

<b>Unit Title:</b>	<b>Make sure actions in the workplace aim to protect the environment</b>
OCR unit number	7
Unit accreditation number	J/601/6701
Level:	3
Credit value:	4
Guided learning hours:	17
Unit expiry date:	31/12/2013

## Unit purpose and aim

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This unit is for everyone at work, whether paid, voluntary, full or part-time. It is about maintaining good practice in day to day work activities by identifying the risks, minimising the risks and using resources responsibly.

This unit is about the responsibilities of everyone at work for minimising risks to the environment as a result of work activities. It describes the competences required to make sure that:

- own actions do not increase risks to the environment
- significant risks to the environment are not ignored, and
- own action is sensibly taken to put things right, including reporting risks and seeking advice.

Fundamental to this unit is an understanding of the terms 'hazard', 'risk' and 'control'.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 be able to identify risks to the environment arising from the workplace.</p>	<p><b>The Learner can:</b></p> <p>1.1 identify people in the workplace to whom environmental matters are reported.</p> <p>1.2 confirm they are up-to-date on environmentally friendly working practices relevant to the workplace.</p> <p>1.3 identify any current working practices in own job role that could cause harm to the environment.</p> <p>1.4 identify materials, products or equipment in any part of own job role which could cause harm to the environment.</p>	<p>People could be line managers, senior management, HR departments, environmental officers, health and safety officers.</p> <p>Confirmation could result from training records, consultation, qualifications, interviews or appraisals.</p> <p>Working practices can relate to tasks, use of machinery, plant or equipment, use of substances, minimising waste, recycling and/or disposal</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>1.5 report any differences between legal regulations and workplace instructions and the actual use of materials and products hazardous to the environment.</p> <p>1.6 promptly report to the people responsible for environmental matters the hazards that present high risks.</p>	<p>procedures or other activities specific to own organisation.</p> <p>Identification could be by examination, use, reference to suppliers instructions, own organisation's procedures, specialist knowledge, own investigations. Products could be solids, liquids or gases.</p> <p>Reports could be verbal or written. Differences could include reference to suppliers instructions, safe systems of work, risk assessments, current practice.</p> <p>People could be line managers, senior management, HR departments, environmental officers, health and safety officers. Risks could be serious and imminent danger of longer term occupational health risks.</p>
<p>2 be able to minimise the risks to the environment arising from the workplace.</p>	<p>2.1 research the relevant legal requirements and workplace environmental instructions for own job role.</p> <p>2.2 define within own capability and scope of job responsibilities how to:</p> <ul style="list-style-type: none"> <li>• control the environmental hazards</li> <li>• promptly report environmental risks that the learner is unable to deal with</li> <li>• pass on suggestions for limiting risks to the environment to the responsible person.</li> </ul> <p>2.3 apply the correct instructions for:</p> <ul style="list-style-type: none"> <li>• handling materials and products that can be harmful to the environment</li> <li>• their proper disposal.</li> </ul>	<p>Research could make reference to COSHH and other regulations, job descriptions, work instructions, safe systems of work, codes of practice, government or other guidance.</p> <p>Capability could be from past experience, training, qualification, prior knowledge, on-line learning. Controls could be risk assessments, compliance with regulations, best working practice, substitution, changes in working practice. Reports and suggestion could be verbal or written.</p> <p>Application could be by safe systems of work, method statements, risk assessment, use of PPE, recycling, disposal, own organisation's policies and procedures.</p>

Learning Outcomes	Assessment Criteria	Exemplification
<p>3 know the legislation relating to environmental matters that affect own workplace.</p>	<p>3.1 explain own responsibilities for the environment as defined by any specific legislation covering own job role and:</p> <ul style="list-style-type: none"> <li>• responsibility for controlling hazards to the environment</li> <li>• particular risks to the environment that may be present in own workplace and job role</li> <li>• how to use resources and materials effectively and efficiently</li> <li>• the importance of remaining alert to the presence of hazards to the environment in the whole workplace</li> <li>• the responsibility for items (materials and equipment) that can be hazardous to the environment</li> <li>• the specific workplace environmental instructions covering own job role</li> <li>• specific working practices covering own job role.</li> </ul> <p>3.2 explain the importance of dealing with, or promptly reporting risks to the environment and communicating who the responsible people are.</p> <p>3.3 describe the substances and processes categorised as hazardous to the environment.</p> <p>3.4 explain workplace instructions for handling hazards to the environment that the learner is unable to deal with.</p>	<p>Legislation might relate to pollution control, disposal of goods or equipment (e.g. electronic equipment). Responsibilities could be following work instructions, monitoring others, identifying risks and carrying out assessments reporting hazards, recycling, monitoring waste. Hazards could relate to task, machinery, plant, equipment, substances, other people's activities that harm the environment.</p> <p>Own level of authority, experience and autonomy. Work instructions, safe systems of work, regular or 'one off' tasks.</p> <p>Responsible people could be line managers, senior management, HR departments, environmental officers, health and safety officers. Risks could be imminent danger to the environment or longer term risks.</p> <p>Substances could be solids (foam, metal, paper), liquids (used lubricants) or gasses (aerosols).</p> <p>Own organisation's reporting and recording systems.</p>

## Assessment

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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

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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

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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

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NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Health and Safety – Stand Alone Units	HSS7	Make sure your own actions within the workplace aim to protect the environment.

## Resources

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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

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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](http://www.ocr.org.uk)