

PROHSS2 SQA Unit Code H8VT 04

Develop procedures to safely control work operations



Overview

This standard is for people who are required to prepare health and safety procedures for the workplace. In order to be sure that all reasonably practicable precautions have been taken against risks to health and safety it is necessary for an employer to make sure health and safety procedures are available or everyone at work to follow. This unit is for the person who will prepare the procedures.

This standard is about identifying hazards, potential hazards and assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures and checking whether they are effective at work

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Performance criteria

Develop procedures for maintaining a healthy and safe workplace:

You must be able to:

- P1 set realistic objectives to maintain a healthy and safe workplace for everyone
- P2 develop health and safety procedures based on risk assessment and consultation which meet legal requirements and are appropriate to:
 - P2.1 the type of work carried out;
 - P2.2 the industry processes; and
 - P2.3 the workplace
- P3 identify individuals to whom people must:
 - P3.1 report incidents;
 - P3.2 report health and safety risks; and
 - P3.3 go to obtain first aid
- P4 check the effectiveness of the workplace health and safety procedures
- P5 specify the arrangements for recording health and safety data to meet legal requirements
- P6 develop plans for health and safety training which are relevant to the needs of your workplace, the people at work, and meet legal requirements
- P7 effectively communicate the health and safety procedures to other people in your workplace in a professional and considerate manner

Review the effectiveness of health and safety procedures in your workplace:

You must be able to:

- P8 identify changes at work and legal requirements which affect current workplace health and safety procedures
- P9 provide other people with opportunities to give feedback about current health and safety procedures
- P10 review all relevant health and safety reports and data to identify opportunities to improve workplace health and safety procedures
- P11 identify and obtain further information and advice from reliable and recognised sources of expertise
- P12 record accurately the details of any review carried out, and the action plans to improve current health and safety procedures
- P13 report the results of your review to the relevant people
- P14 alert everyone at work, promptly, to the revised health and safety procedures
- P15 set effective measures for monitoring the revised health and safety procedures
- P16 Consider environmental impact when developing procedures

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legal responsibilities for health and safety at work as required by current legislation
- K2 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 the importance of remaining alert to the presence of hazards in your workplace
- K4 the importance of dealing with, or promptly, reporting risks
- K5 what hazards exist in your workplace
- K6 the particular health and safety risks which may be present in your own job role and the precautions to be taken
- K7 the different types of working practices present at work
- K8 what would constitute a breach of legal health and safety requirements
- K9 the job roles and work areas of the people for whom you are responsible
- K10 the commonly used working practices
- K11 the information that may be required about health and safety at work
- K12 what information may be available on health and safety at work
- K13 where to find information about changes to legal requirements
- K14 where to find information about specific organisational health and safety instructions covering your job role
- K15 how to prepare and write effective instructions and procedures
- K16 appropriate measures for checking different types of health and safety instructions and procedures
- K17 appropriate channels of communication and consultation at work
- K18 ways of conducting an effective health and safety review
- K19 the risks to the environment which may be present at work and/or in your job

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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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