

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Number- **7460464**
-Superclass- **PL**
-Title- **HEALTH AND SAFETY IN INDUSTRY**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Explaining the individual's duties with regard to current Health and Safety legislation and the correct method of Accident Reporting and First Aid Procedures.

OUTCOMES

1. explain the individual's duties with regard to current legislation governing Health and Safety in the workplace;
2. outline the correct procedures to be followed during manual handling operations;
3. explain the correct procedures and actions to be followed on dealing with an accident or dangerous occurrence.

CREDIT VALUE: 1 HN Credit

ACCESS STATEMENT: Access to this unit is at the discretion of the centre. However, it would be beneficial if the candidate had knowledge of Health and Safety responsibilities. This may be evidenced by possession of National Certificate Module 7161323 Health and Safety in the Workplace or similar qualifications or experience.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Committee and Administration). At the time of publication, the cost is £1.50 (minimum order £5).

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STATEMENT OF STANDARDS

UNIT NUMBER: 7460464

UNIT TITLE: HEALTH AND SAFETY IN INDUSTRY

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EXPLAIN THE INDIVIDUAL'S DUTIES WITH REGARD TO CURRENT LEGISLATION GOVERNING HEALTH AND SAFETY IN THE WORKPLACE

PERFORMANCE CRITERIA

- (a) Description of the relevant individual's duties is correct in terms of the current Health and Safety at Work Act.
- (b) Description of the relevant individual's duties is correct in terms of the current COSHH Regulations.
- (c) Identification of warning signs for given hazardous areas is correct.
- (d) Identification of warning labels of given hazardous materials is correct.

RANGE STATEMENT

Legislation documents: Health and Safety Act; COSHH regulations.

Hazard areas: hard hat; eye protection; ear protection; air filter; radiation.

Hazardous materials: acids; caustic substances; toxic substances; gas; electricity.

EVIDENCE REQUIREMENTS

Oral and written evidence of the candidate's ability to meet all performance criteria covering the full range statement.

OUTCOME

2. OUTLINE THE CORRECT PROCEDURES TO BE FOLLOWED DURING MANUAL HANDLING OPERATIONS

PERFORMANCE CRITERIA

- (a) Explanation of the need for informing and training employees in manual handling operations is correct.
- (b) Description of a risk assessment is appropriate to the given task
- (c) Identification of methods of informing and training employees is correct.

RANGE STATEMENT

Tasks: very heavy load; moderately heavy load; light load; repetitive lifting of light load.

Training: methods of lifting; dangers in lifting; types of load; assess risk.

EVIDENCE REQUIREMENTS

Oral and written evidence of the candidate's ability to meet all the performance criteria covering all aspects of the range statement.

OUTCOME

3. EXPLAIN THE CORRECT PROCEDURES AND ACTIONS TO BE FOLLOWED ON DEALING WITH AN ACCIDENT OR DANGEROUS OCCURRENCE

PERFORMANCE CRITERIA

- (a) Explanation of procedures for reporting a serious accident is correct and in line with present Health and Safety legislation.
- (b) Description of the action taken with an accident involving an electric shock is correct in terms of current regulations.
- (c) Description of methods of resuscitation is correct in relation to the situation.

RANGE STATEMENT

Types of serious accident: fractured skull; fractured bone; amputation; loss of an eye; serious burn; loss of consciousness; fatality.

EVIDENCE REQUIREMENTS

Oral and/or written evidence of the candidate's ability to meet all performance criteria covering all aspects of the range statement.

MERIT Pass with Merit may be awarded to a candidate who achieves all outcomes and in so doing consistently demonstrates superior performance when, for example:

- (a) Relating theory to practice
 - (b) Explaining the procedures within the relative outcomes
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ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should also be kept. These records will be required for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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HIGHER NATIONAL UNIT SPECIFICATION**SUPPORT NOTES****UNIT NUMBER:** 7460464**UNIT TITLE:** HEALTH AND SAFETY IN INDUSTRY

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of the time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit will further enhance knowledge of the Health and Safety Act. The unit also introduces the correct procedures for reporting serious accidents and how to deal with electrical shocks.

CONTENT/CONTEXT Throughout the unit, all aspects of Health and Safety related to the particular discipline of the candidate should be applied where appropriate.

Corresponding to Outcomes 1-3:

1. The duties of employees to take reasonable care of their work with regard to: themselves, others who may be affected by their acts of omissions; make full and proper use of control measures within the COSHH assessments.

Types of hazard areas: hard hat; eye protection; ear protection; air pollution; radiation.

Types of warning signs: acids; caustic substances; electrical; noise; toxic substances; gas; fumes.

2. General procedures: avoidance of manual handling; risk assessment and recording; reducing risk; information and training; duties of employees and employers.

Definition of manual handling: transporting or supporting of a load by hand or bodily force.

Nature of handling: lifting; putting down; pushing; pulling; carrying; moving.

Definition of load: any object being transported or supported.

Assessment factors:	the task; the loads; the working environment; individual capability; other factors.
Training and information:	Videos; posters; guidance on good practice.
3. General procedures:	responsible person; summon first aid; inform relatives; inform Health and Safety Executive;; report writing.
Types of major accidents:	fractures; amputation; loss of sight; chemical burns; electric shock; loss of consciousness through lack of oxygen; fatalities.
Reporting and record keeping:	records kept for three years; list of persons to be informed; first aid facilities.
Resuscitation methods:	treatment position; mouth to mouth; recovering position; first aid personnel.

APPROACHES TO GENERATING EVIDENCE This unit will be carried out in a situation where candidates can investigate the duties, practices and procedures inherent in the outcomes.

The delivery of the modules should be organised in such a way as to direct the candidates to use reference materials and books in an investigative manner.

The Outcomes 1-3 are of a general nature and should reflect the outcomes as stated. The assessment should be based on the candidates own workplace.

ASSESSMENT PROCEDURES Centres may use the Instruments of Assessments which are considered by tutor/trainers to be most appropriate. Examples of Instruments of Assessments which can be used are as follows:

Outcome 1 The candidate could be set four restricted response questions for each of the Performance Criteria (a) and (b) to test the knowledge required to describe the individual's duties in both the Health and Safety at Work Act and the COSHH Regulations, and six restricted response questions for each of the Performance Criteria (c) and (d) to test the knowledge required to identify the relevant hazard signs. Satisfactory achievement of this outcome will be based on the candidate producing three correct responses for each of Performance Criteria (a) and (b) and four correct responses for Performance Criteria (c) and (d).

Outcome 2 The candidate could be set four restricted response questions for each of Performance Criteria (a), (b) and (c) to test the knowledge required to describe safety clothing, equipment and safe use of tools. Satisfactory achievement of this outcome will

be based on the candidate producing three correct responses for each of Performance Criteria (a), (b) and (c).

Outcome 3 The candidate could be set four restricted response questions for each of Performance Criteria (a), (b) and (c) to test the knowledge required to describe safety clothing, equipment and safe use of tools. Satisfactory achievement of this outcome will be based on the candidate producing three correct responses for each of Performance Criteria (a), (b) and (c).

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4. For details of other SQA publications, please consult SQA's publications list.
5. Health and Safety at Work Act, published by HMSO.
6. BS5378, published by HMSO
7. Croner's Health and Safety at Work, published by Croner.

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