
Overview

This unit is about using systems to monitor people working on the site or in the location and the work activities they do. This would be workers within the team and other workers for whom you have responsibility. It might also include ensuring contractors follow and work safety and according to procedures. There is also a need to ensure any visitors to the site – whether for work or other reasons – know what is expected of them and are monitored until they leave the site or location.

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Monitor and maintain a safe working environment

Performance criteria

You must be able to:

Monitor safe systems of work

- P1 implement and establish safe systems of work which ensure workers observe safe working practices at all times
- P2 make sure systems are in place and working effectively to monitor lone workers
- P3 monitor process and treatment operations, operational maintenance, waste products, and environment maintenance and take steps to make sure the systems are working and relevant
- P4 make adjustments to systems and procedures where evidence indicates changes are required to the way work is carried out
- P5 use risk assessments to guide safety effectiveness
- P6 analyse risk assessments produced by third parties and implement practices and procedures to minimise or eliminate potential risks
- P7 monitor and maintain the issuing, storing, maintenance and use of specialised safety equipment in line with employer's safe systems of work
- P8 monitor the use and wear of personal protective equipment (ppe) and take steps to resolve breaches or failures to follow procedures
- P9 monitor workers who handle or lift heavy or bulky articles to make sure they always use the approved safe methods set down within regulations
- P10 monitor and maintain safe systems for vehicle movements and unloading
- P11 monitor and respond to feedback on the receipt, storage, handling, and transportation of all hazardous materials against the risk assessment
- P12 maintain permit to work systems

You must be able to:

Monitor the safety of visitors

- P13 make sure systems are in place and being used which make sure all visitors know, understand, and follow safety requirements and procedures during their time on site
- P14 make sure visitors are monitored throughout their time on site to ensure they conform to the safety policy and procedures
- P15 make sure systems are in place and being used to make contractors aware of the safety policy and any restrictions or special rules placed on them
- P16 make sure contractors are monitored throughout their time on site and ensure they conform to the requirements placed on them
- P17 monitor and maintain any conditions or restrictions regarding movement around the site and access to restricted areas

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You must be able to:

Use and communicate data and information

- P18 use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed
- P19 make sure workers know what safe work systems and methods are in place and that they understand and use them
- P20 report accidents promptly in the way laid down in the employer's procedures
- P21 raise awareness amongst workers about the effects their work can, and does, have on the general environment and the public at large
- P22 keep records of visitors' activity as set down in procedures
- P23 maintain up-to-date data audit trails and make sure they are accessible

You must be able to:

Resolve problems affecting work and environment safety

- P24 make changes and remedy any unsafe work activities promptly
- P25 raise matters about potential unsafe working with senior colleagues and seek solutions
- P26 investigate complaints from workers in the team, as soon as practicable, and take the necessary steps to resolve them
- P27 investigate complaints from people working on site, or location, for whom you are responsible and take the necessary steps to resolve them
- P28 raise unsafe working promptly with workers who are acting in a way which could result in harm to themselves or others and achieve changes to their activity or behaviour

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Knowledge and understanding

You need to know and understand:

General

- K1 UK and EC legislation, standards, codes of practice, and industry regulations for health, safety, and hygiene
- K2 UK and EC legislation, standards, codes of practice, and industry regulations for environmental protection and measures to reduce harmful emissions and substances
- K3 dealing with statutory inspectorates
- K4 dealing with emergency situations
- K5 safe working practices when dealing with equipment, instrumentation and environment
- K6 maintaining safety – smoking, eating, drinking and drugs
- K7 duty of care
- K8 protecting people and the environment from pollutants both inside and outside the workplace
- K9 personal conduct and behaviour and responsibilities towards colleagues and the general public
- K10 the role and purpose of data audit trails in quality assurance, health and safety and regulatory requirements

You need to know and understand:

Plant safety

- K11 monitoring the safety of work activities of your own staff, and others who work on your site
- K12 ensuring organisational staff are familiar with safe systems of work to be employed during work activities
- K13 dealing with contractors concerning matters of safety on your site
- K14 making visitors to the site aware of the site safety requirements appropriate to the reason for their visit
- K15 producing and using own risk assessments and those produced by third parties
- K16 access to restricted areas and sensitive areas
- K17 health screening
- K18 safe movement of vehicles around the site
- K19 safe unloading from vehicles
- K20 site induction programmes for longer-term visitors and contractors

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Additional Information

Behaviours

You work in a manner which:

1. Is vigilant to possible risks and hazards
2. Shows pride in achieving high quality work

Glossary

Work activity

process and treatment operation; operational maintenance; maintenance of the work environment; transporting waste products

Visitors

member of the public; workers from other departments; contractors; statutory inspectorate

Health and safety requirements

for the site; the work; relevant to the types of visitors

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