

**-SQA- SCOTTISH QUALIFICATIONS AUTHORITY**

**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**

**GENERAL INFORMATION**

**-Module Number-**                      7161324                                      **-Session-1994-95**  
**-Superclass-**                              PL  
**-Title-**                                      **HEALTH AND SAFETY IN THE WORK PLACE**

-----

**-DESCRIPTION-**

**GENERAL COMPETENCE FOR UNIT:** Explaining the responsibilities of both employers and employees with regard to current Health and Safety at Work Regulations, and the relevant Safe Working Practices.

**OUTCOMES**

1. explain the responsibilities of employers and employees with regard to current Health and Safety at Work Regulations;
2. identify general safe working practices and procedures for the work environment;
3. outline the correct procedures to be followed on dealing with fires.

This unit incorporates the standards of EnTra.

**CREDIT VALUE:** 1 NC Credit

**ACCESS STATEMENT:** There is no access statement for this module.

-----

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

This specification is distributed free to all approved centres. Additional copies may be purchased from SQA (Sales and Despatch section) at a cost of £1.50 (minimum order £5).

**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION****STATEMENT OF STANDARDS****UNIT NUMBER:** 7161324**UNIT TITLE:** HEALTH AND SAFETY IN THE WORK PLACE

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 RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES WITH REGARD TO RELEVANT HEALTH AND SAFETY AT WORK REGULATIONS

**PERFORMANCE CRITERIA**

- (a) Description of employer's responsibilities is correct in terms of current regulations.
- (b) Description of employee's responsibilities is correct in terms of current regulations.
- (c) Identification of the sources of current information and guidance on legislative provision and regulations is correct.

**RANGE STATEMENT**

Employers duties: equipment; place of work; clothing; training; policies.

Employees duties: omissions; misuse of safety items; following policies.

Procedures: accident reporting; fire evacuation; safety committee; safety inspections; first aid facilities.

**EVIDENCE REQUIREMENTS**

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

**OUTCOME**

- 2. IDENTIFY GENERAL SAFE WORKING PRACTICES FOR THE WORK ENVIRONMENT**

**PERFORMANCE CRITERIA**

- (a) Identification of factors which require safe working practices is correct.
- (b) Identification of the factors which influence the choice of clothing for a given situation is correct.
- (c) Explanation of the safe use of tools and equipment is correct in accordance with recognised procedures.
- (d) The need for training employees in manual handling operations is explained correctly.

**RANGE STATEMENT**

Clothing: safety; non safety; protective.

Equipment: safety; machine tools; portable tools.

Procedures: neatness; care of tools; method of use of tools; safety areas.

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

Need: employer's duty; reduce risk; avoidance of manual handling.

**EVIDENCE REQUIREMENTS**

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

**OUTCOME**

- 3. OUTLINE THE CORRECT PROCEDURES TO BE FOLLOWED IN DEALING WITH FIRES**

**PERFORMANCE CRITERIA**

- (a) Explanation of the general procedures to be adopted in the event of fire complies with current regulations.
- (b) Selection of an extinguisher to deal with a given type of fire is correct.

**RANGE STATEMENT**

Type of fire: combustable material; electrical; chemical.

Procedure: discovering fire; raising the alarm; evacuation.

Fire extinguishers: CO<sub>2</sub>; water; foam; blankets; colour coding; dry powder.

**EVIDENCE REQUIREMENTS**

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

Evidence may be derived from simulation or role play exercises.

-----

**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.

© Copyright SQA 1994

Please note that this publication may be reproduced in whole or in part for educational purposes provided that:

- (i) no profit is derived from the reproduction;
- (ii) if reproduced in part, the source is acknowledged.

**NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION****SUPPORT NOTES**

**UNIT NUMBER:** 7161324

**UNIT TITLE:** HEALTH AND SAFETY IN THE WORK PLACE

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

**PURPOSE** 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 introduce you to the Health and Safety at Work Act, as well as safe working practices. The module also outlines the correct procedures for dealing with fires.

**CONTENT/CONTEXT** Throughout the module 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 employers to take reasonable care in their work towards employees and third parties with regard to: safe systems of work; safe plant and equipment; information, instruction and training of employees; provision and maintenance of a healthy and safe working environment.

The duties of employees to take reasonable care in their work with regard to: themselves and others who may be affected by their acts or omissions; cooperating with their employers where safe systems of work and plant and equipment are used; not misusing anything provided in the interests of health, safety and welfare.

2. General requirements for safety: cleanliness, neatness, orderly approach.  
  
General appreciation of the Health and Safety at Work Act: scope; general duties of employers, employees and self employed persons; practical implications and safe working practices in the use of tools and equipment as appropriate to the candidate's area of training.  
  
Identification of typical industrial situations requiring protective clothing.  
  
Safety signs BS 5378: prohibition, mandatory warning and safe condition.  
  
Use of protective equipment to include: safety helmet, eye protection, ear protection, protective footwear, aprons, respiratory protection, protective creams and gloves.  
  
Identification of the dangers inherent in manual handling operations, awareness of assessing the risks in manual handling.  
  
Forms of training aids and methods of training.
3. General procedures: raising the alarm; turning off all machinery and power; closing all doors and windows; when to deal with the fire if safe and how to do so safely; evacuation using emergency exit; going to assembly point.  
  
Nature of fire: fuel, heat, oxygen.  
  
Extinguishing fire: starving, smothering; cooling.  
  
Combustible materials: oil soaked materials; paint and spirits, wood, paper, rags etc.  
  
Flashpoint of different materials.  
  
Preventing fire: good housekeeping, combustible materials stored in metal bins, flammable liquids and gases stored in designated areas.  
  
Causes of electrical fires: overloaded circuits, over heated fuses; damaged equipment; worn cables and flexes; heating appliances.  
  
Types of fire extinguishers: water; foam; dry powder; CO<sub>2</sub>; BCF and fire blanket. Colour coding of extinguishers.  
  
Methods of extinguishing fires involving wood, paper, cloth etc; flammable liquids and gases; electrical equipment; burning clothing.  
  
Use of fire reports.
4. Hazards that may arise in a work situation. Possible methods of rectifying the hazards. Promotion of a healthier and safer work environment via a range of methods.

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

The delivery of the module 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 practices of the candidate's 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 PCs (a) and (b) to test the knowledge required to describe the duties of both employers and employees and 3 restricted response questions for PC (c) to test the knowledge of sources of current information. Satisfactory achievement of this outcome will be based on the candidate producing three correct responses for each of PCs (a) and (b) and 2 correct responses for PC (c).

Outcome 2      The candidate could be set four restricted response questions for each of PCs (a), (b), (c) and (d) 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 PCs (a), (b), (c) and (d).

Outcome 3      The candidate could be set six restricted response questions for PC (a) to test the knowledge required to outline the general procedures to be adopted in the event of a fire.

The candidate should be set three restricted response questions for PC (b) to test the knowledge required to select an appropriate extinguisher.

**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. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
5. For details of other SQA publications, please consult SQA's publications list.

In addition, reference may be made to the following publications:

1. Health and Safety at Work Act published by HMSO.
2. BS 5378 published by HMSO.
3. Croner's Health and Safety at Work published by Croner.

© Copyright SQA 1994

Please note that this publication may be reproduced in whole or in part for educational purposes provided that:

- (i) no profit is derived from the reproduction;
- (ii) if reproduced in part, the source is acknowledged.