

PROHSS9 SQA Unit Code H8W1 04

Supervise the health, safety and welfare of an individual at work



Overview

This Standard is for anyone who has the responsibility for direct supervision of the health, safety and welfare of an individual in a work environment.

This Standard is about:

1. understanding your responsibilities as the supervisor;
2. preparing for the individual in relation to health, safety and welfare before their work begins;
3. ensuring that the individual understands their responsibilities and what is expected of them in relation to own health and safety and the health and safety of others;
4. providing supervision to make sure that the individual follows safe working practices;
5. supporting the individual at work to make sure that risks to his/her health and safety are managed; and
6. ensuring that legal requirements for health and safety are met

Fundamental to this Standard is an understanding of:

1. the terms "hazard" and "risk";
2. the health and safety legislation which applies within their workplace and specifically in relation to the individual; and
3. the responsibilities of all those involved in the activities of the individual

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Performance criteria

Prepare for and receive an individual at work

You must be able to:

- P1. have a clearly defined job role or programme of work activities for the individual
- P2. have obtained the information available to make an assessment of the suitability of the workplace for the specific individual
- P3. identify and report to the responsible person all controls needed to make sure of the health and safety of the individual at work
- P4. make sure that required work equipment and any personal protective equipment are available prior to the individual starting work activities, and that the individual understands how to use them
- P5. make sure that the individual has been provided with suitable initial health, safety and welfare information and training in line with health and safety legislation as well as employer's requirements
- P6. make sure that the individual can clearly explain and demonstrate understanding of safe working practices prior to commencing work activities
- P7. brief all other people working with, or affecting, the individual in relation to their responsibilities for the health, safety and welfare of the individual
- P8. make sure that there is a plan for the effective supervision of the individual including alternative supervision arrangements to cover your absences, and that the plan is recorded

Supervise, monitor and review the health, safety and welfare of an individual at work

You must be able to:

- P9. make sure that the individual understands and can describe his/her job role and/or programme of work
- P10. effectively communicate and provide ongoing information, advice and support to the individual in relation to safe working practices and organisational instructions
- P11. make sure that additional training needs of the individual in relation to health, safety and welfare are identified, recorded and met
- P12. make sure that information, support and training are provided to the individual and recorded whenever there are changes in the tasks to be performed, organisational instructions, work environments or equipment
- P13. make sure that the individual's understanding of, and compliance with, health and safety requirements are reviewed on a regular basis and recorded
- P14. report to the responsible person any concerns regarding the performance of the individual in relation to health and safety
- P15. liaise with other people to support the individual's training programme and health and safety practices
- P16. contribute to the reviews of the individual's progress, and make sure that

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- the supervision plan is regularly updated and recorded
- P17. make sure the individual can identify hazards and risks in the work area

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Knowledge and understanding

You need to know and understand:

- K1 the work areas and operational activities intended for, and prohibited to, the individual
- K2 the work areas, operational activities and responsibilities of you and other people with whom the individual will come into contact
- K3 the resources for health and safety learning available to you and the individual
- K4 the safe working practices to be used by the individual
- K5 any personal protective equipment and health and safety control equipment to be used by the individual
- K6 what information is necessary and available to assess the suitability of the workplace for the individual
- K7 the information about the individual you are supervising which is necessary and available to inform the assessment of the suitability of the workplace
- K8 any specific learning, physical and communication needs/barriers of the individual you are supervising
- K9 risk assessments and the implementation of control measures, and in particular those relating to the individual you are supervising
- K10 the health, safety, welfare training and support available to the individual
- K11 the employer's instructions and procedures in relation to health, safety and welfare, and in particular those relating to the individual you are supervising
- K12 how to assess the individuals understanding of his /her job role
- K13 how to review the individuals knowledge and understanding in relation to health and safety at work
- K14 different communication methods available and when it is appropriate for each to be used
- K15 how to respond to incidents, development needs and achievements of the individual relating to health and safety
- K16 the other people involved in the individuals training programme, their roles and responsibilities
- K17 the workplace instructions and procedures in relation to health, safety and welfare, and in particular those relating to the individual you are supervising
- K18 the difference between hazard and risk
- K19 your responsibilities in relation to preparing for, receiving and supervision the individual

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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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