

PROGEN01 (SQA Unit Code - HE7J 04)

Promote and maintain health and safety within the working environment



Overview

This standard covers the need to not only meet the broad requirements of health and safety, but also ensure that other people also meet them. It deals with mainly preventative activities, the need to follow health and safety guidelines and ensuring the work area is free from hazards.

It also covers coping in an emergency, you are expected to ensure that medical assistance is summoned and that the emergency services are called where necessary. It is also concerned with promoting health and safety in the workplace to colleagues and visitors, trying to ensure they also comply with all relevant requirements. It is also important that developments in health and safety regulations are monitored and promoted.

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Performance criteria

- You must be able to:*
- P1 follow the regulations and guidelines for health and safety protection at all times
 - P2 carry out formal risk assessments and report findings to the appropriate person/authority
 - P3 ensure the immediate work area is free from health and safety hazards
 - P4 identify promptly any health and safety hazards and report them to an appropriate authority
 - P5 take suitable action to prevent harm to individuals
 - P6 plan and organise safe working practices
 - P7 select and use safety equipment and personal protective equipment correctly
 - P8 follow manufacturers' and other relevant instructions relating to the safe use of equipment and materials
 - P9 inform visitors to the work area of health and safety procedures
 - P10 prevent unauthorised access to hazardous and/or dangerous areas
 - P11 report clearly accidents and emergencies in the appropriate information systems
 - P12 monitor organisational changes in health and safety regulations and guidelines and implement their requirements as soon as possible
 - P13 monitor colleagues to ensure they comply with health and safety requirements

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Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety regulations and guidelines
- K2 the health and safety hazards that could be found in the workplace
- K3 who should be informed of health and safety hazards
- K4 what safe and unsafe working practices are
- K5 the type of safety equipment and personal protective equipment should be used in different situations
- K6 the type of injuries that could occur
- K7 how to summon medical assistance
- K8 who are the qualified first-aiders that are available
- K9 the standard operating procedures are for dealing with different types of emergency
- K10 how to alert the emergency services, and what type of information will need to be provided
- K11 the evacuation procedures for workers and visitors and where should people gather
- K12 who is authorised to enter dangerous and/or hazardous areas
- K13 the accident reporting procedures
- K14 how to obtain information on changes to relevant health and safety regulations and guidelines
- K15 how to monitor colleagues complying with health and safety requirements
- K16 the duties of employers and employees in relation to health and safety
- K17 how to identify different types of health and safety hazards
- K18 what actions should be taken to minimise the risks when health and safety hazards that are identified
- K19 what health surveillance procedures are available and where to obtain information and training on them
- K20 which work areas contain hazardous activities
- K21 where to obtain information on the safe use of equipment
- K22 the health and safety procedures for visitors
- K23 which equipment should be used for different types of emergency
- K24 who is authorised to use emergency equipment
- K25 what information systems should be used
- K26 why it is important to use the information systems

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