

COGSM23

Unit 23: Monitor and Maintain Safety, Health and Environment in Sign Operations



Overview

This unit is for those with delegation responsibilities for meeting health and safety and minimising risks to the environment as a result of work activities.

This unit deals with the following:

1. Compliance with safety, health and environmental requirements in the workplace
2. Responding to accidents and incidents within the workplace
3. Identifying the risks to the environment arising as a result of workplace activities
4. Minimising risks to the environment arising as a result of workplace activities

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

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Performance criteria

- You must be able to:*
- P1 Ensure that all work carried out is in line with current legal requirements, workplace policies, Health and Safety and environmental procedures
 - P2 Ensure that risk assessments and safe working practices are present and up-to-date
 - P3 Ensure that all personal protective equipment is maintained in accordance with company policy
 - P4 Ensure that the correct personal protective equipment is selected and used by all in the workplace and is appropriate for the work being carried out
 - P5 Ensure that all incidents and accidents are responded to and meet organisational procedures
 - P6 Ensure safety audits are carried out in accordance with company policy
 - P7 Ensure environmental hazards are controlled

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Knowledge and understanding

You need to know and understand:

What your responsibilities are in respect of health

- K1 What the current Health and Safety and environmental requirements within your workplace are and how to follow them.
- K2 The importance of complying with the Health and Safety and environmental policies
- K3 What the consequences are to you and to others of not following Health and Safety and environmental requirements
- K4 What action to take if there are Health and Safety and environmental problems within your workplace
- K5 Why and when should Portable Appliance Testing (PAT testing) be carried out
- K6 Why it is important to maintain the work environment to minimise risk
- K7 The principles of safe manual and mechanical handling
- K8 When and how to ensure that equipment is in safe working order
- K9 The different ways to inform personnel about changes to procedures and requirements
- K10 When and why is it necessary to undertake and review a risk assessment
- K11 When and why is it necessary to undertake and review a safe working practice
- K12 When and why it is necessary to wear personal protective equipment (PPE)
- K13 How to obtain and select appropriate personal protective equipment (PPE)
- K14 The different types of hazard
- K15 What are the relevant first aid procedures and how to ensure they are followed
- K16 How and why you should report accidents, incidents and hazards
- K17 Why certain data should be protected
- K18 How yourself and others should respond in an emergency situation
- K19 Why it is necessary and how often it is required to carry out a safety audit
- K20 The different things that need to be checked in a safety audit
- K21 The different types of environmental hazard controls and when and how to use them

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Additional Information

Glossary

Personal Protective Equipment: To include eye protection, hearing protection, safety gloves, safety footwear, hard hats and respirators/masks when appropriate

Health and Safety and Environmental Requirements: What your responsibilities are in respect of health and safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

Procedures to include the following types of emergency: Fire, contamination (e.g. from leaks, spillages, gas emission), accident and injury to persons

Environment: This is a broad term which refers to the global environment with which we all interact

Hazards: The Health and Safety Executive (HSE) definition is “a hazard is something with potential to cause harm”

Risk/s: The Health and Safety Executive definition is “a risk is the likelihood of a hazard's potential being realised”. In this unit these definitions apply equally to environmental hazards and risks. Risks to the environment covered by this unit are arising from:

1. The use of materials and substances hazardous to the environment
2. The disposal of waste, materials and substances hazardous to the environment
3. Emission of gases, fumes or dust

Safe Working Practice: Method statement

Workplace: This is the single or multiple areas in which work is carried out. This may be a shop, office, a manufacturing plant, outdoors, or an educational establishment

Working Practices: These are any activities, procedures, use of materials or equipment and working techniques used. It also covers any omissions in good working practice which may pose a threat to health and safety

Workplace Policies: This covers documentation prepared by the employer on the procedures to be followed regarding environmental matters. It could be the employer's environmental policy statement, or guidance covering aspects of the working practices or workplace that should be drawn to the employees' (and “other persons”) attention

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Workplace Environmental Procedures: These contain the specific instructions or details for people at work to follow for an environmentally friendly working environment. They will contain the instructions, for example, on disposal of materials hazardous to the environment. Legal and workplace environmental procedures covered by this unit are:

5. Waste minimisation
6. The use of environmentally safe working methods and equipment
7. The use of personal protection equipment
8. What to do in the event of an emergency involving environmental hazards
9. Authorisation for handling, storing, using or disposing hazardous materials, products or equipment

Safety Audits: This can include reviewing of safety records, carrying out random safety checks.

Maintain the Work Environment: Good housekeeping

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