.2. visitors
- 3.3. public
- 3.4. non English speaking workforce

4. Health, safety and welfare equipment and resources:

- 4.1. protective clothing
- 4.2. protective equipment
- 4.3. first aid facilities and arrangements
- 4.4. welfare facilities
- 4.5. storage and security of materials and equipment
- 4.6. accident and incident reporting
- 4.7. fire fighting equipment
- 4.8. provision of health, safety and welfare training

Identify hazards and assess risks in the workplace

5. Hazards

- 5.1. falls from height
- 5.2. slips, trips and falls (same level)
- 5.3. hit by falling or moving objects
- 5.4. manual handling
- 5.5. health issues

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- 5.6. power sources
- 5.7. hazardous substances
- 5.8. trapped by something collapsing or overturning
- 5.9. confined spaces
- 5.10. fire

6. Workplace:

- 6.1. office
- 6.2. workshop
- 6.3. factory
- 6.4. warehouse
- 6.5. construction sites including public areas (e.g. buildings, roads, motorways, railways and all infrastructure projects)

7. Factors:

- 7.1. injure people
- 7.2. cause ill health
- 7.3. long term health condition
- 7.4. damage property
- 7.5. adversely affect the man-made and built environment
- 7.6. cost

8. Assess:

- 8.1. likelihood of occurrence
- 8.2. severity of harm or damage incurred

9. Risks:

- 9.1. high
- 9.2. medium
- 9.3. low

10. Principles of prevention and protection:

- 10.1. eliminate risk
- 10.2. control at source
- 10.3. cumulative/collective protection
- 10.4. manage risk
- 10.5. personal protection equipment

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