

Overview

This unit is for those with delegation responsibilities for meeting health and safety requirements and minimising risks to the environment as a result of work activities.

This unit deals with the following:

- 1 compliance with safety, health and environmental requirements in the workplace
- 2 generation of site specific work task risk assessment
- 3 generation of site specific method statements
- 4 responding to accidents and incidents within the workplace
- 5 identifying the risks to the environment arising as a result of workplace activities
- 6 minimising risks to the environment arising as a result of workplace activities

Previous Version

Adapted from Unit 2.14 of Chemical, Pharmaceutical and Petro-Chemicals Operations NOS – version May 2005.

COGWT24 – SQA Unit Code (H3YR 04)

Maintain health, safety and environment in water management

Performance criteria

- You must be able to:*
- P1 ensure that work carried out by self and others in the workplace is in line with current legal requirements, workplace policies, health and safety and environmental procedures
 - P2 ensure that safe working practices are present and up-to-date
 - P3 complete a site work task risk assessment where required in accordance with company operating procedures
 - P4 produce site specific method statements for the work tasks to be completed where required in accordance with company operating procedures
 - P5 ensure that the correct personal protective equipment (PPE) is selected and used by all in the workplace, and that it is appropriate for the work being carried out
 - P6 ensure that all PPE is maintained in accordance with company policy
 - P7 ensure that the correct safe access equipment (SAE) is selected and used by all in the workplace, and that it is appropriate for the work being carried out
 - P8 ensure that all SAE is maintained in accordance with company policy
 - P9 ensure that all incidents and accidents are responded to in accordance with site and company procedures
 - P10 ensure safety audits are carried out in accordance with company policy
 - P11 ensure environmental hazards are identified and controlled
 - P12 complete documentation in accordance with company operating procedures
 - P13 provide documentation to the relevant people

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Knowledge and understanding

You need to know and understand:

- K1 what your personal responsibilities with regard to health and safety in the working area are in accordance with regulatory requirements
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 what are the consequences to you and to others of not following health and safety and environmental requirements
- K6 how and when to complete a work task risk assessment in accordance with company standard operating procedures
- K7 when specific site requirements are in place and what to do to comply with them
- K8 how to produce a site specific method statement
- K9 what action to take if there are health and safety and environmental problems within the workplace
- K10 what to do if there is a problem with portable appliances
- K11 why it is important to maintain the work environment to minimise risk
- K12 the principles of safe manual and mechanical handling
- K13 the principles and methods of safe access
- K14 what safe access equipment should be used
- K15 when and how to ensure that equipment is in safe working order
- K16 the different ways to inform personnel about changes to procedures and requirements
- K17 when and why it is necessary to wear personal protective equipment (PPE)
- K18 how to obtain and select appropriate personal protective equipment (PPE)
- K19 what are the relevant first aid procedures and how to ensure they are followed
- K20 how and why accidents, incidents and hazards should be reported
- K21 why certain data should be protected

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- K22 how self and others should respond in an emergency situation
- K23 why it is necessary and how often it is required to carry out a safety audit
- K24 the different things that need to be checked in a safety audit
- K25 what events constitute or can result in an environmental hazard
- K26 the different types of environmental hazard controls and when and how to use them
- K27 what documentation should be completed and who the relevant people are

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Additional Information

Glossary

Workplace

This is the single or multiple areas in which work is carried out

Working practices

Permit to work, confined space working, working at heights, manual handling, PPE, COSHH etc

Company operating procedure

Includes company requirements, instructions and method statements

Personal protective equipment

Includes eye protection, hearing protection, safety gloves, safety footwear, hard hats and respirators/ masks when appropriate

Relevant people

As defined in the programme design, log book, company procedures

Regulatory requirements

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

Environmental hazards

The Health and Safety Executive (HSE) definition is “a hazard is something with potential to cause harm”

Documentation

Includes reports, records, labelling and identification sheet, written work instructions, hazard/risk assessment, method statement, certificate of compliance sheet

Safe access equipment (SAE)

Includes ladders, scaffolding, platforms, personnel extraction equipment, air monitors, PPE etc

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Programme design

The programme of water treatment for the specific system

Safety audits

This can include reviewing of safety records, carrying out random safety checks.

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