



National Unit Specification: general information

UNIT Working Safely (SCQF level 5)

CODE D11N 11

SUMMARY

This Unit is designed to introduce the candidate to the basic concepts of health and safety, in particular the requirement of all workers to adhere to safe working practices, which will help to maintain their own health, safety and welfare, as well as that of others who may be affected by the work activities.

OUTCOMES

- 1 Outline the purpose of the law relating to health and safety in the workplace
- 2 Outline the common types of health and safety hazards found in the workplace
- 3 Outline how the employer and the employee can work together to minimise the risks from common workplace hazards.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at SCQF level 5 (3 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Administrative Information

Superclass: PL

Publication date: September 2009

Source: Scottish Qualifications Authority

Version: 01

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Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre, telephone 0845 279 1000.

National Unit Specification: general information (cont)

UNIT Working Safely (SCQF level)

CORE SKILLS

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit Specification.

There is no automatic certification of Core Skills or Core Skill component in this Unit.

National Unit Specification: statement of standards

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To achieve this Unit you must be able to show that you have met the standards set out in this part of the Unit Specification. All sections of the statement of standards must be completed satisfactorily. The statements of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Outline the purpose of the law relating to health and safety in the workplace.

Performance Criteria

- (a) The outline of the purpose of the law relating to health and safety at work is correct with respect to its function in criminal and civil cases.
- (b) The outline of the enforcement of the Health and Safety at Work Act is correct with respect to the role of enforcement officers, their powers and possible penalties for non-compliance.

OUTCOME 2

Outline the common types of health and safety hazards found in the workplace.

Performance Criteria

- (a) The outline of the common types of workplace accidents and injuries is correct with respect to causes and prevention.
- (b) The outline of the common types of work related illnesses is correct with respect to causes and prevention.

OUTCOME 3

Outline how the employer and the employee can work together to minimise the risks from common workplace hazards.

Performance Criteria

- (a) The outline of the responsibilities of employers is correct with reference to the requirements of the Health and Safety at Work Act.
- (b) The outline of the responsibilities of employees and the self-employed is correct with reference to the requirements of the Health and Safety at Work Act.
- (c) The outline of the responsibilities of the manufacturers, suppliers and installers is correct with reference to the requirements of the Health and Safety at Work Act.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence must be produced to show that all Outcomes and Performance Criteria have been met.

Written or oral evidence is required for this Unit.

Written or oral evidence which demonstrates knowledge and understanding of common hazards in the workplace and the controls which should be in place to minimise risks.

Outcomes 1, 2 and 3 — Written or oral evidence

Candidates are required to demonstrate that they can:

- ◆ outline the purpose of the law relating to health and safety at work correctly with respect to its function in criminal and civil cases
- ◆ outline the enforcement of the Health and Safety at Work Act correctly with respect to the role of enforcement officers, their powers and possible penalties for non-compliance
- ◆ outline the common types of workplace accidents and injuries correctly with respect to causes and prevention
- ◆ outline the common types of work related illnesses correctly with respect to causes and prevention
- ◆ outline the responsibilities of employers correctly with reference to the requirements of the Health and Safety at Work Act
- ◆ outline the responsibilities of employees and the self-employed correctly with reference to the requirements of the Health and Safety at Work Act
- ◆ outline the responsibilities of the manufacturers, suppliers and installers correctly with reference to the requirements of the Health and Safety at Work Act

This assessment could be completed by the use of short answer questions and should be conducted in open-book supervised conditions.

The ASP pack provided for this Unit illustrates the standard that should be applied. It includes an example of a knowledge based assessment. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

Candidates must develop a clear understanding of the purpose of the Health and Safety at Work Act and associated legislation. They should also have an appreciation of the social and financial costs of non-compliance, including loss of production, loss of sales, fines, loss of earnings, illness, suffering, reduced quality of life, permanent disability, and death.

The role of the enforcement officers should include an appreciation of their powers of entry for routine inspection or to gather evidence, the issue of improvement and prohibition notices and, importantly, the provision of information and advice.

The distinction between the application of criminal law by enforcement officers resulting in fines or imprisonment, and of civil law, for example, with respect to the pursuance of personal damages should also be known.

Candidates must be aware of the common causes of accidents and injuries: slips, trips, falls, cuts, scalds, manual handling, machinery and equipment, electrical, fire, harmful substances. In each case the general means of prevention should be described. The causes of work related illness should include: noise, repetitive strain, stress, infectious diseases, display screens, exposure to harmful substances.

Candidates should know that the health and safety responsibilities of the employer include: safety policy, safe systems of work, information and training, premises, plant and equipment.

The employee's and self-employed person's health and safety responsibilities include: adherence to safe systems of work, duty of care for self and others who could be affected by work activities, co-operation with the employer or other agencies in the compliance with health and safety matters.

The responsibilities of manufacturers, suppliers and installers should include: safe design, construction, installation and the provision of information on safe working procedures.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

It is recommended that the outcomes of this Unit should be taught in an integrated way, not delivered as discrete outcomes. The candidate must become aware that workplace health and safety can only be controlled by a whole organisation approach.

Case studies can provide the opportunity to discuss the reasons for failures in health and safety systems and to propose the means for preventing a re-occurrence. There are many training videos available which will cover most of the subject matter covered by this Unit. These can also be used to stimulate group discussion to help reinforce the desired outcomes.

National Unit Specification: support notes

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It is recommended that this Unit should be studied as part of a programme or group of Units, which are vocational in nature. This would help to ensure that the theoretical content of the Unit can be more readily related to the application of safe working practices in the workplace.

The Unit would also be suitable for study on a free-standing basis, by those who are already in employment or training.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates will be involved identifying hazards and risks in the workplace and identifying ways to minimise these. There will therefore be opportunities to develop the Core Skill of *Problem Solving*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The evidence requirements are fully expressed in the mandatory section of this Unit Specification. Assessment records should be maintained and kept up-to-date to keep track of candidate progress and provide evidence for internal and external verification purposes.

The ASP pack provided for this Unit illustrates the standard that should be applied. It includes an example of a knowledge based assessment. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.