



## Unit F2M0 04 (734)

## Implement Health, Safety and Environmental Management Systems in Food Manufacture

### Unit Summary

This Unit is about the implementation of health, safety and environmental systems within an organisation. You will need to work in line with current legislation and organisational policies, assess risks using the appropriate methods, identify hazards, record findings and make recommendations for action.

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.

*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.
1	<p>Plan implementation</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Evaluate ideas for proactive health, safety or environmental management systems and identify clear objectives to be achieved.</li> <li>(b) Identify relevant operating conditions and incorporate these into a realistic plan.</li> <li>(c) Develop accurate and realistic proposals and communicate these to the relevant people within agreed timescales.</li> </ul>	<p>Evidence of planning implementation in accordance with workplace procedures.</p>	
2	<p>Implement a proactive management system</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Accurately establish the resource requirements for implementation of health, safety and environmental management systems.</li> <li>(b) Agree the planning and scheduling of the proactive health, safety or environmental management systems with the relevant people.</li> <li>(c) Implement the systems within an agreed timescale.</li> </ul>	<p>Evidence of implementing a proactive management system in accordance with workplace procedures.</p>	
3	<p>Promote awareness and personal responsibility in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Work with others to ensure understanding and application of health, safety and environmental procedures.</li> </ul>	<p>Evidence of promoting awareness and personal responsibility in the workplace in accordance with workplace procedures.</p> <p>This must include investigating two different incidents</p>	

		<b>Evidence Requirements (cont)</b>	
3 (cont)	<p>(b) Investigate incidents and any indications of factors which may lead to non-compliance with your company's health, safety and environmental systems.</p> <p>(c) Take personal responsibility for ensuring that your own work is performed within the requirements of health, safety and environmental guidelines.</p>		

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (e. 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

**Unit F2M0 04 (734)**

**Implement Health, Safety and Environmental Management Systems in Food Manufacture**

<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 environment.	
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 of work, 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 the individual.	
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:** \_\_\_\_\_