

Overview

This unit is for you, if you are required to be responsible for the management of a healthy and safe working environment.

This unit is about managing health and safety by maintaining, monitoring and reviewing health and safety in the context of carrying out a project at the work location. It is about conforming with current legislation for site administration, organisation, planning and ongoing risk assessment in order to maintain a safe and healthy working environment.

It requires communicating effectively with other colleagues about work activity and with operatives about the procedures and other work occurring at the work location.

It includes reviewing the systems for assessing and controlling risks in the workplace for those whom you supervise.

Performance criteria

You must be able to:

1. check that your health, safety and welfare responsibilities are consistent with:
 - contract, legislation, organisational policy
 - project specific requirements
 - site procedures
2. communicate your health, safety and welfare responsibilities to relevant project personnel
3. appoint qualified first-aiders and ensure that personnel for whom you are responsible are provided with clear and accurate information about first aid provisions within the context of the work environment
4. ensure there is a safe system of work in place which:
 - meets health and safety legislation
 - is in accordance with organisational requirements
 - complies with the method statement and risk assessments
5. ensure that statutory notices appropriate to the hazards and risks are displayed where they will be seen clearly and to best effect
6. ensure that personal protective equipment, safety equipment and resources:
 - comply with health and safety legislation
 - are available in sufficient quantities
 - are immediately accessible to those who may need them
 - ensure that you have appropriate systems which meet statutory
7. requirements for the identification and rectification of hazards and ensure that the reporting of accidents and emergencies are developed and implemented
8. ensure that suitable welfare facilities are available in the work location
9. ensure you fully inform all operatives, for whom you are responsible, about :
 - the importance of co-ordinating with other trade operatives
 - where safety equipment is kept and when to use it
 - all evacuation procedures
10. verify that the scope and responsibilities for the work activity are clearly defined
11. identify potential hazards from the work activity and ensure that risk assessments are carried out to minimise the risk

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12. ensure that access equipment is installed and used in accordance with instructions and regulations
13. ensure that special site conditions and instances of non-compliance are identified and recorded accurately
14. ensure that safe and appropriate action is taken promptly for every occasion where a non-compliance is identified
15. monitor the work of the operatives to ensure they are carrying out their work safely
16. when work conditions change, carry out a review in accordance with organisational procedures
17. seek appropriate sources of information and advice to assist the review
18. ensure the identification process covers all relevant areas of potential risk including site procedures and evacuation procedures
19. ensure that your review includes new and previously identified risks and is conducted in line with accepted best practice and agreed procedures
20. ensure that adjustments and improvements are implemented against any shortcomings found in the review
21. pass on relevant information relating to the review at site meetings and communicate any changes that might impact for health and safety to those for whom you are responsible
22. maintain relevant records for use in contributing to future decisions with regard to amendments to risk assessments
23. resolve health and safety issues relating to your operatives when conflicts arise regarding the risk assessment and communicate your decision to your operatives and the relevant person(s)

Knowledge and understanding

You need to know and understand:

1. your health, safety, welfare and employment responsibilities and liabilities and the importance of ensuring that other people are kept informed
2. the importance of appointing first aiders and checking they are qualified
3. the purpose and importance of setting up a safe system of work in accordance with risk assessments and method statements
4. how to access information regarding health and safety legislation organisational procedures and requirements relevant to:
 - the safe system of work
 - carrying out a review of health and safety
 - ensuring sufficient quantities and availability of personal, protective equipment, safety equipment and resources
 - welfare facilities
 - reporting an accident
5. the importance of having statutory notices and hazard warnings and where to place them for best effect and for having systems to assist with the identification and rectification of hazards
6. the importance of keeping operatives fully informed about what to do and when in the context of health and safety and their responsibilities with regard to their work
7. how to identify and record site conditions and instances of non – compliance
8. disciplinary procedures and other sanctions in relation to non-compliance of health and safety procedures
9. the principles and methods of hazard identification and classification methods
10. qualitative and quantitative risk assessment techniques
11. how to consider levels of risk and establish the need to implement measures to reduce or eliminate such risks
12. how to assess single risks from the work of your operatives and the combination of risks from the work of other trades
13. methods of collecting and evaluating information

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14. how to use information sources such as internal and external sources, legislation, organisational and industry recommended systems and procedures
15. the implications of relevant legislation and approved codes of practice review techniques
16. communication techniques and communications with management and site supervised personnel
17. the implications of not following and regularly reviewing a safe system of work and the consequences of:
 - being involved in litigation K20.2 personal injury including fatality
 - bankruptcy

[Glossary](#)

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