**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) employers  b) 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 |
| *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. |
| *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] |
| *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.* | | |
| 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) |
| *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. | | |

**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.**