

PROFFI231 (SQA Unit Code - FE5A 04)

Make sure your own actions reduce risks to health and safety



Overview

This Standard is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks at work, knowing how to identify and deal with them.

This Standard is about the health and safety responsibilities for everyone at work. It describes the competences required to make sure that:

- 1 your own actions do not create any health and safety hazards
- 2 you do not ignore significant risks at work, and
- 3 you take sensible action to put things right, including: reporting situations which pose a danger to people at work and seeking advice

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

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Performance criteria

Identify the hazards and evaluate the risks at work:

You must be able to:

- P1. identify which workplace instructions are relevant to your job
- P2. identify those working practices in your job which may harm you or others
- P3. identify those aspects of your work which could harm you or others
- P4. check which of the potentially harmful working practices and aspects of your work present the highest risks to you or to others
- P5. deal with hazards in accordance with workplace instructions and legal requirements
- P6. correctly name and locate the people responsible for health and safety at work

Reduce the risks to health and safety at work:

You must be able to:

- P7. control those health and safety risks within your capability and job responsibilities
- P8. carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturers instructions and legal requirements
- P9. pass on suggestions for reducing risks to health and safety to the responsible people
- P10. make sure your behaviour does not endanger the health and safety of you or others at work
- P11. follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P12. report any differences between workplace instructions and suppliers' or manufacturers' instructions
- P13. make sure that your personal presentation and behaviour at work:
 - P13.1 protects the health and safety of you and others,
 - P13.2 meets any legal responsibilities, and
 - P13.3 is in accordance with workplace instructions

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Knowledge and understanding

You need to know and understand:

- K1. what “hazards” and “risks” are
- K2. your responsibilities and legal duties for health and safety in the workplace
- K3. your responsibilities for health and safety as required by the law covering your job role
- K4. the hazards which exist at work and the safe working practices which you must follow
- K5. the particular health and safety hazards which may be present in your own job and the precautions you must take
- K6. the importance of remaining alert to the presence of hazards in the whole workplace
- K7. the importance of dealing with, or promptly reporting, risks
- K8. the responsibilities for health and safety in your job description
- K9. the safe working practices for your own job
- K10. the responsible people you should report health and safety matters to
- K11. where and when to get additional health and safety assistance
- K12. your scope and responsibility for controlling risks
- K13. workplace instructions for managing risks which you are unable to deal with
- K14. suppliers’ and manufacturers’ instructions for the safe use of equipment, materials and products which you must follow
- K15. the importance of personal presentation in maintaining health and safety at work
- K16. the importance of personal behaviour in maintaining the health and safety of you and others

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Additional Information

Glossary

Control(s): the means by which the risks identified are eliminated or reduced to acceptable levels.

Hazard: a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

Notice: includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

Personal presentation: this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

Procedures: a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

- 1 the use of safe working methods and equipment
- 2 the safe use of hazardous substances
- 3 smoking, eating, drinking and drugs
- 4 what to do in the event of an emergency
- 5 personal presentation

Risk: a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

- 1 the likelihood of that harm occurring;
- 2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- 3 the population which might be affected by the hazard, i.e. the number of people who might be exposed.

Stakeholders: is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community

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Developed by Proskills UK

Version number 2

Date approved July 2011

Indicative review date April 2016

Validity Current

Status Imported

Originating organisation Proskills UK

Original URN PROHSS1

Relevant occupations 3567

Suite Health and Safety Standalone

Key words Health, Safety, Actions, Reduce, Significant, Risks