

# COSCCOMO01 - SQA Unit Code FM74 04

## Maintain health, safety and welfare systems in construction contracting operations management



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### Overview

This unit is about health, safety and welfare policy and its implementation within an organisation. It applies to construction sites, including public areas (e.g. buildings, roads, motorways, railways, civil engineering works and all infrastructure projects) workshops or offices.

You will need to promote a culture of health, safety and welfare and ensure that induction has taken place. You will need to check systems regularly, record/report information, identify possible improvements, make recommendations and implement systems.

You will need to identify hazards, obtain and review information relating to them and assess risks. You will need to apply protection and prevention principles, identify any residual risks and pass on information relating to them. Identify and implement methods and procedures to reduce risk. You will need to identify the necessary resources and promote and maintain risk reduction.

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### Performance criteria

*You must be able to:*

#### Maintain health, safety and welfare in the workplace

- P1 promote a culture of health, safety and welfare in the **workplace** and identify and recommend opportunities for improvements
- P2 ensure that **induction** has taken place and check the competence of **people** in the **workplace**
- P3 implement systems which meet **organisational and statutory requirements** for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences
- P4 check health, safety and welfare systems regularly, in accordance with **organisational and statutory requirements**, and identify and record any special **workplace** conditions and situations which do not comply and take appropriate action
- P5 make recommendations for improving the work environment clearly and promptly to **people**

#### Identify hazards and assess risks in the workplace

*You must be able to:*

- P6 identify the **hazards** in the **workplace** arising from construction work products, processes and equipment
- P7 obtain and review information on any **factors** relating to the **hazards**
- P8 identify the significance of the **hazards**
- P9 **assess** the significant **risks**
- P10 apply the **principles of prevention and protection**
- P11 identify the residual **risks**
- P12 check that resulting information on significant residual **risks** is provided to the appropriate people

#### Identify and implement methods and procedures to reduce risk

*You must be able to:*

- P13 identify the requirements of the appropriate health and safety plan in the **workplace**
- P14 identify the resources and activities that are necessary to implement the **risk reduction methods**
- P15 implement and maintain **risk reduction methods** and **procedures**
- P16 utilise opportunities to promote the implementation of the **risk reduction methods** and **procedures**
- P17 record the **risk reduction methods** and **procedures** in the appropriate **information systems**

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## Maintain health, safety and welfare systems in construction contracting operations management

### Knowledge and understanding

*You need to know and understand:*

#### Maintain health, safety and welfare in the workplace

- K1 how to promote a culture of health, safety and welfare in the **workplace** (application)
- K2 what to identify as opportunities for improvements (understanding)
- K3 how and why to recommend opportunities for improving the health, safety and welfare in the **workplace** (synthesis)
- K4 how to implement systems which meet **organisational and statutory requirements** for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences (application)
- K5 how to check health, safety and welfare systems regularly, in accordance with **organisational and statutory requirements** (application)
- K6 what to identify as special **workplace** conditions and situations which do not comply (understanding)
- K7 how to record any special **workplace** conditions and situations which do not comply (application)
- K8 how to take appropriate action where special **workplace** conditions and situations do not comply (application)
- K9 how and why to make recommendations for improving the work environment clearly and promptly to **people** (synthesis)

#### Identify hazards and assess risks in the workplace

*You need to know and understand:*

- K10 what to identify as the **hazards** in the **workplace** arising from construction work products, processes and equipment (understanding)
- K11 how to obtain accurate information on any **factors** relating to the **hazards** (application)
- K12 how and why to review accurate information on any **factors** relating to the **hazards** (analysis)
- K13 what to identify as the significance of the **hazards** (understanding)
- K14 how and why to **assess** the significant **risks** (analysis)
- K15 how to apply the **principles of prevention and protection** (application)
- K16 what to identify as the residual **risks** (understanding)
- K17 how to check that information on significant residual **risks** is provided to the appropriate people (application)

