
Overview

This standard applies to everyone at work, whether paid, unpaid, full or part-time. It covers the competencies required in the identification of hazards and reduction of risk, and the knowledge required of workplace practices and policies relating to health and safety matters.

This standard applies to people who are not specialists in health and safety but who are nevertheless required to prepare health and safety procedures for the workplace. In order to be sure that all reasonably practicable precautions have been taken everyone at work to follow clear procedures. This standard is for the person who will prepare the procedures. This standard is about identifying hazards, assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures.

**Performance
criteria**

You must be able to:

Develop procedures for maintaining a healthy and safe workplace

- P1 Set realistic objectives to ensure a healthy and safe workplace for all people in the workplace
- P2 Develop health and safety procedures which meet legal requirements and are appropriate to the type of work carried out, and the workplace
- P3 Identify individuals to whom people must report accidents, report health and safety risks, and obtain first aid
- P4 State clear measures to check the effectiveness of the workplace health and safety procedures
- P5 Specify the arrangements for recording health and safety data to meet legal requirements
- P6 Develop plans for health and safety training which are relevant to the needs of the workplace, the people in the workplace and meet legal requirements
- P7 Communicate the health and safety procedures to all people in the workplace in a professional and considerate manner

Identify the hazards and evaluate the risks in your workplace

- P8 Correctly name and locate the persons responsible for health and safety in the workplace
- P9 Identify which workplace policies are relevant to your working practices
- P10 Identify those working practices in any part of your job role which could harm yourself or other persons
- P11 Identify those aspects of the workplace which could harm yourself or other persons
- P12 Evaluate which of the potentially harmful aspects of the workplace are those with the highest risk to you or to others
- P13 Report those hazards which present a high risk to the persons responsible for health and safety in the workplace
- P14 Deal with hazards with low risks in accordance with workplace policies and legal requirements

Reduce risks to health and safety in the workplace

Reduce the risks to health and safety in your workplace

- P15 Carry out your working practices in accordance with legal requirements
- P16 Follow the most recent workplace policies for your job role
- P17 Rectify those health and safety risks within your capability and the scope of your job responsibilities
- P18 Pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- P19 Ensure that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- P20 Follow the workplace policies and suppliers' or manufacturers' instructions as appropriate
- P21 Report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate
- P22 Ensure that your personal presentation at work ensures the health and safety of yourself and others, meets any legal duties, and is in accordance with workplace policies

Review the effectiveness of health and safety procedures in your workplace

- P23 Identify any changes to legal regulations or guidance affecting current working practices
- P24 Identify changes in the workplace affecting current workplace health and safety procedures
- P25 Provide responsible persons with opportunities to give feedback about the implementation of health and safety procedures
- P26 Review all relevant health and safety reports and data for opportunities to improve the workplace health and safety procedures
- P27 Identify and obtain further information and advice from reliable and recognised sources of expertise
- P28 Record accurately the details of any review carried out, and the plans to improve current health and safety procedures
- P29 Alert all people in the workplace, promptly, to the revised health and safety procedures
- P30 Set effective measures in place for monitoring the revised health and safety procedures

Knowledge and understanding

You need to know and understand:

- K1 How the work areas and people for whom you are responsible are covered by the health and safety procedures
- K2 The commonly used working practices
- K3 The information that may be required about health and safety within the workplace
- K4 The specific organisational health and safety procedures covering your job role
- K5 What the agreed workplace policies are relating to controlling risks to health and safety
- K6 Responsibilities for health and safety in your job description
- K7 Who the responsible persons are to whom to report health and safety matters
- K8 The specific workplace policies covering your job role
- K9 Suppliers' and manufacturers' instruction for the safe use of equipment, materials and products
- K10 Safe working practices for your own job role
- K11 The importance of personal presentation in maintaining health and safety in the workplace
- K12 The importance of personal conduct in maintaining the health and safety of yourself and others
- K13 Your scope and responsibility for rectifying risks
- K14 Workplace procedures for handling risks which you are unable to deal with
- K15 How to conduct an effective health and safety review
- K16 The work areas and people for whom you are responsible
- K17 The job roles of the people for whom you are responsible
- K18 What information may be available on health and safety within the workplace

Reduce risks to health and safety in the workplace

K19 The appropriate channels of communication within the workplace

K20 Working practices, plant, machinery or materials and personnel

K21 Systems for assessing and recording degree of risk; specific legal requirements; and specific equipment and process risks

Developed by

Version number

Date approved

Indicative review date

Validity

Status

Originating organisation

Original URN

Relevant occupations

Suite

Key words