

SFJCCBI1.1

Promote a healthy and safe culture in the workplace



Overview

This unit is about undertaking the research and planning that is necessary to develop a positive health and safety culture and involving others through consultation, communication and presentations.

It is also about encouraging a culture where changes, which may impact on health and safety instructions, are discussed and resolved with the people responsible for health and safety matters.

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Performance criteria

Develop plans to promote a health and safety culture in the workplace

You must be able to:

- P1 accurately identify where improvements and changes may be necessary using current sources of information available in the workplace
- P2 find out how information on health and safety instructions and regulations is currently communicated within the workplace
- P3 find out the current level of understanding of and support for health and safety instructions and procedures by people at the workplace
- P4 base your improvement plans on your findings
- P5 concisely describe in your plans those resources which are necessary to improve the current health and safety culture
- P6 include suitable performance measures and review dates in your plans

Implement plans to promote a health and safety culture in the workplace

You must be able to:

- P7 present your plans for promoting a health and safety culture to the appropriate people in a clear and effective manner
- P8 identify those people in the workplace who will require information and advice about the plans to promote a health and safety culture in the workplace
- P9 check that relevant information and advice is provided at an appropriate time, level and pace
- P10 make sure your plans include promoting the advantages and legal necessities of following health and safety procedures
- P11 provide practical opportunities for regular consultation on health and safety issues and ways of encouraging ideas on good practice
- P12 regularly monitor the effectiveness of your plans against agreed performance measures
- P13 identify and review opportunities for further improvements to the health and safety culture in the workplace

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Knowledge and understanding

You need to know and understand:

- K1 the employers' and employees' main legal responsibilities for health and safety in the workplace
- K2 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 how to interpret workplace health and safety data kept at the workplace on risk assessment
- K4 incidents and complaints as an indication of the level of understanding of health and safety within the workplace
- K5 the organisation structure and lines of communication
- K6 workplace instructions for communicating and consulting with colleagues and others in the workplace
- K7 what hazards may exist in your workplace
- K8 the particular health and safety risks which may be present in your own job role
- K9 the particular health and safety risks which may be present in other job roles
- K10 the importance of remaining alert to the presence of hazards in the whole work place
- K11 the importance of dealing with or promptly reporting risks
- K12 the work areas and job roles where you are reviewing the current working practices
- K13 workplace requirements for conducting a review of current working practices
- K14 your own capabilities and the scope of your job role
- K15 the work areas and people who work there
- K16 the information needs of those people in the workplace affected by the plans
- K17 the available information sources on health and safety within the workplace
- K18 the importance of keeping people regularly informed and discussing their involvement

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Additional Information

Glossary

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

1. **Control(s)** The means by which the risks identified are eliminated or reduced to acceptable levels.
2. **Employer** A person, firm, association, organisation, company or corporation employing one or more workers and has responsibility for the workplace/work activity.
3. **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)
4. **Learner** Any person in a workplace environment and undertaking learning, including those following a vocational or academic course.
5. **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.
6. The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made.
7. **Manager** An individual charged with the responsibility for managing staff, and/or resources and processes.
8. **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'
9. **Personal presentation** This includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace.
10. **Risk*** A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:
 - (i) the likelihood of that harm occurring;
 - (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect;
 - (iii) 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)
11. **Resources** This includes: information, documentation, time, control

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- measures, staff/people, equipment and support (including specialist assistance).
12. **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.
 13. **Supervisor** One who controls and or directs the work of others
 14. **Training Provider** An organisation or individual (usually external) responsible for providing the training, work experience, and/or formal assessment for the learner.
 15. **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.
 16. **Workplace** The single or multiple areas in which you carry out your work.
 17. **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.
 18. **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.
 19. Within these national occupational standards "Workplace instructions has been used to include:
 20. **POLICIES**
 - a. A statement which directs the present and future decisions of an organisation.
 - b. It is intended to influence and determine decisions, actions, and other matters.
 - c. Typically, a policy designates a required process or procedure within an organisation.
 - d. They are often initiated because of some external requirement.
 21. **PROCEDURES**
 - a. A series of steps following in a regular definite order that implements a policy
 - b. A series of steps or instructions, describing a way of doing things.
 - c. A series of steps to be performed in a regular definite order under specified conditions.
 - d. Documented processes that are used when work affects more than one function or department of an organisation.
 - e. A series of clearly defined steps (and decisions) that explains or describes how one goes about completing a task.
 22. 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

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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:

- a. the use of safe working methods and equipment
- b. the safe use of hazardous substances
- c. smoking, eating, drinking and drugs
- d. what to do in the event of an emergency
- e. personal presentation.

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