#### Identify and implement methods and procedures to reduce risk

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*You need to know and understand:*

- K18 how to identify the requirements of the appropriate health and safety plan in the **workplace** (understanding)
- K19 what to identify as the resources and activities that are necessary to implement the **risk** reduction **methods** (understanding)
- K20 how to implement and maintain **risk** reduction **methods** and **procedures** (application)
- K21 how to utilise opportunities to promote the implementation of the **risk** reduction **methods** and **procedures** (application)
- K22 how to record the risk reduction **methods** and **procedures** in the appropriate **information systems** (application)

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### Scope/range

#### **Maintain health, safety and welfare in the workplace**

- 1 Workplace:
  - 1.1 office
  - 1.2 workshop
  - 1.3 warehouse/storage
  - 1.4 construction sites including public areas (e.g. buildings, roads, motorways, railways, civil engineering works and all infrastructure projects)
- 2 Induction:
  - 2.1 health and safety responsibilities
  - 2.2 all construction activities
  - 2.3 health, safety and welfare equipment and resources
  - 2.4 risk control procedures/method statements
  - 2.5 first aid arrangements
  - 2.6 health and safety plan
- 3 People:
  - 3.1 workforce
  - 3.2 visitors
  - 3.3 public
  - 3.4 people with specific access and communication needs
- 4 Organisational and statutory requirements:
  - 4.1 construction specific health, safety and welfare regulations
  - 4.2 general health, safety and welfare legislation
  - 4.3 recognised industry codes of practice
  - 4.4 organisational procedures
  - 4.5 safety audit
  - 4.6 occupiers and near neighbours

#### **Identify hazards and assess risks in the workplace**

- 5 Hazards
  - 5.1 falls from height

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- 5.2 slips, trips and falls (same level)
- 5.3 hit by falling or moving objects
- 5.4 manual handling
- 5.5 health issues
- 5.6 power sources
- 5.7 hazardous substances
- 5.8 confined spaces
- 5.9 fire
- 6 Workplace:
  - 6.1 office
  - 6.2 workshop
  - 6.3 warehouse/storage
  - 6.4 construction sites including public areas (e.g. buildings, motorways, railways, civil engineering works and all infrastructure projects)
- 7 Factors:
  - 7.1 injury to people
  - 7.2 cause of ill health
  - 7.3 damage of property
  - 7.4 adversely affect the built environment
- 8 Assess:
  - 8.1 likelihood of occurrence
  - 8.2 severity of harm or damage which may be incurred
- 9 Risks:
  - 9.1 high
  - 9.2 medium
  - 9.3 low
- 10 Principles of prevention and protection:
  - 10.1 eliminate risk
  - 10.2 control at source

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- 10.3 cumulative protection
- 10.4 manage
- 10.5 personal protection equipment
- 10.6 collective protection

#### **Identify and implement methods and procedures to reduce risk**

- 11 Workplace:
  - 11.1 office
  - 11.2 workshop
  - 11.3 warehouse/storage
  - 11.4 construction sites including public areas (e.g. buildings, motorways, railways, civil engineering works and all infrastructure projects)
- 12 Risks:
  - 12.1 high
  - 12.2 medium
  - 12.3 low
- 13 Methods:
  - 13.1 eliminate risk
  - 13.2 control at source
  - 13.3 cumulative protection
  - 13.4 manage
  - 13.5 personal protection equipment
  - 13.6 collective protection
- 14 Procedures:
  - 14.1 statutory requirements
  - 14.2 codes of practice
  - 14.3 organisational policy
  - 14.4 quality assurance
  - 14.5 project requirements
- 15 Information systems:

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15.1 Construction Phase Plan

15.2 Health and Safety File

15.3 HSE publications



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**Relevant occupations** Building and civil engineering technicians; managers in construction; estimators; valuers and assessors managers; quantity surveyors

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**Suite** Construction Contracting Operations Management

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