

Unit Title:	Review health and safety procedures in the workplace
OCR unit number	8
Unit accreditation number	M/601/6837
Level:	3
Credit value:	4
Guided learning hours:	21
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for a person required to review health and safety conditions in workplaces other than their own.

This unit is about:

- preparing to carry out a review of Health and Safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works)
- carrying out a review to check if relevant mandatory health, safety and welfare requirements are being implemented. Reporting and recording the findings of such reviews in accordance with agreed procedures.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to undertake a review of health and safety in the workplace.</p>	<p>The Learner can:</p> <p>1.1 obtain authorisation for the review from the person responsible for the workplace.</p> <p>1.2 agree work schedule, purpose, scope, timescales and priorities for the review with the responsible person for the workplace.</p> <p>1.3 identify areas in the workplace to be reviewed and the methods to be used.</p> <p>1.4 identify suitable resources and documentation for the workplace under review.</p> <p>1.5 brief other people involved in the review to make sure they understand its</p>	<p>Person responsible could be owner, line manager, health and safety officer.</p> <p>Could be a regular planned review. May review one activity (e.g. manual handling) across the organisation or all activities in a particular department (e.g. packing).</p> <p>Priorities might result from accident/incident records, change in working practice, newly formed departments, result of inspections.</p> <p>Resources could include time, finance, access to health and</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>purpose and the process undertaken.</p>	<p>safety records, access to health and safety specialists (in-house or external), access to other people, access to work areas, access to maintenance records, job descriptions.</p> <p>Documentation could be organisation's own, provided by regulatory bodies/other organisations or be designed by the learner.</p> <p>Briefing could be verbal and/or written, could include use of images, plans, layouts.</p>
<p>2 be able to carry out a review of workplace health and safety.</p>	<p>2.1 identify and use appropriate protective clothing and equipment that is suitable to the workplace under review.</p> <p>2.2 research working practices to make sure the review covers all areas including those that may need special checking.</p> <p>2.3 record differences between previous review findings and the current situation.</p> <p>2.4 list the health and safety hazards that could cause serious harm in the workplace.</p> <p>2.5 consult with the responsible person to list any non-compliances with health and safety in priority order and make recommendations to control hazards.</p> <p>2.6 produce an action plan for improving health and safety to include follow up for monitoring and implementation of recommendations and corrective action.</p> <p>2.7 evaluate and report findings:</p> <ul style="list-style-type: none"> • in accordance with 	<p>Protective clothing could include hard hat, hi-viz jacket, ear defenders, safety footwear.</p> <p>Research could include industry best practice, current legislation requirements, advice and guidance from health and safety specialists (in-company or external), health and safety records and data, previous reviews.</p> <p>Differences may be brought about by changes in working practice, new legislation, new/different personnel.</p> <p>Hazards can be task related, may involve substances, manual handling, use of equipment, machines and plant, fire, electricity. Hazards could also be environmental or 'unseen' (noise, vapours).</p> <p>Responsible person may be line manager, senior management, health and safety specialist, safety committee, HR department, trade union representative.</p> <p>Plans may have details of</p>

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	<p>established instructions</p> <ul style="list-style-type: none"> • in accordance with the action plan. 	<p>timescales, costs, facilities required, manpower required. Report could be presented verbally and/or in writing, using images, statistics, graphs, charts, using own organisation's procedures.</p>
<p>3 know how to review health and safety procedures in workplaces.</p>	<p>3.1 explain the employers' and employees' legal and moral responsibilities.</p> <p>3.2 explain own responsibilities for health and safety as defined by:</p> <ul style="list-style-type: none"> • specific legislation covering own job role • the structure of the organisation and • people responsible for health and safety in the workplace under review and: <ul style="list-style-type: none"> - how to select and use personal protective equipment - what particular health and safety risks may be present in people's job roles - the work areas and job roles the learner is planning to review. <p>3.3 explain what notice period needs to be given before the review takes place.</p> <p>3.4 explain the importance of knowing the hazards and risks which may arise in the workplace.</p> <p>3.5 describe the resources needed to carry out a review and:</p> <ul style="list-style-type: none"> • select effective communication techniques • apply effective interviewing techniques • possess presentational and communication 	<p>Responsibilities could relate to HASAW Act, Management of Health and Safety Regulations, other legislation specific to own organisation. Employer's responsibilities could also relate to moral obligations. Employee's responsibilities could include own legal duties under various acts (eg use of PPE), own level of authority, autonomy and level of expertise. Responsible people might be line manager, senior management, health and safety specialist, safety committee, HR department.</p> <p>Use of PPE could refer to suitability, size, comfort, availability. Health risks could relate to task, machinery, plant, equipment, substances, other people's activities. Could also be environmental risks.</p> <p>Resources could include time, finance, access to health and safety records, access to health and safety specialists (in-house or external), access to other people, access to work areas, access to maintenance records, job descriptions.</p> <p>Communication could be verbal and/or written and may include images, statistics, graphs and charts. May involve different communication methods for different audiences.</p> <p>Appropriate plans might include monitoring groups,</p>

Learning Outcomes	Assessment Criteria	Exemplification
	skills. 3.6 describe appropriate post review plans and the recording and reporting procedures.	tasks or individuals and own organisation's reporting and recording procedures.

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
- Personal statements
- Case histories
- Projects and assignments

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	HSS8	Review health and safety procedures in workplaces

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