



## **Regulated Qualifications Unit and Assessment Specification**

<b>Unit title</b>	Conforming to General Health, Safety and Welfare in the Workplace
<b>Regulator unit code</b>	D/616/6569
<b>SQA unit code</b>	FX74 81
<b>SSC Ref</b>	VR 641

## History of changes

**Publication date:** September 2011

**Version:** 03 (September 2017)

<b>Version number</b>	<b>Date</b>	<b>Description</b>
02	July 2016	Updated Unit review date and terminology.
03	September 2017	Unit Specification updated to reflect current Ofqual terminology

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## Regulated qualifications unit specification

<b>Title</b>	Conforming to General Health, Safety and Welfare in the Workplace	
<b>Level</b>	1	
<b>Credit value</b>	2	
<b>Learning outcomes</b>	<b>Assessment criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1	Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
	1.2	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
	1.3	Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
	1.4	State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> <li>◆ collective protective measures</li> <li>◆ personal protective equipment (PPE)</li> <li>◆ respiratory protective equipment (RPE)</li> <li>◆ local exhaust ventilation (LEV)</li> </ul>
	1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	1.6	State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.

<b>Learning outcomes</b>  <b>The learner will:</b>	<b>Assessment criteria</b>  <b>The learner can:</b>
	<p>1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.</p> <p>1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.</p>
<p>2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.</p>	<p>2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.</p> <p>2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.</p> <p>2.3 List the current Health and Safety Executive top ten safety risks.</p> <p>2.4 List the current Health and Safety Executive top five health risks.</p> <p>2.5 State how changing circumstances within the workplace could cause hazards.</p> <p>2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace.</p>
<p>3 Comply with organisational policies and procedures to contribute to health, safety and welfare.</p>	<p>3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.</p> <p>3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.</p> <p>3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.</p>

<b>Learning outcomes</b>  <b>The learner will:</b>	<b>Assessment criteria</b>  <b>The learner can:</b>
	<p>3.4 Safely store health and safety control equipment in accordance with given instructions.</p> <p>3.5 Dispose of waste and/or consumable items in accordance with legislation.</p> <p>3.6 State the organisational policies and procedures for health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> <li>◆ dealing with accidents and emergencies associated with the work and environment</li> <li>◆ methods of receiving or sourcing information</li> <li>◆ reporting</li> <li>◆ stopping work</li> <li>◆ evacuation</li> <li>◆ fire risks and safe exit procedures</li> <li>◆ consultation and feedback.</li> </ul> <p>3.7 State the appropriate types of fire extinguishers relevant to the work.</p> <p>3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.</p>
<p>4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.</p>	<p>4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.</p> <p>4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> <li>◆ recognising when to stop work in the face of serious and imminent danger to self and/or others</li> <li>◆ contributing to discussions and providing feedback</li> <li>◆ reporting changed circumstances and incidents in the workplace</li> <li>◆ complying with the environmental requirements of the workplace.</li> </ul> <p>4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.</p>

<b>Learning outcomes</b>	<b>Assessment criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
<p>5 Comply with and support all organisational security arrangements and approved procedures.</p>	<p>5.1 Provide appropriate support for security arrangements in accordance with approved procedures:</p> <ul style="list-style-type: none"> <li>◆ during the working day</li> <li>◆ on completion of the day's work</li> <li>◆ for unauthorised personnel (other operatives and the general public)</li> <li>◆ for theft.</li> </ul> <p>5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.</p>

<b>Additional information about the unit</b>
<b>Unit purpose and aim(s)</b>
The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to general health, safety and welfare in the workplace within the relevant sector of industry.
<b>Unit start date</b>
01 September 2011
<b>Details of the relationship between the unit and relevant national occupational standards (if appropriate)</b>
This unit is based on the National Occupational Standard 'Conform to general workplace health, safety and welfare' (VR 641).
<b>Details of the relationship between the unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>This unit must be assessed in a work environment, in accordance with:</p> <ul style="list-style-type: none"> <li>◆ the Additional Requirements for Qualifications using the title NVQ</li> <li>◆ the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</li> </ul> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
<b>Endorsement of the unit by a sector or other appropriate body (if required)</b>
ConstructionSkills
<b>Location of the unit within the subject/sector classification system</b>
5.2 Building and Construction
<b>Name of the organisation submitting the unit</b>
ConstructionSkills
<b>Guided Learning Hours</b>
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## Regulated qualifications assessment specification

### Assessment (evidence) requirements

The evidence requirements for this unit are shown in the main body of the unit under the section titled 'Assessment requirements or guidance specified by a sector or regulatory body'.

### Guidance on instruments of assessment

#### Occupational skills (OS) unit

This unit is designed to assess the skills of learners in the workplace. Observation of learner performance can only be carried out on-the-job and should always be the primary and preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the learners on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning
- ◆ professional discussion
- ◆ product and photographic evidence
- ◆ relevant active documentation, reports, presentations
- ◆ other valid evidence which relates directly to learner performance on-the job

SQA's Guide to assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The guide to assessment can be downloaded free from SQA's website [www.sqa.org.uk](http://www.sqa.org.uk).