

**-SQA- SCOTTISH QUALIFICATIONS AUTHORITY**

**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**

**GENERAL INFORMATION**

**-Module Number- 7160046**

**-Session-1996-97**

**-Superclass- PL**

**-Title- HEALTH AND SAFETY AT WORK**

**-DESCRIPTION-**

**GENERAL COMPETENCE FOR UNIT:** Developing the competences required to contribute fully towards the implementation of an employer's safety policy towards the achievement of safe working practices within the workplace environment, in compliance with relevant legislation.

**OUTCOMES**

1. explain the nature and causes of accidents, injuries and ill-health associated with the workplace;
2. describe the requirements relating to the design and operation of a safe working environment;
3. describe the law relating to workplace health and safety and its enforcement;
4. describe the role of both the employer and the employee in contributing towards a safe working environment.

**CREDIT VALUE:** 0.5 NC Credits

**ACCESS STATEMENT:** No formal entry requirements.

However, it would be an advantage if the candidate had already achieved NC module 7160036 Working Safely (x<sup>1</sup>/<sub>2</sub>).

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**

**STATEMENT OF STANDARDS**

**UNIT NUMBER:** 7160046

**UNIT TITLE:** HEALTH AND SAFETY AT WORK

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

**OUTCOME**

1. EXPLAIN THE NATURE AND CAUSES OF ACCIDENTS, INJURIES AND ILL-HEALTH ASSOCIATED WITH THE WORKPLACE

**PERFORMANCE CRITERIA**

- (a) The definition of occupational, environmental and human factors are correct with respect to the causes of accident, injury or ill-health resulting from work activities.
- (b) The definition of the terms hazard and risk are correct with respect to workplace safety.
- (c) The explanation of workplace accidents, injuries and occupational related ill-health are correct with respect to causes and prevention.

**RANGE STATEMENT**

The range for this outcome is fully expressed in the performance criteria.

**EVIDENCE REQUIREMENTS**

Written evidence of the candidate's ability to define the three factors affecting health and safety in the workplace to define hazard and risk and to explain, in general terms, the cause and prevention of the types of accident, injury and ill-health.

**OUTCOME**

2. DESCRIBE THE REQUIREMENTS RELATING TO THE DESIGN AND OPERATION OF A SAFE WORKING ENVIRONMENT

**PERFORMANCE CRITERIA**

- (a) The description of a safe workplace environment is correct with respect to good design and maintenance.
- (b) The description of a safe workplace is correct with respect to the provision of adequate staff hygiene and welfare facilities.

**RANGE STATEMENT**

The range for this outcome is fully expressed in the performance criteria.

**EVIDENCE REQUIREMENTS**

Written evidence of the candidate's ability to describe, in general terms, the factors contributing to the design and maintenance of safe work premises, including the provision of adequate staff hygiene and welfare facilities.

**OUTCOME**

3. DESCRIBE THE LAW RELATING TO WORKPLACE HEALTH AND SAFETY AND ITS ENFORCEMENT

**PERFORMANCE CRITERIA**

- (a) The description of the relevant legislation relating to workplace health and safety is correct with respect to purpose and application.
- (b) The description of the role of enforcement agencies is correct with respect to functions, powers and penalties.
- (c) The differentiation between the role of civil law and criminal law is correct with respect to workplace health and safety.

**RANGE STATEMENT**

The range for this outcome is fully expressed in the performance criteria.

**EVIDENCE REQUIREMENTS**

Written evidence of the candidate's ability to describe, in general terms, the purpose of the respective legislation together with an outline of the role and powers of the relevant regulatory agencies.

**OUTCOME**

- 4. DESCRIBE THE ROLE OF BOTH THE EMPLOYER AND THE EMPLOYEE IN CONTRIBUTING TOWARDS A SAFE WORKING ENVIRONMENT

**PERFORMANCE CRITERIA**

- (a) The description of the duties of the employer and employees is correct with respect to the relevant legislation.
- (b) The descriptions of the main requirements of a safety policy is correct with respect to the relevant legislation.
- (c) The description of the function of the safety representative, safety officer and safety committee is correct with respect to the relevant legislation.

**RANGE STATEMENT**

The range for this outcome is fully expressed in the performance criteria.

