

Unit PROHSS9 (J5NG 04) Supervise Health, Safety and Welfare of Individuals at Work

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard is for anyone who has the responsibility for direct supervision of the health, safety and welfare of an individual in a work  environment. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| 1. Have clearly defined job roles or programmes of work activities for individuals following standard operating procedures. 2. Obtain information to make assessments of suitability of workplace for specific individuals following standard operating procedures. 3. Check required work equipment and any personal protective equipment are available prior to individuals starting work activities and individuals understand how to use them. 4. Check individuals have been provided with suitable initial health, safety and welfare information and training in line with health and safety legislation and employer's requirements. 5. Check individuals can explain and demonstrate understanding of safe working practices prior to commencing work activities. 6. Brief everyone working with, or affecting individuals in relation to their responsibilities for the health, safety and welfare of individuals. 7. Check plans for effective supervision of individuals including alternative supervision arrangements to cover absences and plans are recorded. 8. Check individuals understand and can describe his/her role and/or programme of work following standard operating procedures. 9. Communicate and provide ongoing information, advice and support to individuals on safe working practices and organisational instructions. 10. Check additional training needs of individuals in relation to health, safety and welfare are identified, recorded and met. 11. Check information, support and training are provided to individuals and recorded when there are changes in tasks to be performed,   Organisational instructions, work environments or equipment.   1. Report any concerns regarding the performance of individuals in relation to health and safety to responsible persons. 2. Liaise with others to support individual's training programmes and health and safety practices. 3. Contribute to reviews of individual's progress and check supervision plans are regularly updated and recorded. 4. Check individuals can identify hazards and risks in work areas following standard operating procedures. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
|  | Work areas and operational activities intended for, and prohibited to, individuals. |  |
|  | Work areas, operational activities and responsibilities of everyone whom individuals will come into contact with. |  |
|  | Resources for health and safety learning available. |  |
|  | Safe working practices used by individuals. |  |
|  | Personal protective equipment and health and safety control equipment used. |  |
|  | Information necessary and available to assess suitability of the workplace for individuals. |  |
|  | Information about individuals you are supervising which is necessary and available to inform assessment of the suitability of the workplace. |  |
|  | Any specific learning, physical and communication needs/barriers of individuals you are supervising. |  |
|  | Risk assessments and implementation of control measures relating to individuals you are supervising. |  |
|  | Employer's instructions and procedures in relation to health, safety and welfare. |  |
|  | How to review individuals’ knowledge and understanding in relation to health and safety at work. |  |
|  | Different communication methods available and when it is appropriate for each to be used. |  |
|  | How to respond to incidents, development needs and achievements of individuals relating to health and safety. |  |
|  | People involved in the individual's training programmes, their roles and responsibilities. |  |
|  | Workplace instructions and procedures in relation to health, safety and welfare, and in particular those relating to individuals you are supervising. |  |
|  | Difference between hazard and risk. |  |
|  | Your responsibilities in relation to preparing for, receiving and supervising individuals. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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