

Unit Title:	Monitor procedures to safely control work operations
OCR unit number	3
Unit accreditation number	F/601/9354
Level:	3
Credit value:	5
Guided learning hours:	35
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for people with responsibility for checking and co-ordinating healthy and safe work operations. This person could, for example, be a safety representative, supervisor, line manager or team leader.

This unit is about making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

- health and safety procedures are being followed within work areas
- appropriate action is undertaken to control workplace hazards.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to check that health and safety instructions are followed.</p>	<p>The Learner can:</p> <p>1.1 keep up-to-date with health and safety regulations and workplace instructions, making sure that information is from reliable sources.</p> <p>1.2 conduct monitoring of the workplace at agreed intervals and in accordance with workplace instructions.</p> <p>1.3 confirm that workers are health and safety competent as defined in their job role and that identified health and safety training needs have been met.</p> <p>1.4 communicate workplace instructions and receive feedback.</p>	<p>The learner could research current health and safety regulations and workplace instructions, within the limits of their job role. Reliable sources could relate to in-house or external specialists, regulatory authorities, publications, codes of practice.</p> <p>May include areas for monitoring. Methods of monitoring may include inspections, observation of activities, reference to statistics. Own organisation's recording systems and procedures and arrangements for reporting findings.</p> <p>Confirmation may relate to training records, qualifications,</p>

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		<p>statistical information, appraisals, observation of activities.</p> <p>Methods of communicating could include memos, emails, meetings, notice boards, risk assessments, safe systems of work, training, written or verbal instructions, suggestion schemes.</p>
<p>2 be able to recommend changes to health and safety workplace instructions.</p>	<p>2.1 respond to any breaches of health and safety instructions in a way which meets workplace and legal requirements.</p> <p>2.2 make recommendations for any changes to health and safety workplace instructions to the responsible people.</p>	<p>Responses may involve review of working practices, accident reports or statistics and risk assessments. Could be immediate or deferred. Could be verbal or written. May involve recommending or implementing disciplinary measures.</p> <p>Changes could relate to tasks, individuals or groups, use of equipment, materials, plant and/or substances. Could be a revised risk assessment. Recommendations could be written or verbal and responsible people could include line manager, health and safety representative, trade union official, HR department.</p>
<p>3 be able to make sure that hazards and risks are controlled safely and effectively.</p>	<p>3.1 maintain accurate records of any workplace risks.</p> <p>3.2 check other people are aware of the hazards/risks and know the action(s) to be taken to minimise them.</p> <p>3.3 confirm that appropriate precautions to control risks have been agreed with the people responsible for health and safety.</p> <p>3.4 conduct a review to make sure all recommended action has been taken.</p> <p>3.5 report any conflicts that still exist between workplace and legal</p>	<p>Records could include safe systems of work, method statements, risk assessments, accident and incident reports.</p> <p>Checks could relate to instructions, training records, qualifications, appraisals meetings, fire and emergency evacuation practice, tool box talks.</p> <p>Controls could include risk assessments, use of PPE, maintenance of plant and equipment, training and monitoring of groups and/or individuals. Responsible</p>

Learning Outcomes	Assessment Criteria	Exemplification
	requirements.	<p>people could include line manager, health and safety representative, trade union official, HR department.</p> <p>Review of actions could relate to tasks, individuals or groups, use of equipment, materials, plant and/or substances and/or environment and be part of a planned inspection procedure.</p> <p>Report could be written or verbal and be presented to responsible people and recommend further remedial action.</p>
4 know how to monitor procedures to safely control work operations.	<p>4.1 explain employers' and employees' legal responsibilities for health and safety in the workplace.</p> <p>4.2 explain the difference between 'hazard', 'risk' and 'control'.</p> <p>4.3 describe the types of information available from reports and records covering the workplace.</p> <p>4.4 explain the importance of evaluating information from reports and records covering the workplace.</p>	<p>Learners could refer to employers' and employees' legal responsibilities for health and safety. May also refer to following safe systems of work, method statements, risk assessments, correct use of materials, substances, plant and equipment. Legal requirements could relate to HASAW Act, Management of Health and Safety Regulations, COSHH Regulations, LOLER, Workplace Regulations, PPE regulations, Noise, Fire, Manual Handling and/or other regulations including those specific to the learner's workplace (food, offshore, mines and quarries).</p> <p>Learner may refer to HSE guidance and Management of Health and Safety Regulations. May also refer to hierarchy of control measures. Could include the particular hazards in own workplace.</p> <p>Information could refer to training and qualifications of individuals and groups. Could include qualitative and quantitative on lost time accidents and incidents, costs</p>

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		<p>of accidents, accident black-spots, individuals at risk, risk assessments.</p> <p>Could include developing preventative measures, identification of training needs, year on year comparisons, further remedial actions.</p>

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	HSS3	Monitor 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