**T/505/4673 Health and Safety Procedures in the Workplace**

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| **Learning Outcome** | **Assessment Criteria** | **Guidelines and range****The candidate provides evidence that they understand:** |
| 1. Know health and safety procedures in the workplace.
 | 1.1 Define the main responsibilities for health and safety in the workplace of the following:a) employersb) employees | Candidates must show an awareness of health and safety procedures in relation to their role and organisational requirements.Employers have a ‘duty of care’ to ensure as far as possible your health, safety and welfare while you are at work.**a) Responsibilities of employers for anyone employing five or more people include:*** Control risks and prevent risks to health where possible by making the workplace safe
* Ensure that plant and machinery is safe to use and regularly maintained
* Provide personal protective and safety equipment for employees
* Tell you about any potential hazards for the work you do and give information, instructions , training and supervision where required
* Take responsibility for any visitors to their premises such as customers, suppliers and the general public
* Provide adequate first aid facilities and set up emergency plans, including the right warning signs

**b) Responsibilities of employees include:*** Taking reasonable care of your own and others’ health and safety, making sure that you understand and follow the company’s health and safety policies
* Not misusing any equipment that is provided for safety purposes
* Cooperating with your employer by wearing protective clothing and if appropriate, removing jewellery or covering long hair
* Reporting any injuries, strains or illnesses suffered as a result of your work
* Informing your employer of any medication that you are taking, if working with, driving or operating machinery
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| *In this criterion the learner is required to define the main responsibilities for health and safety in the workplace of employers and employees*  |
| 1.2 Describe two health and safety laws affecting the workplace | Examples include:* The Health and Safety at Work, etc. Act, 1974
* The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
* etc.
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| *In this criterion the learner is required to describe the key features of two health and safety laws affecting the workplace* |
| 1.3 Define the importance of following health and safety procedures in the workplace | *In this criterion the learner is required to define the importance of following health and safety procedures in the workplace* |
| 1.4 Define the types of information or support available in relation to a specified aspect of health and safety in the workplace. | Sources include, for example:* The employer
* The Health and Safety Executive (HSE)
* Trade Union resource centres
* Websites offering key booklets, such as [HSE: Information about health and safety at work](http://www.hse.gov.uk/) [2.9.14]
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| *In this criterion the learner is required to define three types of information or support available in relation to a specified aspect of health and safety in the workplace.* |
| **Evidence may be supplied by:*** *Induction training, professional discussion, questioning, witness statements, reflective account, report on gathering, analysing and interpreting information relevant to the role on Health and Safety Law and Regulations.*
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| 2. Be able to carry out tasks with regard to health and safety in the workplace. | 2.1 Carry out a risk assessment of a specified workplace activity | A Risk assessment is carried out in order to identify sensible measures to control risks in your workplace. Five steps are:* Identify the hazards
* Identify the persons at risk
* Evaluate the level of risk
* Implement controls to remove or reduce risk
* Record and monitor ( for 5 employees and over)
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| *In this criterion the learner is required to provide evidence that he or she has correctly carried out a risk assessment of a specified work place activity* |
| 2.2 Use equipment or tools safely in the workplace  | *In this criterion the learner is required to provide evidence that he or she has used two or more pieces of equipment or tools safely in the workplace*  |
|  2.3 Describe how to prevent accidents in the workplace | *In this criterion the learner is required to describe the key features of how to prevent accidents in the workplace* |
| 2.4 Assess how own health and safety practices could be improved | *In this criterion the learner is required to assess how own health and safety practices could be improved* |
| **Evidence may be supplied by:*** observation
* witness testimony
* professional discussion
* questioning
* reflective account
* knowledge base content\*
* customer/ supplier feedback
* organisational policies and procedures\* and organisational codes of practice.
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**Note:**

**This unit is about ensuring that you have been provided with information and training, understand and work in a safe environment, observing health and safety procedures at all times by using safe working practices.**

**Here the candidate will require to be observed when carrying out tasks and using equipment and tools safely.**

**\*Internal/organisational documentation need not be held in the candidate’s portfolio but held in the workplace with reference made to where it can be found and its relevance to the criteria.**