CFAMLE6 - SQA Unit Code DR52 04
Ensure health and safety requirements are met in your area of responsibility

Overview

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.

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

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
E8   Manage physical resources
in the overall suite of National Occupational Standards for Management and Leadership.

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Performance criteria

You must be able to:

P1   identify your personal responsibilities and liabilities under health and safety legislation

P2   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

P3   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

P4   ensure regular consultation with people in your area of responsibility or their representatives on health and safety issues

P5   seek and make use of specialist expertise in relation to health and safety issues

P6   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

P7   ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in your area of responsibility

P8   show continuous improvement in your area of responsibility in relation to health and safety performance

P9   make health and safety a priority area in terms of informing planning and decision-making in your area of responsibility

P10 demonstrate that your own actions reinforce the messages in the organisation's health and safety policy statement

P11 ensure that sufficient resources are allocated across your area of responsibility to deal with health and safety issues

P12 develop a culture within your area of responsibility which puts health and safety first

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

K1 why health and safety in the workplace is important

K2 how and where to identify your personal responsibilities and liabilities under health and safety legislation

K3 how to keep up with legislative and other developments relating to health and safety

K4 the requirement for organisations to have a written health and safety policy statement

K5 how to communicate the written health and safety policy statement to people who work in your area of responsibility and other relevant parties

K6 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

K7 how and when to consult with people in your area of responsibility or their representatives on health and safety issues

K8 sources of specialist expertise in relation to health and safety

K9 ways of developing a culture in your area of responsibility which puts health and safety first

K10 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

K11 how to establish systems for monitoring, measuring and reporting on health and safety performance in your area of responsibility

K12 why and how health and safety should inform planning and decision-making

You need to know and understand:

K13 the importance of setting a good example to others in relation to health and safety

K14 the type of resources required to deal with health and safety issues

Industry/sector specific knowledge and understanding

You need to know and understand:

K15 sector-specific legislation, regulations, guidelines and codes of practice relating to health and safety

K16 health and safety risks, issues and developments which are particular to the industry or sector

Context specific knowledge and understanding

K17 other relevant parties with an interest in health and safety in your area of responsibility

K18 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

K19 sources of specialist health and safety expertise used in your area of responsibility

K20 the operational plans for your area of responsibility

K21 the resources allocated to and across your area of responsibility for health and safety

K22 allocated responsibilities for health and safety in your area and the organisation in general

K23 systems in place in your area of responsibility for identifying hazards and assessing risks and taking action

K24 systems in place for monitoring, measuring and reporting of health and safety performance in your area of responsibility.

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Additional Information

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.

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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