

Overview

This standard covers the skills and knowledge needed to ensure that statutory requirements and workplace procedures for controlling risks to health and safety are carried out. You need to ensure that health and safety procedures are being followed within work areas. You also need to know how to deal with risks that arise from workplace hazards and communicate to others about health and safety matters.

This standard is for you if you have responsibilities for checking and coordinating health and safety matters in addition to your normal work role. You may be a supervisor, shift manager, line manager or team leader, or a safety representative.

Performance criteria

You must be able to:

1. confirm all information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable information sources
2. monitor workplace procedures at agreed intervals and in accordance with workplace requirements
3. check other persons possess up-to-date information about health and safety hazards and instructions on how to deal with risks which can arise
4. confirm other persons have received relevant and effective training on how to deal with health and safety hazards
5. communicate with other persons regarding the requirements of workplace procedures
6. respond to breaches of health and safety procedures in a way which meets workplace and legal requirements
7. make recommendations for changes to workplace procedures to the responsible person(s)
8. check that records relating to health and safety matters comply with legal and workplace requirements and are accessible to those who are authorised to use them in line with data protection and retention policies
9. keep accurate and legible records of workplace risks identified or reported in accordance with organisational requirements
10. report hazards with high risks in accordance with workplace health and safety procedures
11. confirm appropriate precautions to control risks have been agreed and implemented in accordance with legal and workplace health and safety procedures
12. check other persons are aware of risks and understand actions to be taken to reduce the risks which can arise
13. review precautions to ensure risks are minimised and are no longer significant in accordance with organisational requirements

Knowledge and understanding

You need to know and understand:

1. employers and employees legal duties for health and safety in the workplace
2. your responsibilities for health and safety as defined by any specific legislation covering your job role
3. how to keep health and safety records
4. effective communication methods
5. the different ways that individuals learn
6. methods of monitoring the activities and understanding of other people with respect to health and safety matters
7. the difference between a hazard and a risk and how to identify them
8. hazards that may exist in your workplace, policies to control hazards and the importance of remaining alert to potential hazards
9. particular health and safety risks which may be present in your own job role and precautions to take
10. the importance of promptly dealing with or reporting significant risks in the workplace
11. the work areas and people for whom you are responsible
12. the scope of your job and your own capabilities with respect to health and safety matters
13. specific organisational health and safety arrangements covering your job role
14. agreed health and safety policies and procedures at your workplace
15. agreed intervals for monitoring health and safety compliance
16. workplace procedures for record keeping

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