

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices



Overview

This standard is about ensuring that the physical environment and working practices in your area of responsibility comply with your organisation's health and safety policy statement and that physical resources are secure. It recognises that, in the drive for increased productivity, health, safety and security must not be compromised.

This standard is relevant to managers and leaders who are responsible for health and safety, security and productivity in their area of responsibility.

This standard underpins many of the other standards, particularly those in key area FA Manage business operations and projects. Note that security of information is covered in key area *EC Manage information and knowledge*.

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Performance criteria

- You must be able to:*
- P1 Identify your personal responsibilities and liabilities under health and safety legislation.
 - P2 Ensure your organisation's health and safety policy statement is clearly communicated to all people in your area of responsibility and other relevant people.
 - P3 Ensure the working environments and practices in your area of responsibility comply with your organisation's health and safety policy statement and are reviewed at regular intervals and in light of significant changes.
 - P4 Ensure regular consultation takes place with people in your area of responsibility or their representatives on health and safety issues.
 - P5 Ensure that a system is in place for identifying health and safety hazards and assessing risks in your area of responsibility.
 - P6 Ensure that a system is in place for identifying and assessing risks to the security of resources in your area of responsibility.
 - P7 Ensure that prompt and effective action is taken to eliminate or control identified hazards and manage identified risks.
 - P8 Refer identified hazards and risks outside your level/area of authority to the appropriate people.
 - P9 Ensure that the health and safety of people and the security of resources and information are prime considerations when designing or reviewing working environments and practices.
 - P10 Ensure that sufficient resources are allocated across your area of responsibility to deal with health, safety and security issues.
 - P11 Seek and make use of specialist expertise, where required.
 - P12 Ensure that systems are in place for effective monitoring, measuring and reporting of health, safety and security performance in your area of responsibility.
 - P13 Demonstrate your personal commitment to health, safety, security and productivity through your actions.

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 Why health, safety and security in the workplace are important.
- K2 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 to identify risks to the security of resources and information and actions you can take to mitigate these risks.
- K8 How and when to consult with people in your area of responsibility or their representatives on health, safety and security issues.
- K9 Sources of specialist expertise in relation to health, safety and security.
- K10 Ways of developing a culture in your area of responsibility which puts health, safety and security first.
- K11 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.
- K12 How to establish systems for monitoring, measuring and reporting on health, safety and security performance in your area of responsibility.
- K13 Why and how health, safety and security should inform planning and decision-making.
- K14 The importance of setting a good example to others in relation to health, safety and security.
- K15 The type of resources required to deal with health, safety and security issues.

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Industry/sector specific knowledge and understanding

You need to know and understand:

- K16 Sector-specific legislation, regulations, guidelines and codes of practice relating to health, safety and security.
- K17 Health, safety and security risks, issues and developments which are particular to the industry or sector.

Context specific knowledge and understanding

You need to know and understand:

- K18 Other relevant people with an interest in health, safety and security in your area of responsibility.
- K19 Your organisation's written health and safety policy statement and how it is communicated to people who work for your organisation, people in your area and to other relevant parties.
- K20 Sources of specialist expertise.
- K21 The operational plans for your area of responsibility.
- K22 The resources allocated to and across your area of responsibility for health, safety and security.
- K23 Allocated responsibilities for health, safety and security in your area and your organisation in general.
- K24 Systems in place in your area of responsibility for identifying hazards and assessing risks and taking action.
- K25 Whom to refer to when identified hazards or risks are outside your level/area of authority.
- K26 Systems in place for monitoring, measuring and reporting of health, safety and security performance in your area of responsibility.

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Behaviours

When performing to this standard, you are likely to demonstrate the following behaviours:

- 1 Recognise changes in circumstances promptly and adjust plans and activities accordingly
- 2 Seek opportunities to improve performance
- 3 Identify people's preferred ways of communicating
- 4 Use communication media and styles appropriate to different people and situations
- 5 Keep people informed of plans and developments in a timely way
- 6 Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
- 7 Act within the limits of your authority
- 8 Refer issues outside the limits of your authority to appropriate people
- 9 Watch out for potential risks and hazards
- 10 Identify and raise ethical concerns
- 11 Take personal responsibility for making things happen
- 12 Clearly agree what is expected of others and hold them to account
- 13 Protect your own and others' work against negative impacts
- 14 Identify the implications or consequences of a situation

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Skills

When performing to this standard, you are likely to demonstrate the following skills:

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

CFAM&LEB1 (SQA Unit Code – H8H2 04)

Provide healthy, safe, secure and productive working environments and practices

Developed by Skills CFA

Version number 2.0

Date approved March 2012

Indicative review date March 2015

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFAM&LEB1

Relevant occupations Managers and Senior Officials

Suite Management & Leadership

Key words Management & leadership; healthy; safe; productive; working environment; practices