

LANCU3v5 - SQA Unit Code F8JL 04

Promote, monitor and maintain health, safety and security



Overview

It is the responsibility of all individuals, in all working contexts, to operate to certain standards of health, safety and security. The unit covers three key activities that are required: the first to prevent (as far as possible) any accidents or emergencies from occurring; the second to promote good health and safety practice; and the third, to respond to accidents within the workplace.

This unit contains the following elements:

1. monitor and maintain the health, safety and security of the workplace

The first element is about monitoring and maintaining safety and security of the workplace. An important aspect of this element is risk assessment. You are expected to conduct a risk assessment prior to work activities, and to take action to minimise the potential risks to yourself and others within the workplace.

2. promote good standards of health and safety

The second element covers the promotion of good standards of health and safety. The word promotion is used to mean encouraging good standards as well as implementing them personally. Work activities must adhere to health and safety codes of practice and relevant legislation. You must also minimise any potential environmental damage due to work activities.

3. respond to health emergencies within the workplace

The third element covers emergency aid to individuals who have had an accident in the workplace. This covers the actions that must be taken by those who are first on the scene. This will entail carrying out initial actions that are relevant to the condition, and summoning help.

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Performance criteria

You must be able to:

Monitor and maintain the health, safety and security of the workplace

- P1 maintain the safety and security of the working environment in accordance with relevant legal and organisational requirements
- P2 review existing risk assessments for routine work activities
- P3 assess the risks involved prior to undertaking new or non-routine work activities, recommend control measures and ensure agreed measures are applied
- P4 select and apply the correct measures to control risk from routine work activities
- P5 communicate any health and safety precautions that are being applied in the workplace to others entering the area
- P6 use **equipment** and materials correctly according to relevant legislation and organisational requirements
- P7 manage **waste** correctly in accordance with relevant legal and organisational requirements
- P8 follow standard procedures for personal hygiene at all times
- P9 implement safety procedures safely, correctly and without delay in an emergency situation
- P10 keep health, safety and security records which are accurate, legible and complete
- P11 perform work activities in a manner which minimises environmental damage

ou must be able to:

Promote good standards of health and safety

- P12 assess the risk to yourself and others when carrying out work and take the necessary actions to minimise any potential dangers
- P13 wear **clothing** which is consistent with recognised good health and safety practice
- P14 use approved methods and systems when carrying out work
- P15 encourage and support others with whom you are working to maintain their won health and safety during work
- P16 perform you work in a manner which minimises environmental damage
- P17 stop work immediately if there is a danger of accidents or injury, and take the correct action
- P18 maintain accurate information regarding your whereabouts so that contact can be made should this be necessary
- P19 keep health and safety records which are accurate, legible and complete

You must be able to:

Respond to health emergencies within the workplace

- P20 summon assistance immediately for any health emergency and initiate action appropriate to the condition and **situation**

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- P21 give assistance with ongoing care as required
- P22 provide the individual with the health emergency with suitable verbal support
- P23 make the immediate vicinity as private and safe as possible once the intervention has been taken over by an appropriate person
- P24 offer support to any others involved in the incident once any initial danger is passed
- P25 keep records which are accurate, legible and complete

Knowledge and understanding

You need to know and understand:

Monitor and maintain the health, safety and security of the workplace

- K1 your legal and organisational responsibility in relation to health, safety and security
- K2 the difference between 'hazard' and 'risk' and how to assess risk
- K3 the hierarchy of measures to control risks (including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment)
- K4 the risks which arise from routine work activities and the measures to control them
- K5 the importance of assessing risks from new and non-routine work activities
- K6 the need to communicate health and safety precautions to others entering the area
- K7 safe methods of using and storing equipment and materials
- K8 how hazardous and non-hazardous waste should be managed
- K9 security issues associated with the workplace and what actions to take
- K10 the relationship of extinguisher to fire type (electrical, chemical, combustible material)
- K11 procedures for different types of emergencies relevant to the industry in which you are working
- K12 any specific risks relevant to child safety from your work
- K13 your responsibility for maintaining health and safety records
- K14 the ways in which environmental damage must be minimised during work activities

You need to know and understand:

Promote good standards of health and safety

- K15 The contribution that good standards of health and safety make to the management and efficiency of the business or organisation
- K16 the effect that your actions have on the attitudes of other workers towards health and safety
- K17 the importance of discussing and agreeing how individuals are to work for safe co-ordination of their activities
- K18 safe lifting and handling techniques
- K19 safe methods of working with potentially hazardous equipment and the relevant legislation and guidelines related to this
- K20 methods for minimising environmental damage during work
- K21 effective methods of promoting good health and safety practice to others
- K22 the types of accidents or injury which may occur and the correct actions to take
- K23 the reason for providing information on whereabouts
- K24 the records which it is necessary to keep under relevant legislation and

your personal responsibility for maintaining these

You need to know and understand:

Respond to health emergencies within the workplace

- K25 the required action to take for the health emergency concerned
- K26 your own competence in dealing with the health emergency
- K27 the reasons for calling for assistance immediately
- K28 the importance of not carrying out actions beyond your own capabilities
- K29 the reasons why actions beyond your level of competence may further endanger life
- K30 effective ways of providing support to those suffering a health emergency and of keeping them in the best possible condition
- K31 the effects of shock on individual's with a health emergency and ways of dealing with this effectively
- K32 the type of verbal support which can be provided to the individual suffering the health emergency
- K33 potential risks to others from an emergency
- K34 reason for offering support and help to others involved in the incident and how this should be achieved
- K35 relevant legislative requirements for completing records of accidents and emergencies
- K36 location and use of accident book and first aid equipment

Additional Information

Scope/range

1. Using the following **equipment**:
 - 1.1. manually operated equipment
 - 1.2. powered equipment
2. Disposing of both hazardous and non-hazardous types of **waste**:
3. Wear the following **clothing** for the work:
 - 3.1. dress for general work
 - 3.2. personal protective equipment according to the work involved
4. Responding to health emergencies in **situations** where:
 - 4.1. there is no immediate access to a person competent to deal with the situation
 - 4.2. there is immediate access to a person competent to deal with the situation
 - 4.3. the individual with the health emergency is in a dangerous place

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Relevant occupations Agriculture, Horticulture and Animal Care; Agriculture; Horticulture and forestry; Animal care and veterinary science; Environmental conservation; Horticulture, Forestry; Managers in Farming, Skilled Agricultural Trades; Animal Care Services; Elementary Agricultural Occupations; Public Service and Other Associate Professionals; Licensed Animal Technologist;

Suite Livestock Production V2; Production Horticulture, Treework; Crofters and Smallholders; Gamekeeping and Wildlife Management; Floristry; Animal Technology;

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