

Unit M/601/6837

Review health and safety procedures in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 be able to undertake a review of health and safety in the workplace.	1.1 obtain authorisation for the review from the person responsible for the workplace. 1.2 agree work schedule, purpose, scope, timescales and priorities for the review with the responsible person for the workplace. 1.3 identify areas in the workplace to be reviewed and the methods to be used. 1.4 identify suitable resources and documentation for the workplace under review. 1.5 brief other people involved in the review to make sure they understand its purpose and the process undertaken.
2 be able to carry out a review of workplace health and safety.	2.1 identify and use appropriate protective clothing and equipment that is suitable to the workplace under review. 2.2 research working practices to make sure the review covers all areas including those that may need special checking. 2.3 record differences between previous review findings and the current situation. 2.4 list the health and safety hazards that could cause serious harm in the workplace. 2.5 consult with the responsible person to list any non-compliances with health and safety in priority order and make recommendations to control hazards. 2.6 produce an action plan for improving health and safety to include follow up for monitoring and implementation of recommendations and corrective action. 2.7 evaluate and report findings:

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 3 know how to review health and safety procedures in workplaces.
- 3.1 explain the employers and employees legal and moral responsibilities.
 - 3.2 explain own responsibilities for health and safety as defined by:
 - a) in accordance with established instructions
 - b) in accordance with the action plan.
 - 3.2 explain own responsibilities for health and safety as defined by:
 - a) specific legislation covering own job role
 - b) the structure of the organisation and
 - c) people responsible for health and safety in the workplace under review and:
 - i) how to select and use personal protective equipment
 - ii) what particular health and safety risks may be present in peoples' job roles
 - iii) the work areas and job roles the learner is planning to review.
 - 3.3 explain what notice period needs to be given before the review takes place.
 - 3.4 explain the importance of knowing the hazards and risks which may arise in the workplace.
 - 3.5 describe the resources needed to carry out a review and:
 - a) select effective communication techniques
 - b) apply effective interviewing techniques
 - c) possess presentational and communication skills.
 - 3.6 describe appropriate post review plans and the recording and reporting procedures.