

## Overview

This unit is for those involved in:

- 1 supervising health and safety for a group
- 2 ensuring the competence of staff for a work task
- 3 managing a site operation
- 4 leading work tasks

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

### **Previous Version**

None

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## Supervise a team

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### Performance criteria

- You must be able to:*
- P1 ensure the group work safely at all times, complying with health and safety procedures in accordance with regulations and guidelines and company policies
  - P2 ensure that all staffing levels are appropriate for the work activity
  - P3 ensure that personnel have the correct skills & knowledge for the work task
  - P4 ensure that the competence of relevant colleagues are appropriate to the work task
  - P5 review personnel competence in accordance with agreed procedures
  - P6 communicate relevant information to all colleagues who require it
  - P7 supervise the actions of colleagues during work task
  - P8 ensure that the outputs of the work task risk assessment and method statement are adhered to
  - P9 deal promptly and effectively with problems that are your responsibility and are within your knowledge and experience
  - P10 report any problems that you cannot solve in accordance with company operating procedures
  - P11 complete company documentation in accordance with company operating procedures
  - P12 provide the documentation to the relevant people
  - P13 supervise the safe collection and disposal of any waste produced
  - P14 supervise the cleaning and storage of any equipment used
  - P15 ensure the workplace is left as originally found

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### Knowledge and understanding

*You need to know and understand:*

- K1 what your personal responsibilities with regard to health and safety in the working area are
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 how and when to complete a work task risk assessment
- K6 when specific site requirements are in place and what to do to comply with them
- K7 the company standard operating procedures
- K8 what the staffing requirements are for the work activity
- K9 what the training and skills requirements are for the staff to be used
- K10 where to find the records of staff training
- K11 what the competence requirements are for the staff to be used
- K12 where to find the records of staff competence
- K13 how to review staff competence
- K14 how to communicate relevant information to staff
- K15 how to supervise staff and ensure method statements are followed
- K16 what your responsibilities are in accordance with company standard operating procedures
- K17 how to deal with problems
- K18 how to report problems that you cannot solve
- K19 what are your personal limitations of knowledge and experience
- K20 what documentation is required
- K21 how to complete documentation legibly
- K22 who to provide the documentation to
- K23 what waste may be produced by the work activity

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K24 how and why to safely collect and dispose of any waste that may be produced

K25 how and why equipment should be cleaned and stored

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### Additional Information

#### Glossary

##### **Group**

Includes all staff and client personnel involved in the work activity

##### **Working practices**

Includes permit to work, confined space working, working at heights, manual handling, PPE, COSHH etc

##### **Work task**

Includes system cleaning, remedial works, water treatment programmes, water hygiene, equipment installation and servicing, legionella monitoring works and legionella risk assessments

##### **Company operating procedure**

Includes company requirements, instructions and method statements

##### **Regulations and guidelines**

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

##### **Communicate**

Includes verbal and written instructions

##### **Outputs**

Includes health and safety requirements, handling methods, access, competence requirements

##### **Relevant people**

As defined in the programme design, log book, company procedures

##### **Documentation**

Includes reports, records, labelling and identification sheet, written work instructions, hazard/risk assessment, method statement, certificate of compliance sheet

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### **Waste**

Includes chemicals, system water, packaging, used parts, testing equipment, disposable PPE

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**Status** Original

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Water Treatment Management

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**Key words** Water; treatment; supervise; team

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