M&LE6 Ensure health and safety requirements are met in your area of responsibility

Overview

What this Unit is about

This Unit is concerned with managing the overall health and safety process in your area of responsibility. It is intended to go beyond meeting health and safety legislation and move towards a situation where health and safety considerations are firmly embedded in the planning and decision-making processes and the 'culture' of your area of responsibility.

The 'area of responsibility' may be, for example, a branch or department or functional area or an operating site within an organisation.

Who is the Unit for?

The Unit is recommended for first-line managers and middle managers.

Links to other Units

This Unit is linked to Units **D6. Allocate and monitor the progress and quality of work in your area of responsibility, E5. Ensure your own actions reduce risks to health and safety, E7. Ensure an effective organisational approach to health and safety** and **E8 Manage physical resources** in the overall suite of National Occupational Standards for Management and Leadership.

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Skills

Listed below are the main generic ‘skills’ that need to be applied in ensuring health and safety requirements are met in your area of responsibility. These skills are explicit/ implicit in the detailed content of the Unit and are listed here as additional information.

- Consulting
- Information management
- Decision-making
- Involving others
- Questioning
- Thinking systematically
- Monitoring
- Leadership
- Communicating
- Reviewing
- Presenting information
- Prioritising
- Reporting
- Planning

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Performance Criteria

You must be able to:

1. Identify your personal responsibilities and liabilities under health and safety legislation.
2. Ensure that the organisation's written health and safety policy statement is clearly communicated to all people in your area of responsibility and other relevant parties.
3. Ensure that the health and safety policy statement is put into practice in your area of responsibility and is subject to review as situations change and at regular intervals and the findings passed to the appropriate people for consideration.
4. Ensure regular consultation with people in your area of responsibility or their representatives on health and safety issues.
5. Seek and make use of specialist expertise in relation to health and safety issues.
6. Ensure that a system is in place for identifying hazards and assessing risks in your area of responsibility and that prompt and effective action is taken to eliminate or control identified hazards and risks.
7. Ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in your area of responsibility.
8. Show continuous improvement in your area of responsibility in relation to health and safety performance.
9. Make health and safety a priority area in terms of informing planning and decision-making in your area of responsibility.
10. Demonstrate that your own actions reinforce the messages in the organisation's health and safety policy statement.
11. Ensure that sufficient resources are allocated across your area of responsibility to deal with health and safety issues.
12. Develop a culture within your area of responsibility which puts health and safety first.

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Behaviours

You will exhibit the following behaviours:

1. You respond quickly to crises and problems with a proposed course of action.
2. You identify people's information needs.
3. You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes.
4. You are vigilant for possible risks and hazards.
5. You take personal responsibility for making things happen.
6. You identify the implications or consequences of a situation.
7. You act within the limits of your authority.
8. You constantly seek to improve performance.
9. You treat individuals with respect and act to uphold their rights.

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Knowledge and Understanding

You need to know and understand:

General knowledge and understanding

1 Why health and safety in the workplace is important.

2 How and where to identify your personal responsibilities and liabilities under health and safety legislation.

3 How to keep up with legislative and other developments relating to health and safety.

4 The requirement for organisations to have a written health and safety policy statement.

5 How to communicate the written health and safety policy statement to people who work in your area of responsibility and other relevant parties.

6 How and when to review the application of the written health and safety policy statement in your area of responsibility and produce/provide findings to inform development.

7 How and when to consult with people in your area of responsibility or their representatives on health and safety issues.

8 Sources of specialist expertise in relation to health and safety.

9 Ways of developing a culture in your area of responsibility which puts health and safety first.

10 The type of hazards and risks that may arise in relation to health and safety — how to establish and use systems for identifying hazards and assessing risks and the type of actions that should be taken to control or eliminate them.

11 How to establish systems for monitoring, measuring and reporting on health and safety performance in your area of responsibility.

