Unit Title:	**Develop procedures to safely control work operations**
OCR unit number	2
Unit accreditation number	L/601/6408
Level:	3
Credit value:	4
Guided learning hours:	26
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for people who are required to prepare health and safety procedures for the workplace. In order to be sure that all reasonably practicable precautions have been taken against risks to health and safety, it is necessary for an employer to make sure health and safety procedures are available for everyone at work to follow.

This unit is about identifying hazards, assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures and checking whether they are effective in the workplace.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	
1 be able to develop procedures for maintaining a healthy and safe workplace.	1.1 identify existing health and safety procedures. 1.2 agree realistic objectives for maintaining a healthy and safe workplace for everyone. 1.3 develop health and safety procedures which: • are based on risk assessment and consultation • meet legal requirements • are appropriate to the type of work carried out and to the workplace • identify individuals to whom people must report incidents and health and safety risks, and who they can go to for first aid.	Learners could have responsibility for health and safety defined in their job role. Existing procedures could relate to safe systems of work, method statements, risk assessments, safe working practices. Objectives could result from accident statistics, changes to working practices, plant and equipment, new/revised legislation. Objectives could be short or long term and include accident reduction, training, awareness for groups or individuals. Procedures could be based on guidance obtained in-house or externally, research of

Learning Outcomes	Assessment Criteria	Exemplification
	1.4 develop a health and safety training plan that meets the needs of: • the workplace • the people in the workplace • legal requirements. 1.5 disseminate the Health and Safety training plan to people in the workplace.	available information, statistics, records, changes in legislation, working practices, new plant, equipment, materials, substances and roles and responsibilities of others. Training plans can be long term or short term, address specific or general issues and be aimed at groups or individuals and be appropriate to the workplace. Plan can be written or verbal and could be disseminated to colleagues, line managers, HR departments, specialist training organisations.
2 be able to review the effectiveness of health and safety procedures in the workplace.	2.1 identify changes in the workplace and legal requirements to current health and safety procedures. 2.2 provide other people with opportunities to give feedback about current health and safety procedures. 2.3 review all relevant health and safety reports and data to identify any opportunities to improve workplace health and safety procedures. 2.4 identify and obtain feedback and advice from reliable sources of expertise. 2.5 record accurately: • the details of any review carried out • how the review meets legal responsibilities • how the review meets the requirements of workplace instructions.	Identification could be from observations, analysis of statistics, new working procedures, materials, substances, plant, equipment, legislation requirements. Why change is needed. Procedures and opportunities for feedback from people affected could be formal, informal, written, verbal. May include previous reports and data to inform the process of improving workplace safety. Reports could be anecdotal. Data could be accident statistics, training records, risk assessments. Reliable sources could be accident statistics, training records, risk assessments. Expertise could relate to in-house or external specialists, regulatory authorities, publications, codes of practice. Methods of recording and reporting could be electronic, minutes of meetings, memos,

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		revised risk assessments.
3 be able to communicate health and safety procedures to others in the workplace.	3.1 report the results of own review to the relevant people. 3.2 alert everyone in the workplace, promptly, to the revised health and safety procedures. 3.3 set effective measures for monitoring the revised health and safety procedures.	Relevant people could include colleagues, line managers, HR departments, specialist training organisations. Methods of communicating could include memos, emails, meetings, notice boards, verbally. Measures could relate to workplace inspections, feedback from others, review of statistics, evaluation of data, observation of activities.
4 know the legal responsibilities for health and safety.	4.1 identify responsibilities for health and safety as required by: • current legislations • legislation covering own job role • the particular health and safety risks present in own job role and the precautions to be taken • the specific organisational health and safety instructions for own job role. 4.2 explain the importance of: • remaining alert to hazards in the workplace • dealing with and promptly reporting risks • knowing the hazards that exist in the workplace • knowing the different types of working practices present in the workplace. 4.3 explain own awareness of others in the workplace to include: • the roles and responsibilities of others	Could relate to policies and practices within the organisation, roles of individuals, own level of authority and autonomy. Health and safety risks could relate to groups or individuals and derive from plant and equipment, materials, substances, working practices. Importance may relate to legal, ethical, environmental and financial implications. Safety of self and others, own organisation's working practices, maintenance of lifestyle, own organisation's reputation. Learner's own responsibilities for health and safety of self and others. Roles and responsibilities of others including colleagues, line managers, health and safety specialists. Safe working practices in own area of responsibility and how to adhere to them. Awareness of changes in working practices, new or revised methods. Use of new substances, plant, equipment and materials, etc. Reporting and recording

Learning Outcomes	Assessment Criteria	Exemplification
	in the workplace • commonly used working practices • channels of communication and consultation in the workplace. 4.4 explain the need for health and safety information in the workplace to include: • the instructions that may be required about health and safety in the workplace • where to find the health and safety information that may be available in the workplace • how to prepare and write specific instructions and procedures • measures to check the different types of health and safety procedures.	systems in own organisation. Needs could result from new employees, new legislation, new practices, new equipment, plant, materials, substances. Information could be found electronically, on notice boards, risk assessments, safe systems of work, procedures, from colleagues, line managers. Use of writing skills, use of jargon, own organisation's recording systems and procedures. Measures could relate to workplace inspections, feedback from others, review of statistics, evaluation of data, observation of activities.

Assessment

Candidates must be assessed over a reasonable period of time using a variety of assessment methods. Observation of real work activities should be a prime source of evidence. It is unlikely that only one observation will be sufficient to infer competence. Examination of work produced by the learner could also provide suitable evidence to infer competence.

Simulation is not allowed.

Evidence requirements

Further evidence may include:

- Questioning of the learner
- Completed health and safety documentation
- Witness testimony from line manager or colleague
- Completed risk assessments
- Completed workplace inspection reports
- Completed investigation reports
- Records of training arranged or delivered for others
- Minutes of meetings
- Professional discussion
- Communications to and from regulatory authorities
- Communications to and from health and safety specialists or professionals

- Policies and procedures developed by the learner

This is an illustration of potential evidence; not a definitive list.

Guidance on assessment and evidence requirements

Learners should have a reasonable degree of authority and autonomy and may be responsible for others. They should have access to higher levels of management and may be in a position to influence others.

The learner will probably have defined responsibilities for health and safety in their job role. They will also need the opportunity to research workplace instructions and legislation to enable them to identify anything harmful in the workplace including those not normally visible.

You should refer to the *'Admin Guide: Vocational Qualifications'* (A850) for *'Notes on Preventing Computer-Assisted Malpractice'*.

National Occupational Standards (NOS) mapping/signposting

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Health and Safety – Stand Alone Units	HSS2	Develop procedures to safely control work operations

Resources

There are no special requirements, however, learners will need access to a computer system capable of running spreadsheet software, word processing and business presentation software packages and internet access.

Learners will also require access to their own organisation's records and reports such as Health and Safety and training records.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk