

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 4120332**UNIT TITLE:** CONTRIBUTING TO HEALTH AND SAFETY IN THE WORKPLACE

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 (ELEMENT OF COMPETENCE)

1. CONTRIBUTE TO THE PREVENTION OF HAZARDS IN THE WORKPLACE

PERFORMANCE CRITERIA

- (a) The candidate's own work station is correctly maintained, in that it is clean, and free from containable hazards.
- (b) Correct safety procedures are followed by the candidate in terms of:
 - (i) wearing protective clothing and items appropriate to the situation;
 - (ii) using equipment safely and in accordance with the organisation's policy, the manufacturer's instructions and the relevant statutory regulations.
- (c) Potential hazards in the workplace are dealt with promptly and efficiently, by the candidate, by:
 - (i) own action, where within the candidate's capability and area of responsibility;
 - (ii) referral to appropriate person, where outwith the candidate's capability and area of responsibility.
- (d) Regulations and guidelines for exposure to substances hazardous to health are complied with consistently.

RANGE STATEMENT

Types of hazards: faults in equipment; premises; obstructions; hazardous substances; faulty storage; electrical; unauthorised use of tools and equipment; incorrect use of tools and equipment.

Protective clothing: hard hat; toe-capped footwear; gloves: dust mask/visor; eye protection; boilersuit or overalls; high visibility wear.

Statutory regulations: HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations and The Noise at Work Regulations.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in:

- (i) identification, rectification and reporting of hazards concerning the following:
 - faults in equipment, premises, tools;
 - obstructions to safe passage of materials, equipment, personnel;
 - faulty storage of materials and equipment;
 - electrical supply (overhead, underground, exposed);
- (ii) selecting and using protective clothing for the following:
 - dealing with hazardous substances;
 - normal work activities.

Oral or written evidence of knowledge and understanding of:

- (i) the range of protective clothing available and circumstances in which particular items should be worn;
- (ii) potential hazards relating to electrical and mechanical equipment, fumes and toxic substances;
- (iii) procedures for preventing, reporting and dealing with hazards and emergencies;
- (iv) the employer's and candidate's responsibilities under the relevant statutory regulations on safety;
- (v) the relevant authorisation necessary for use of plant, machinery and powered hand tools.

All the performance criteria must be met and all items in the range statement covered.

OUTCOME (ELEMENT OF COMPETENCE)

2. RESPOND TO EMERGENCIES

PERFORMANCE CRITERIA

- (a) Fire and emergency procedures are promptly and correctly implemented.
- (b) Accidents are dealt with promptly and efficiently by the candidate by:
 - (i) own action, where within the candidate's capability and area of responsibility;

- (ii) referral to appropriate person(s), where outwith the candidate's capability and area of responsibility.
- (c) Details of accidents are immediately and accurately recorded in the accident book.

RANGE STATEMENT

Emergencies: fire; flood; risk of explosion; toxic fumes; accidents; electrocution.

Emergency procedures: first aid; fire drill and use of extinguishers; contacting appropriate authority and/or emergency service; evacuation procedures; organisation procedures for reporting and recording accidents.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in responding to the following emergencies:

- (i) selection and use of fire extinguishers;
- (ii) evacuation procedures;
- (iii) accident procedures.

(because of the possible lack of actual occurrence, simulation is likely to be required).

Oral or written evidence of knowledge and understanding of:

- (i) fire and emergency precautions and procedures;
- (ii) classification of fires and extinguishers;
- (iii) common forms of accident or health emergencies and actions to be taken;
- (iv) candidate's scope and limitations for dealing with emergencies;
- (v) format and detail required for completion of accident book;
- (vi) candidate's responsibilities for recording accidents in the accident book.

All the performance criteria must be met and all items in the range statement covered.

OUTCOME (ELEMENT OF COMPETENCE)

3. CONTRIBUTE TO THE SECURITY OF THE WORKPLACE

PERFORMANCE CRITERIA

- (a) The candidate's conduct contributes to the security of the workplace in that:
 - (i) unauthorised persons are denied access to the workplace;

- (ii) organisational security procedures are implemented and observed at all times;
 - (iii) potential security risks are reported immediately to the appropriate person, and remedial action is taken if within the candidate's area of responsibility.
- (b) Correct use, transport and storage of workplace equipment by the candidate minimise opportunities for or occurrence of loss or damage.

