

PROFFI380 (SQA Unit Code - FE5D 04) Monitor and maintain a healthy and safe working environment



Overview

This standard is about monitoring and maintaining a healthy and safe working environment by ensuring that your own actions do not create any health and safety risks. It is also about ensuring that any others under your supervision are conversant with and are working in accordance with the method statement and appropriate risk assessment. It involves identifying hazards in your work location. It is about dealing with such hazards and also recognising where you cannot deal with a hazard yourself and reporting it promptly to the responsible person.

This standard is also about acting responsibly to reduce wastage and energy consumption. It is about ensuring that the work you do is performed efficiently, optimising the use of resources and using sustainable working practices.

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Performance criteria

- You must be able to:*
- P1 you identify which workplace health and safety procedures are relevant to the work location and working environment
 - P2 you identify those aspects of the risk assessment and method statement which will impact on you, your work and others in your workplace
 - P3 you inform others of the aspects of the risk assessment and method statement which will impact on them
 - P4 you review current working practices and those of others for hazards which could cause harm
 - P5 the resources used in your work are optimised to minimise wastage and energy consumption
 - P6 you control those health and safety hazards within your capability and job responsibility limits
 - P7 you report to the persons responsible for health and safety in the workplace, those hazards which you cannot control and which may present a risk to yourself and others
 - P8 where you are supervising others, their conduct around the workplace does not endanger their health and safety or other persons
 - P9 you follow the workplace policies and manufacturers' instructions for the safe use of tools, plant and equipment
 - P10 you follow sustainable working practices that aim to reduce risks to health, safety and the environment
 - P11 you follow agreed work location procedures in the event of an emergency and in the event of injury to self or others
 - P12 within the limits of your responsibility, confirm that everyone uses personal protective equipment as required in the risk assessment and treats it properly

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Knowledge and understanding

You need to know and understand:

- K1 the legal duties of employers and employees for health and safety in the workplace as defined by the Health and Safety at Work Act 1974
- K2 the duties for health and safety as defined by any specific legislation covering your job role, for example, EAWR, CoSHH, etc.
- K3 what hazards may exist in your workplace
- K4 the role and importance of risk assessments and method statements and the importance of conveying that to others on which they will impact
- K5 the particular health and safety risks which may be present in your job role and any others for whom you are responsible
- K6 the importance of using sustainable working practices
- K7 the importance of remaining alert to the presence of hazards in the whole work place and in your specific work location
- K8 agreed workplace health and safety procedures
 - K9.1 including site evacuation procedures
 - K9.2 procedures for dealing with injured persons
 - K9.3 emergency procedures
- K9 responsibilities for your health and safety and that of any others for whom you are responsible in your job description
- K10 the responsible person(s) to whom to report health and safety matters
- K11 the different types of personal protective equipment, when they should be used and the importance of taking proper care of items for which you are responsible

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Additional Information

Scope

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined hazard and risk as follows:

Emergency

this includes: fire, explosions, toxic fumes, electrical shocks.

Hazard

a hazard is "anything that can cause harm".

Method Statements

employers are required to ensure so far as is reasonably practicable the provision of a "safe system of work" which is aligned to the size and/or complexity of the work to be done. It shall show the means by which the work will be carried out.

Personal Protective Equipment

personal protective equipment (PPE) is all equipment (including clothing affording protection against the weather) which is provided by the company and is intended to be worn or held by a person at work to protect against one or more risks to their health or safety. Examples of which are safety helmets, goggles, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Workers should be properly trained in the use of PPE.

Responsible person

this will be the person who is responsible for you and your work in the workplace.

Risk

a risk is "the likelihood or chance, high or low, that somebody will be harmed by a hazard".

Risk Assessment

it is a legal requirement that the risks in the workplace have been assessed. It requires making decisions about hazards, whether they are significant and covered with satisfactory precautions to reduce the risk. It shall include details of the provision of personal protective equipment (see above), workplace/site layout, access, how falls of materials shall be prevented etc.

Working environment

this refers to the type of work location. The working environment is something you would not be able to change.

Working conditions

this refers to the working conditions which exist at that point in time when the work is due to take place. They can vary. It could be, for example, that the work is to take place outside, in which case you may need to take account of the weather conditions.

Working practices:

this includes: activities, procedures, use of materials or equipment and working techniques used in carrying out your job.

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