



Unit D1V7 04 (535)

Monitor Procedures to Control Risk to Health and Safety

Unit Summary

This Unit is about making sure that statutory requirements and workplace procedures for controlling risks to health and safety are carried out. You need to ensure that health and safety procedures are being followed within work areas. You also need to know how to deal with risks that arise from workplace hazards and communicate to others about health and safety matters.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2

- ◆ Produce well structured written communication.

Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1</p> <p>Check that health and safety procedures are followed</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable information sources. (b) Conduct your monitoring of workplace procedures at agreed intervals and in accordance with workplace requirements. (c) Check regularly that other persons possess: up-to-date information about health and safety hazards; and instructions on how to deal with risks which can arise. (d) Confirm other persons have received relevant training on how to deal with health and safety hazards. (e) Brief and obtain feedback from other persons concerning workplace procedures. (f) Respond promptly to any breaches of health and safety procedures in a way which meets workplace and legal requirements. (g) Make any recommendations for changes to workplace procedures, clearly, to the responsible person. (h) Check regularly that your records relating to health and safety matters: comply with legal and workplace requirements; and are accessible to those who are authorised to use them. 	<p>Evidence of checking that health and safety procedures are followed in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Ensure that risks are controlled safely and effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep accurate and legible records of workplace risks identified or reported to you. (b) Report the existence of hazards with high risks in accordance with workplace health and safety procedures. (c) Confirm that appropriate precautions to control these risks have been agreed with the persons responsible for health and safety. (d) Confirm that the precautions are in accordance with legal and workplace health and safety procedures. (e) Check that other persons are: aware of the risks; and understand the action to be taken to reduce the risks which can arise. (f) Review the precautions to ensure those risks are minimised and are no longer significant. (g) Report promptly and accurately any conflicts which still exist between workplace and statutory requirements to the persons responsible for health and safety. (h) Ensure that your reports contain accurate details about the cause of hazards with high risks and make suitable recommendations to minimise their reoccurrence. 	<p>Evidence of ensuring that risks are controlled safely and effectively in accordance with workplace procedures.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
<i>Health and safety legislation</i>		
K1	Employers' and employees' legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974.	
K2	Your responsibilities for health and safety as defined by any specific legislation covering your job role.	
<i>Risks to health and safety</i>		
K3	How to keep health and safety records.	
K4	Effective communication methods.	
K5	Effective methods of monitoring the activities and understanding of other people with respect to health and safety matters.	
K6	The difference between a hazard and a risk.	
K7	What hazards may exist in your workplace.	
K8	The particular health and safety risks which may be present in your own job role and the precautions to take.	
K9	The importance of remaining alert to the presence of hazard in the whole workplace.	
K10	The importance of promptly dealing with or reporting significant risks in the workplace.	
<i>General</i>		
K11	The work areas and people for whom you are responsible.	
K12	The scope of your job and your own capabilities with respect to health and safety matters..	
K13	The specific organisational health and safety arrangements covering your job role.	
<i>Health and safety procedures and policies</i>		
K14	Agreed health and safety policies and their procedures at your workplace.	
K15	Agreed intervals for monitoring health and safety compliance.	
K16	Workplace policies relating to resolving hazards.	
K17	Workplace procedures for record keeping.	

Notes/Comments

Assessor signature: _____ **Date:** _____