

Qualification Structure

Unit Reference	Unit Title	Level	Credit
K/602/1647	Health and Safety in the Workplace	3	3

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the requirements for health, safety and welfare in the workplace	1.1 Outline the main legal framework and laws relating to health and safety at work 1.2 Outline the welfare provisions that should be made by the employer 1.3 Describe the sources and nature of information that demonstrate compliance and best practice with health and safety requirements 1.4 Outline ways that health and safety information can be communicated 1.5 Define the terms 'incident', 'accident' and 'occupational ill health' 1.6 Describe the main causes of injuries and ill health at
2. Understand the benefits of using a safety management system	2.1 Outline the costs associated with accidents and ill health 2.2 Summarise the typical elements of a safety management system 2.3 Outline the benefits of using a safety management system
3. Understand the principles of risk assessment	3.1 Outline the benefits of assessing and controlling risks at work 3.2 Describe the different types of risk assessment that can be used 3.3 State where specific risk assessments may be required 3.4 State the steps to be taken to complete a simple risk assessment
4. Understand the risks and control methods for common workplace hazards	4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organisational factors 4.2 Explain how injuries, ill health and other damage may result following exposure to common workplace hazards 4.3 Identify suitable risk control measures using the principles of the hierarchy of control
5. Understand how to manage the effects of accidents and incidents	5.1 Describe the actions that need to be taken following an accident or incident in the workplace 5.2 Describe how simple accident investigation techniques can reveal immediate and root causes

Additional Assessment Guidance

LO1: Understand the requirements for health, safety and welfare in the workplace

The main legal framework and laws relating to health and safety at work

- Common and civil law
- Criminal law
- Acts of Parliament
- Regulations of European law
- The Health and Safety at Work etc. Act 1974
- The term 'so far as is reasonably practicable'
- Enforcement, notices and penalties

The welfare provisions that should be made by the employer

- Workplace (Health, Safety and Welfare) Regulations 1992
- Duties of employees and employers
- Provide a healthy and safe place to work
 - Ventilation
 - Temperature
 - Lighting
 - Noise
 - Room space
- Provide safe plant and equipment
- Safe systems of work
- Safe handling, storage and transport of articles and substances
- Information, instruction, training and supervision
- Safe access and egress and traffic routes
- Adequate welfare facilities, such as number of toilets and providing drinking water
- First aid

The sources and nature of information:

- HSE website or HSE Approved codes of practice (ACOPs)
- HSE statistics
- Internal documentation including Accident/Incident records
- Ways that health and safety information can be communicated
- Safety signs – types, shapes and colours
- Toolbox talks or Team meetings or briefings
- Representatives of employee safety
- Safety representatives/committees
- Trade unions
- Company newsletters or Emails
- Posters and notices
- Verbal communication
- Safe systems of work
- Risk assessments
- Safety tours
- Induction
- Training

Define the terms:

- Incident and near miss
- Accident
- Occupational ill health

The main causes of injuries and ill health at work (availability of HSE statistics)

- Slips, trips and falls
- Manual handling
- Falls from height
- Workplace vehicles
- Stress

LO2: Understand the benefits of using a safety management system

The costs associated with accidents and ill health

- Costs of poor health and safety standards
- Moral, financial and legal aspects
- The typical elements of a safety management system
- The Management of Health and Safety at Work Regulations 1999
- HSG65: Plan, Do, Check, Act
- Health and safety policies
- Emergency arrangements
- Training and competence in the workplace
- Competent persons
- Proactive/reactive measuring and monitoring

The benefits of using a safety management system

- Benefits of good health and safety standards
- Legal compliance
- Reducing risks and controlling hazards
- Promoting a positive health and safety culture

LO3: Understand the principles of risk assessment

The benefits of assessing and controlling risks at work

- Identifies hazards and creates awareness
- Puts in place control measures to protect employees
- Prioritises highest risks for action first
- Provides information, instruction and training for employees
- Proactive and reactive strategies
- Health and safety inspections
- Health and safety audits
- Health surveillance
- Reviewing accident/incident records

The different types of risk assessment that can be used

- Quantitative risk assessment
- Dynamic

Where specific risk assessments may be required

- Young persons
- Lone workers
- New of expectant workers
- General risk assessment
- Control of Substances Hazardous to Health (COSHH)
- Manual handling
- Fire
- Display Screen Equipment (DSE)

The steps to be taken to complete a simple risk assessment

- The five step process for risk assessment
- Employee consultation
- Risk evaluation methods

LO4: Understand the risks and control methods for common workplace hazards

How the risks from different hazards may be affected by occupational, environmental, human and organisational factors

Examples of hazards for:

- Human factors
- Environmental factors
- Occupational factors
- Organisational factors

Control measures for each factor

How injuries, ill health and other damage may result following exposure to common workplace hazards

How the hazards can realise their potential in the workplace

Identifying what harm can occur from workplace hazards:

- Manual handling
- Slips, trips and falls
- Working at height
- Noise • Machinery
- Vehicles • Fire • Electricity
- Hazardous substances (including Asbestos)
- Stress
- Workplace violence
- The workplace (temperature, design, housekeeping, lighting, ventilation, doors and windows)
- Workstation and task design

Suitable risk control measures using the principles of the hierarchy of control

- The process of determining suitable risk control measures:
 - eliminate the task if practicable
 - substituting harmful substances
 - engineering controls
 - administration controls – safe systems of work – safety signs – Isolation – reduce time exposure – supervision – training
 - Personal Protective Equipment (PPE)

Examples of risk controls for common workplace hazards:

- Design and layout
- Good housekeeping
- Machine guards
- Barriers and enclosures
- Fire prevention, detection and extinguishing
- Electrical safety devices
- Personal Protective Equipment (PPE)
- Maintenance of workplace and equipment
 - PUWER
 - LOLER
- Provide safe plant and equipment
- Safe systems of work
- Safe handling, storage and transport of articles and substances
- Information, instruction, training and supervision
- Safe access and egress and traffic routes

LO5: Understand how to manage the effects of accidents and incidents

The actions that need to be taken following an accident or incident in the workplace

- Reporting of accidents/incidents, including near misses
- Recording in the accident book/log
- Legal requirement to investigate an accident
- RIDDOR requirements
- Information required to conduct accident investigation
 - Type
 - Severity
 - Frequency
 - Details of who and what involved
- Take remedial action

How simple accident investigation techniques can reveal immediate and root causes

- Accident triangle
- Sequence of events/conditions
- Establish what happened and why
- Team approach or conducted by impartial/unbiased personnel

Sample questions:

Multiple-choice

1 When using a ladder you notice a defect. What should you do?

- a) Report the defect when an enforcement officer visits the site
- b) Repair the defect
- c) Report the defect immediately
- d) Finish the job before reporting the defect

2 Using low voltage tools in the workplace will help to reduce the likelihood of:

- a) Vibration white finger
- b) Crush injuries
- c) Electrocutation
- d) Hearing loss

3 Which of the following is most likely to cause work related ill health?

- a) Dermatitis
- b) Respiratory disease
- c) Musculoskeletal disorders
- d) Cancer