12 Why and how health and safety should inform planning and decision-making.

13 The importance of setting a good example to others in relation to health and safety.

14 The type of resources required to deal with health and safety issues.

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Knowledge and Understanding

You need to know and understand:

Industry/sector specific knowledge and understanding

1 Sector-specific legislation, regulations, guidelines and codes of practice relating to health and safety.

2 Health and safety risks, issues and developments which are particular to the industry or sector.

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Knowledge and Understanding

You need to know and understand:

Context specific knowledge and understanding

1 Other relevant parties with an interest in health and safety in your area of responsibility.

2 The organisation's written health and safety policy statement and how it is communicated to people who work for the organisation, people in your area and to other relevant parties.

3 Sources of specialist health and safety expertise used in your area of responsibility.

4 The operational plans for your area of responsibility.

5 The resources allocated to and across your area of responsibility for health and safety.

6 Allocated responsibilities for health and safety in your area and the organisation in general.

7 Systems in place in your area of responsibility for identifying hazards and assessing risks and taking action.

8 Systems in place for monitoring, measuring and reporting of health and safety performance in your area of responsibility.

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Evidence Requirements

PC	**Evidence of Performance Criteria:** ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
PC1 PC2 PC3 PC4 PC5	**Records of actions you have taken to ensure health and safety policies are implemented appropriately:**				
	♦ notes or minutes of meetings you have organised with people in your area of responsibility, or their representatives, and those with specialist expertise, to discuss, review and agree the implementation of workplace policies on health and safety	**2, 3, 5, 7, 9**	**1, 2, 3, 4, 5, 6, 7, 8, 9**	**1, 2**	**1, 2, 3, 4, 6, 7, 8**
	♦ notes of briefings or presentations you have made or commissioned to people in your area of responsibility on the implementation of workplace policies on health and safety	**2, 3, 5, 7, 9**	**1, 2, 3, 4, 5, 6, 7, 8, 9**	**1, 2**	**1, 2, 5, 6**
	♦ records of training activity you have organised for people in your area of responsibility on the implementation of workplace policies on health and safety	**3, 5, 7, 8**	**1, 5, 8, 14**	**1, 2**	**1, 2, 5, 6**
	♦ personal statement (reflection on your role in ensuring that health and safety policies are implemented and reviewed in your area of responsibility)	**3, 5, 8**	**1, 2, 4, 6, 7, 8, 9**	**1, 2**	**2, 4, 5, 7**

PC6 PC7 PC8 PC9 PC10 PC11 PC12	**Records of risk assessments you have organised, monitoring systems you have introduced or improved, and actions you have taken to reduce risks in your area of responsibility:**				
	♦ notes of minutes of meetings with colleagues and those with specialist expertise that you have organised, to identify and assess risks in your area of responsibility, review and improve procedures and behaviour to reduce risks, and review and develop systems to record accidents and incidents that present a risk to health and safety	**2, 3, 4, 5, 6, 7, 8, 9**	**1, 2, 7, 8, 10, 11, 12, 14**	**1, 2**	**1, 3, 4, 5, 6, 7, 8**
	♦ risk assessment you have prepared and reports on hazards and risks that you have submitted to appropriate people in your organisation	**3, 4, 5, 6, 7, 8**	**1, 2, 7, 8, 10, 13, 14**	**1, 2**	**3, 7**
	♦ procedure specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to improve systems and operations, and to encourage behaviour that reduce risks to health and safety	**1, 2, 3, 4, 5, 6, 7, 8, 9**	**1, 2, 9, 10, 12, 14**	**1, 2**	**4, 5, 6, 7, 8**
	♦ systems specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to monitor accidents and incidents that present a risk to health and safety	**2, 3, 5, 7, 8, 9**	**1, 2, 9, 10, 11**	**1, 2**	**4, 5, 6, 7, 8**
	♦ analyses of data on accidents and incidents that present a risk to health and safety	**3, 4, 6**	**1, 2, 9, 10, 11, 12**	**1, 2**	**8**
	♦ personal statement (reflections on your own actions to identify, monitor and reduce risks to health and safety in your area of responsibility)	**1, 3, 4, 5, 6, 7, 8**	**1, 2, 9, 10, 11, 12, 13**	**1, 2**	**4, 5, 6, 7, 8**
	♦ witness statements (comments on your actions and behaviour in modelling best practice and encouraging others to minimise the risks to health and safety)	**1, 2, 4, 9**	**-**	**-**	**-**