**EVIDENCE REQUIREMENTS**

Written evidence of the candidate's ability to describe, in general terms, the role of the employer and employee, the three main requirements of a safety policy and the function of the safety representative and the safety committee.

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**ASSESSMENT**

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

**SPECIAL NEEDS**

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION****SUPPORT NOTES**

**UNIT NUMBER:** 7160046

**UNIT TITLE:** HEALTH AND SAFETY AT WORK

**SUPPORT NOTES:** This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

**NOTIONAL DESIGN LENGTH:** SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 20 hours. The use of notional design length for programme design and timetabling is advisory only.

**PURPOSE** This unit is designed to allow the candidate to develop a thorough grounding in all aspects of workplace health and safety, as appropriate to that required for by a competent operative in all sectors of employment.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This unit will provide you with a thorough understanding of health and safety at work, for those employed, or who may wish to seek future employment, as competent operatives in all sectors of industry, including catering, manufacturing, agricultural, construction, commercial and retail occupations.

**CONTENT/CONTEXT** Corresponding to outcomes 1-4:

1. The candidate should have a clear understanding of the part that human, environmental and occupational factors play in bringing about accident, injury and occupational related illness.

Hazard identification and risk assessment methods would be best tackled through both theoretical and practical means of study.

The causes of accident and injury should include: slips, trips, falls, scalds, cuts, manual handling, machinery and equipment, electrical, fire, hazardous substances. Accident reporting and the need for staff training should also be covered.

The causes of work related illness should include: noise, repetitive strain, display screens, microbial infections, exposure to harmful substances, stress.

The use of case studies may be appropriate in the study of the causes and prevention and for devising safe systems of work.

2. The study of premises should be general in nature, but should also include a more in depth attention to specific examples of premises specifications which are appropriate to the candidate's vocational specialism.

Design and maintenance factors should include: storage, floors, gangways, workstations, heating, lighting, ventilation, cleanliness and the reduction and control of noise.

Staff hygiene and welfare facilities should include: wash rooms, rest rooms, cloak rooms and toilets.

3. The study of legislation should include an awareness of the purpose and application of: the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992, the Safety Signs Regulations 1980, the Control of Substances Hazardous to Health Regulations 1994, the Noise at Work Regulations 1989, the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulations 1992, the Electricity at Work Regulations 1989, the Fire Precautions Act 1971, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, the Health and Safety (First Aid) Regulations 1981, the Provision and Use of Work Equipment Regulations 1992, the Personal Protective Equipment Regulations 1992.

The study of the role of enforcement agencies: local authorities, Health and Safety Executive, fire authorities; powers of entry, evidence gathering, improvement and prohibition notices, information and advice.

4. The candidate should gain a clear understanding of the duties of the employer and the employee, the purpose and general content of a safety policy, the role of the trade union safety representative, the role of the safety officer (competent person) and the role of the safety committee.

The candidate must be made aware that health and safety can only be effectively managed by establishing a safety culture throughout the workplace.

**APPROACHES TO GENERATING EVIDENCE** It is recommended that the outcomes of this unit should be taught in an integrated way and not delivered as discrete outcomes. The candidate must fully understand that workplace health and safety can only be controlled by a whole organisation approach.

Case studies can provide the opportunity to analyse the reasons for failure in health and safety systems and also provide the opportunity to analyse the reasons for failure in health and safety systems and to suggest appropriate remedial action. The submission of structured reports on such case study investigations would help to ensure that the learning process is coherent - these investigative reports could also service as assessment instruments/evidence which is integrative in nature, obtained as a by-product of the learning process.

It is recommended that this unit should be studied as part of a programme or grouping of units, which are vocational in nature. This would help to ensure that the theoretical content of this unit can be more readily related to the application of health and safety systems in the workplace.

The unit would also be suitable for study on a free-standing basis, by those who are already in employment.

**ASSESSMENT PROCEDURES** It is recommended that integrative assessment instruments should be employed, such as structured reports/assignments/projects/case studies, which have been designed by the tutor to provide structured evidence of the achievement of specified outcomes/performance criteria. Specific items of factual knowledge could, if required, be assessed by means of short restricted response or multi choice questions.

**RECOGNITION** Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of National Certificate Modules'.

## REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

A support pack for this unit is available from SQA. Please call our Sales and Despatch section on 0141-242 2168 to check availability and costs. Quote product code B083.

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