

ASTHSS7

Make sure your own actions aim to protect the environment



Overview

This unit is for everyone at work (i.e. paid, unpaid, full or part-time). It is about maintaining good practice in day to day work activities by identifying the risks, minimising the risks and using resources responsibly.

This unit is about the responsibilities for everyone at work for minimising risks to the environment as a result of work activities. It describes the competences required to make sure that:

1. your own actions do not increase risks to the environment
2. you do not ignore significant risks to the environment, and
3. you take sensible action to put things right, including: reporting risks, and seeking advice

This unit has been imported from ENTO (formerly Employment National Training Organisation) suite of standards for Health and safety, where it appears as unit HSS7 and tailored by Skills for Security to meet requirements.

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Performance criteria

You must be able to:

Identify the risks to the environment arising as a result of workplace activities

- P1 identify the people in the workplace to whom you should report environmental matters
- P2 make sure you are up-to-date on environmentally-friendly working practices which are relevant to your workplace
- P3 identify any current working practices in your job role which could cause harm to the environment
- P4 identify any materials, products or equipment used in any part of your job role which could cause harm to the environment
- P5 report any differences between legal regulations and workplace instructions and the actual use of materials or products hazardous to the environment
- P6 promptly report to the people responsible for environmental matters the hazards which present high risks

Minimise risks to the environment arising as a result of workplace activities

You must be able to:

- P7 follow the relevant legal requirements and workplace environmental instructions for your job role
- P8 within your capability and the scope of your job responsibilities, control the environmental hazards
- P9 promptly report risks to the environment that you are unable to deal with
- P10 pass on any suggestions for limiting risks to the environment to the responsible person
- P11 follow suppliers', manufacturers' and workplace instructions for the safe use and

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Knowledge and understanding

You need to know and understand:

- K1 the legislation relating to environmental matters which affect your workplace
- K2 your responsibilities for the environment as defined by any specific legislation covering your job role
- K3 the particular risks to the environment which may be present in your workplace and / or in your own job role
- K4 how to use resources and materials effectively and efficiently
- K5 the importance of remaining alert to the presence of hazards to the environment in the whole work place
- K6 the importance of dealing with, or promptly reporting, risks to the environment
- K7 the substances and processes categorised as hazardous to the environment
- K8 workplace instructions, precautions and procedures relating to the control of risks to the environment
- K9 the responsibilities for items (materials / equipment) which can be hazardous to the environment detailed in your job description
- K10 the responsible people to whom to report environmental matters
- K11 the specific workplace environmental instructions covering your job role
- K12 suppliers', manufacturers' and workplace instructions for the use of equipment, materials and products which can be hazardous to the environment
- K13 working practices for your own job role
- K14 correct handling instructions for materials which can be hazardous to the environment storage of materials, products and equipment
- K15 follow the correct instructions for handling materials and products which can be hazardous to the environment
- K16 follow the correct instructions for disposing of materials and products which can be hazardous to the environment
- K17 your responsibility for controlling hazards to the environment
- K18 workplace instructions for handling hazards to the environment which you are unable to deal with

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Additional Information

Glossary

This section provides explanations and definitions of some of the terms used in this unit

Control (s) – The means by which the risks identified are eliminated or reduced to acceptable levels

Employer - A person, firm, association, organisation, company or corporation employing one or more workers and has responsibility for the workplace / work activity

Hazard * - A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management).

*** Definition taken from: HSE “Management of health and safety at work – Approved**

Code of Practice & Guidance”. Reference L21(ISBN 0-7176-2488-9)

Learner – Any person in a workplace environment and undertaking learning, including those following vocational or academic course.

Legislation – There are many Acts of Parliament, Statutory Instructions, Regulations and orders relating to health and safety which affect people at work.

For example; there are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc.

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made.

Manager – An individual charged with the responsibility for managing staff, and / or resources and processes.

Other people – Refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients and students

Personal presentation – This includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular

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workplace.

Risk * - A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

1. the likelihood of that harm occurring;
2. the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
3. the population which might be affected by the hazard, i.e. the number of people who might be exposed.

*** Definition taken from: HSE “Management of health and safety at work – Approved**

Code of Practice & Guidance”. Reference L21 (ISBN 0-7176-2488-9)

Resources – This includes: information, documentation, time, control measures, staff /people, equipment and support (including specialist assistance).

Responsible person / people – The person or people at work to whom any health, safety and welfare issues or hazards should be reported. This could be a supervisor, line manager, director or your employer.

Supervisor – One who controls and or directs the work of others

Training Provider – An organisation or individual (usually external) responsible for providing the training, work experience, and / or formal assessment for the learner.

Worker – A person performing services for an employer under a contract of service or an apprenticeship. Workers include; outworkers, those employed on a casual basis in training and volunteers.

Workplace – The single or multiple areas in which you carry out your work

Working practices – All activities, procedures, use of materials, substances or equipment and working techniques used in carrying out a work or job related task. This includes procedures for reporting hazards and unsafe working practices.

Workplace instructions – An organisation’s instructions, method statements, safe systems of work, guidelines and processes on how to behave and perform tasks in the workplace.

Within these national occupational standards “workplace instructions” has

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been used to include:

Policies

4. A statement which directs the present and future decisions of an organisation.
5. It is intended to influence and determine decisions, actions, and other matters.
6. Typically, a policy designates a required process or procedure within an organisation
7. They are often initiated because of some external requirement.

Procedures

8. A series of steps following in a regular definite order that implements a policy
9. A series of steps or instructions, describing a way of doing things.
10. A series of steps to be performed in a regular definite order under specified conditions.
11. Documented processes that are used when work affects more than one function or department of an organisation.
12. A series of clearly defined steps (and decisions) that explains or describes how one goes about completing a task.

This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters.

This may be the employer's safety policy, general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the attention of employees and that of everyone covered by the Health and Safety at Work etc. Act 1974 (Visitors, members of the public, colleagues, contractors, clients, customers, patients, students).

Instructions covering, for example:

13. the use of safe working methods and equipment
14. the safe use of hazardous substances
15. smoking, eating, drinking and drugs
16. what to do in the event of an emergency
17. personal presentation
18. work related violence

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