

# PROHSS8 SQA Unit Code H8W0 04

## Review health and safety procedures at workplaces other than your own



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### Overview

This standard is for a person required to review health and safety conditions in workplaces other than their own.

This standard is about:

- 1 preparing to carry out a review of Health and Safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works);
- 2 carrying out a review to check if relevant mandatory health, safety and welfare requirements are being implemented; and
- 3 reporting and recording the findings of such reviews in accordance with agreed procedures

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### **Performance criteria**

#### **Prepare to undertake a review of health and safety in a workplace**

*You must be able to:*

- P1 obtain authorisation for the review to take place from the person responsible for the workplace
- P2 plan a work schedule for a review of health and safety conditions in accordance with agreed procedures
- P3 obtain information in regard to unfamiliar working activities
- P4 select methods for the review that are suitable for the workplace to be reviewed
- P5 prioritise your activities in the schedule of work to meet the required timescale
- P6 obtain the necessary resources in time for the review to take place
- P7 brief other people involved in the review to make sure they understand its purpose and the process to be undertaken
- P8 agree the documents and information to be used before conducting the review

#### **Carry out reviews of workplace health and safety implementation**

*You must be able to:*

- P9 make sure you wear appropriate clothing, footwear and protective equipment for the workplace you are reviewing
- P10 make sure your review covers all relevant working practices in the workplace
- P11 identify health and safety hazards, which could result in serious harm to people at work
- P12 in consultation with the responsible person, list in priority order any non-compliance with health and safety regulations and instructions
- P13 make recommendations to control the hazards and agree an action plan for improving health and safety
- P14 fully record the outcomes of the review of health and safety, and the action plan in accordance with established instructions:
- P15 agree with the responsible people a follow-up plan for monitoring the implementation of recommendations and corrective action
- P16 accurately record any differences between the content of previous records and the current situation

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## Knowledge and understanding

*You need to know and understand:*

- K1 the employers' and employees' main legal responsibilities for health and safety at work
- K2 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 the structure of the organisation and people responsible for health and safety at work under review
- K4 effective procedures for carrying out a review of health and safety in workplaces
- K5 how to select and use personal protective equipment and health and safety control equipment
- K6 the industry/occupational area in which you are carrying out the review
- K7 the particular health and safety risks which may be present in people's job roles
- K8 the importance of knowing the hazards and the risks which may arise in the work place under review
- K9 the work areas and the job roles you are planning to review
- K10 what notice needs to be given before a review takes place
- K11 resources required to carry out a review
- K12 effective communication and presentational techniques
- K13 effective interviewing techniques
- K14 recording and reporting procedures
- K15 how to develop post-review follow-up plans and monitoring measures

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## Additional Information

### Glossary

**Control(s):** the means by which the risks identified are eliminated or reduced to acceptable levels.

**Hazard:** a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

**Notice:** includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

**Personal presentation:** this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

**Procedures:** a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

- 1 the use of safe working methods and equipment
- 2 the safe use of hazardous substances
- 3 smoking, eating, drinking and drugs
- 4 what to do in the event of an emergency
- 5 personal presentation

**Risk:** a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

- 1 the likelihood of that harm occurring;
- 2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- 3 the population which might be affected by the hazard, i.e. the number of people who might be exposed.

**Stakeholders:** is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community

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