

SKABT0922 (SQA Unit Code - F472 04)

Monitor procedures to safely control work operations



Overview

Monitoring the operation of workplace health and safety procedures is the legal responsibility of all senior staff in a salon, not just that of the manager or proprietor. These responsibilities extend beyond salon staff to all people entering the business eg clients, suppliers, contract cleaners, etc. Therefore, in the context of this unit, 'other people' includes not only other employees, but all those who have a reason to be on salon premises at any time.

This unit is about making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

1. health and safe practices are being followed within work areas
2. appropriate action is undertaken to control workplace hazards

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Performance criteria

You must be able to:

- P1 **check that health and safety instructions are followed**
- P1.1 keep up to date with health and safety regulations and workplace instructions, making sure that information is from reliable sources
 - P1.2 conduct your monitoring of work places at agreed intervals and in accordance with workplace instructions
 - P1.3 confirm that worker health and safety competence is up-to-date
 - P1.4 confirm that the health and safety training needs of other people have been identified and met
 - P1.5 effectively communicate workplace instructions to other people and obtain feedback from them
 - P1.6 respond promptly to any breaches of health and safety instructions in a way which meets workplace and legal requirements
 - P1.7 make recommendations for changes to workplace instructions to the responsible people
 - P1.8 maintain records relating to health and safety matters that
 - comply with legal and workplace requirements and
 - are accessible to those who are authorised to use them
- P2 **make sure that risks are controlled safely and effectively**
- P2.1 keep accurate and legible records of workplace risks identified or reported to you
 - P2.2 report the existence of hazards in accordance with workplace health and safety instructions
 - P2.3 confirm that appropriate precautions to control these risks have been agreed with the people responsible for health and safety
 - P2.4 confirm that the precautions are in accordance with legal and workplace health and safety instructions
 - P2.5 check that other people are aware of the risks and know the actions to be taken to minimise them
 - P2.6 review the operational controls to make sure that workplace hazards are eliminated or controlled
 - P2.7 report promptly and accurately any conflicts which still exist between workplace and legal requirements to the people responsible for health and safety

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Knowledge and understanding

You need to know and understand:

- K1 the employers' and employees' main legal responsibilities for health and safety in the workplace
- K2 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 the scope of your job, your competency and capabilities
- K4 the work areas and the people for whom you have responsibility
- K5 the difference between a hazard and a risk
- K6 the particular health and safety risks which may be present in your own job role and the precautions to take
- K7 why you should remain alert to the presence of hazards in the workplace
- K8 why you should promptly deal with or report hazards and risks in the workplace
- K9 the specific health and safety arrangements covering your job role
- K10 the health and safety instructions at your workplace
- K11 how to keep health and safety records
- K12 effective communication methods
- K13 effective methods of monitoring other people's activities and communicating results
- K14 agreed intervals for monitoring health and safety compliance
- K15 hazard notices and alerts relevant to your work
- K16 reliable sources of health and safety information

Additional information

Links to other NOS

The unit is imported from Employment NTO

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