RANGE STATEMENT

Workplace: site; workshops; site accommodation; client/customer locations.

Security risks: vandalism; breaking and entering; robbery; unauthorised access, unauthorised use of tools and equipment; inadequate storage facilities.

Workplace equipment: plant; machinery; tools; materials.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in maintaining security by securing accommodation, compounds, plant, machinery and other equipment.

Oral or written evidence of knowledge and understanding of:

- (i) organisational security procedures;
- (ii) action to take in cases of breaches of security;
- (iii) potential security risks;
- (iv) methods of dealing with unauthorised persons.

All the performance criteria must be met and all items in the range statement covered.

ASSESSMENT RECORDS

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

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of Support Notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES****UNIT NUMBER** 4120332**UNIT TITLE** CONTRIBUTING TO HEALTH AND SAFETY IN THE
WORKPLACE

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 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 20 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit is designed to enable the candidate to develop skills and knowledge related to the promotion of health, safety and security in the workplace. It is suitable for operatives working in the construction industry or a services or installation industry related to construction.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module will help you to acquire the necessary knowledge to contribute effectively to health, safety and security in the workplace. You will learn how to respond quickly and appropriately in an emergency and how to prevent accidents. You will become familiar with the organisational procedures concerning dealing with hazards and reporting them to the correct authority.

CONTENT/CONTEXT The candidate successfully completing this module will require underpinning knowledge and skills relating to the Health and Safety at Work Act and other relevant regulations, including The Control of Substances Hazardous to Health Regulations and the Noise at Work Regulations, as well as a knowledge of elementary preventative and remedial procedures in case of hazards, accidents, fire and other emergencies, and procedures for the maintenance of security in the workplace.

The unit would be offered to candidates from the construction and related services industries. The skills are transferable within different working environments but the unit is primarily aimed at candidates whose normal place of work would be a site or similar environment.

The range statement is applicable to all areas of construction, mechanical engineering and electrical services and installation, and other related or similarly structured industries. The competences and underpinning knowledge gained in successfully completing this unit would be transferable across a range of disciplines within the built environment.

The unit deals with the maintenance of security and the promotion of health and safety in all aspects of the workplace. It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and area of responsibility.

APPROACHES TO GENERATING EVIDENCE The achievement of the underpinning knowledge required for this unit would be assisted by the use of slides and videos, and hands-on experience.

Tutors/trainers should demonstrate practical elements step by step until the candidate feels confident enough to attempt them on his/her own, and the safety factors should be thoroughly emphasised.

Supervisors and employers should also play an important part in assisting candidates to generate evidence.

ASSESSMENT PROCEDURES Candidates will be able to provide evidence of performance using a variety of methods. These will include:

- Performance at work (recorded in Candidate's Assessment and Evidence Record or other methods).
- Performance in training (recorded in Candidate's Assessment and Evidence Record or other methods).
- Simulated exercises (skills/progress test results).
- Past achievement/experiences e.g. letters of endorsement; past certificates.

Evidence gathering from the workplace will be the preferred method; however there may be situations where this is inappropriate or the evidence is insufficient. Supplementary evidence will also be required to demonstrate the underpinning knowledge related to the competences in the unit.

Assessment may be conducted in an integrative manner i.e. in conjunction with the execution of other tasks.

For detailed guidance on assessment, reference should be made to the publications listed at the end of the Support Notes and to the Assessment Guidance Notes available for the delivery of the Scottish Vocational Qualification of which this module is a component.

PROGRESSION This unit forms part of the level I SVQ in a number of construction areas.

Each module is a separate unit and the modules are not necessarily taken in a prescribed order, although there is a logical sequence to the acquisition of the skills and knowledge concerned.

Progression from the level I will normally be to the level II SVQ in the appropriate discipline.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guidelines for Module Writers.
2. SQA's National Standards for Assessment and Verification.
3. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
4. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.

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