

Overview

This unit is for those involved in:

- 1 supervising health and safety for a group
- 2 ensuring the competence of staff for a work task
- 3 managing a site operation
- 4 leading work tasks

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

Previous Version

None

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Performance criteria

- You must be able to:*
- P1 ensure the group work safely at all times, complying with health and safety procedures in accordance with regulations and guidelines and company policies
 - P2 ensure that all staffing levels are appropriate for the work activity
 - P3 ensure that personnel have the correct skills & knowledge for the work task
 - P4 ensure that the competence of relevant colleagues are appropriate to the work task
 - P5 review personnel competence in accordance with agreed procedures
 - P6 communicate relevant information to all colleagues who require it
 - P7 supervise the actions of colleagues during work task
 - P8 ensure that the outputs of the work task risk assessment and method statement are adhered to
 - P9 deal promptly and effectively with problems that are your responsibility and are within your knowledge and experience
 - P10 report any problems that you cannot solve in accordance with company operating procedures
 - P11 complete company documentation in accordance with company operating procedures
 - P12 provide the documentation to the relevant people
 - P13 supervise the safe collection and disposal of any waste produced
 - P14 supervise the cleaning and storage of any equipment used
 - P15 ensure the workplace is left as originally found

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Knowledge and understanding

You need to know and understand:

- K1 what your personal responsibilities with regard to health and safety in the working area are
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 how and when to complete a work task risk assessment
- K6 when specific site requirements are in place and what to do to comply with them
- K7 the company standard operating procedures
- K8 what the staffing requirements are for the work activity
- K9 what the training and skills requirements are for the staff to be used
- K10 where to find the records of staff training
- K11 what the competence requirements are for the staff to be used
- K12 where to find the records of staff competence
- K13 how to review staff competence
- K14 how to communicate relevant information to staff
- K15 how to supervise staff and ensure method statements are followed
- K16 what your responsibilities are in accordance with company standard operating procedures
- K17 how to deal with problems
- K18 how to report problems that you cannot solve
- K19 what are your personal limitations of knowledge and experience
- K20 what documentation is required
- K21 how to complete documentation legibly
- K22 who to provide the documentation to
- K23 what waste may be produced by the work activity

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K24 how and why to safely collect and dispose of any waste that may be produced

K25 how and why equipment should be cleaned and stored

Additional Information

Glossary

Group

Includes all staff and client personnel involved in the work activity

Working practices

Includes permit to work, confined space working, working at heights, manual handling, PPE, COSHH etc

Work task

Includes system cleaning, remedial works, water treatment programmes, water hygiene, equipment installation and servicing, legionella monitoring works and legionella risk assessments

Company operating procedure

Includes company requirements, instructions and method statements

Regulations and guidelines

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

Communicate

Includes verbal and written instructions

Outputs

Includes health and safety requirements, handling methods, access, competence requirements

Relevant people

As defined in the programme design, log book, company procedures

Documentation

Includes reports, records, labelling and identification sheet, written work instructions, hazard/risk assessment, method statement, certificate of compliance sheet

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Waste

Includes chemicals, system water, packaging, used parts, testing equipment, disposable PPE

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