

U15702**Monitor and Maintain health and safety**

Unit Descriptor:

To maintain a healthy and safe working environment, you are required to take reasonable care for the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them comply with their duties under health and safety legislation, and not interfere with or misuse anything provided for your health, safety and welfare. This unit applies to employees and volunteers working in the land-based sector.

Your employer (or voluntary organisation) is under a legal duty to have a Health and Safety policy. Where they employ 5 or more people, this policy must be in writing. The policy should:

- be specific to your place of work;
- state the general aims for employees health and safety;
- describe the systems and procedures for ensuring health and safety of the workforce;
- and, outline the various responsibilities of particular people.

Whether or not the policy is in writing, it is vital that you understand and acknowledge your responsibilities under the policy. This may include observing particular instructions and procedures, checking items of equipment, reporting accidents etc.

Despite following the correct health and safety procedures, accidents and emergencies may still happen because of circumstances beyond your control or that of your organisation. You must be able to deal with such situations and follow the appropriate procedures. It is important that in all your activities you recognise the limit of your own competence and ask for help and advice when it is needed.

ELEMENT**PERFORMANCE CRITERIA**

ELEMENT	PERFORMANCE CRITERIA
	<i>To be competent you must achieve the following:</i>
1. Monitor and maintain health, safety and security in the workplace	1.1 Identify health and safety risks in relation to the work place.
	1.2 Carry out specified measures to control risks and keep the appropriate people fully informed if such measures are inadequate.
	1.3 Seek guidance on measures to control unfamiliar risks arising from non-routine work situations.

- 1.4 Give health and safety information to others in a manner likely to be understood.
 - 1.5 Use equipment and materials in accordance with manufacturers instructions and any organisational training.
 - 1.6 Take the appropriate action without delay as soon as an emergency is suspected.
 - 1.7 Dispose of **waste** safely and correctly.
 - 1.8 Transport any equipment and materials safely and store them correctly at an approved location when not in use.
 - 1.9 Maintain the security of the workplace in accordance with organisational requirements.
 - 1.10 Keep any necessary records accurate, legible and complete.
2. Maintain good standards of health and safety for self and others
- 2.1 Supply the necessary personal medical information in accordance with organisational requirements.
 - 2.2 Use and care for the correct personal protective equipment and clothing assessed as being necessary for your work.
 - 2.3 Use approved methods and handling equipment when moving and lifting items.
 - 2.4 Maintain the necessary personal and workplace hygiene at all times.
 - 2.5 Give accurate information about your whereabouts so that contact can be made if necessary.
 - 2.6 Give health and safety information to others in a manner likely to be understood.

- 2.7 Behave in a way which minimises risks to yourself and others.
- 2.8 Perform your work in a manner which minimises environmental damage.
- 2.9 Take appropriate action where **incidents** affect the health and safety of yourself and others.
- 2.10 Report **incidents** without delay and fill out records accurately, legibly and completely

RANGE STATEMENT

You must cover the items below:

Element 1: Monitor and maintain health, safety and security in the workplace

A. Identify health and safety **risks** in relation to:

- (i) people
- (ii) equipment and materials
- (iii) the work area

B. Dispose of the following types of **waste**:

- (i) hazardous
- (ii) non-hazardous

Element 2: Maintain good standards of health and safety for self and others

A. Deal with the following **incidents**:

- (i) accidents which cause personal injury
- (ii) adverse changes in an individual's health which put them at risk

UNDERPINNING KNOWLEDGE AND SKILLS

1. Organisational requirements with regards to ensuring the security of the workplace.
2. Your role and responsibilities for health and safety in the workplace under organisational policy and legislation.
3. Why inadequate measures to control risks should be reported and that corrective action needs to be taken.
4. The importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so.
5. Procedures for different types of emergencies relevant to the industry in which you are working.
6. How the procedures to take for specific emergencies may be affected by your location.
7. Different types of fire extinguishers and their use, relevant to the area you work in.
8. The different forms of waste and correct methods of disposal.
9. How to transport and store equipment and materials safely.
10. The relationship between security and safety within the workplace.
11. Any specific risks relevant to child safety from your work.
12. How and why accidents should be reported.
13. Your role in maintaining your own health and safety.
14. The types of personal protective equipment and clothing needed for your work and how they must be used, cleaned, stored, inspected and replaced.
15. Safe methods for moving and lifting items.
16. The reasons for maintaining good personal and workplace hygiene relevant to your industry.
17. The reasons for leaving information about your whereabouts when working in isolation or in remote locations.
18. Your ability to deal with health and safety emergencies (e.g. not carrying out actions beyond your own capabilities) and the reasons for this.
19. Basic emergency first aid procedures.
20. Methods of minimising environmental damage during work.
21. Why accidents should be reported without delay and recorded in the appropriate document.

EVIDENCE GUIDE**(1) Critical Aspects of Evidence**

Assessment should involve observation of you:

A. Monitoring and maintaining health, safety and security in the workplace by:

- (i) Identifying health and safety risks in relation to the workplace
- (ii) Carrying out specified measures to control risk and keep the appropriate people fully informed if such measures are inadequate
- (iii) Using equipment and materials in accordance with manufacturers instructions and any organisational training
- (iv) Disposing of hazardous and non-hazardous waste safely and correctly.

B. Maintaining good standards of health and safety for self and others by:

- (i) Supplying the necessary personal medical information in accordance with organisational requirements
- (ii) Using approved methods and handling equipment when moving and lifting items
- (iii) Taking appropriate action where incidents affect the health and safety of yourself and others
- (iv) Reporting incidents without delay and filling out records accurately, legibly and completely

Use of equipment, chemical and all other activities must meet the requirements of the law and relevant codes of practice.

(2) Methods of Assessment

Observation by your assessor of you:

- Identifying various health and safety risk
- Disposing of hazardous and non-hazardous waste
- Dealing with accidents which cause personal injury as well as adverse changes in an individual's health which put them at risk

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Simulation is acceptable for the disposal of hazardous waste if performance evidence is unavailable.

Where it is not possible to gain evidence of dealing with all the incidents, questioning and/or simulations may be used to gather evidence of your competence in this area. Simulations must reflect the requirements of the real working environment.