



## **Unit F2P1 04 (541)**

## **Monitor Health, Safety and Environmental Systems in Food Manufacture**

### **Unit Summary**

This Unit is about monitoring health, safety or environmental systems within an organisation. You will need to implement systems for monitoring and maintaining health, safety and hygiene, staff working conditions and facilities within your area of responsibility, communicate relevant information to colleagues, contribute to the auditing of safety and environmental procedures.

You will also need to ensure timely corrective action where necessary and ensure that illness, incidents and accidents are promptly reported and recorded.

You will also follow monitoring and evaluation procedures, communicate your findings to colleagues and recognise the need to seek competent assistance.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Communication Intermediate 2

- ◆ Produce well structured written communication.

#### Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a straightforward task.
- ◆ Review and evaluate a problem solving activity.

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*I have completed the requirements of this Unit.*

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

You must be able to	Evidence Requirements	Evidence/ Activity/ Ref No.
<p>1 Report on status of compliance</p> <p>This means you:</p> <p>(a) Implement health, safety and environmental monitoring systems fully for all operations within your area of responsibility.</p> <p>(b) Monitor conditions to ensure health, safety and environmental system requirements are met.</p>	<p>Evidence of reporting on status of compliance in accordance with workplace procedures.</p>	
<p>2 Monitor completion of allocated work activities with due regard to risk assessments</p> <p>This means you:</p> <p>(a) Undertake health, safety and environmental management audits of operations and take prompt corrective action when required.</p> <p>(b) Report and record the outcomes of monitoring in accordance with organisational and statutory requirements.</p>	<p>Evidence of monitoring completion of allocated work activities with due regard to risk assessments in accordance with workplace procedures.</p>	
<p>3 Make recommendations to improve systems</p> <p>This means you:</p> <p>(a) Make recommendations for improving health, safety and environmental management systems.</p> <p>(b) Disseminate the agreed improvements to the relevant people with information to ensure the improvements can be implemented.</p>	<p>Evidence of making recommendations to improve systems in accordance with workplace procedures.</p>	

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

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<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	The principles of current legislation for health, safety and environmental management.	
K2	The relevant statutory body requirements.	
K3	The enforcement structure of regulatory bodies.	
K4	How to communicate effectively with relevant people.	
K5	How to give due recognition to ideas and views.	
K6	How to make presentations.	
K7	How to develop and maintain procedures.	
K8	How to analyse, review and validate internal and external information.	
K9	The importance of compliance with systems and legislation and the possible consequences of non-compliance.	
K10	System requirements to monitor and maintain a healthy and safe environment.	
K11	The tangible and intangible benefits of healthy and safe working arrangements to the organisation and its external environment.	
K12	The methods of risk assessments.	
K13	The procedures for investigating and reporting.	
K14	The principles of organisational policies and systems.	
K15	The organisational procedures for health, safety and environmental systems, emergencies, environmental issues and health screening.	
K16	The organisational procedures for the prevention, investigation and reporting of incidents and accidents.	
K17	How to report and record to best effect.	
K18	The importance of compliance with systems and legislation and the possible consequences of non-compliance.	
K19	System requirements to monitor and maintain a healthy and safe environment.	
K20	The implications of current health, safety and environmental legislation on the business and the work undertaken by individuals.	
K21	How to ensure compliance with current statutory requirements.	
K22	How to carry out a risk assessment.	
K23	The risk and hazards specific to your own area of responsibility/control.	
K24	The need for involvement of health, safety and environmental specialists.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_