

Unit F/650/6129

Develop procedures to safely control work operations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 be able to develop procedures for maintaining a healthy and safe workplace	1.1 identify existing health and safety procedures. 1.2 agree realistic objectives for maintaining a healthy and safe workplace for everyone. 1.3 develop health and safety procedures which: a) are based on risk assessment and consultation b) meet legal requirements c) are appropriate to the type of work carried out and to the workplace d) identify individuals to whom people must report incidents and health and safety risks, and who they can go to for first aid. 1.4 develop a health and safety training plan to include the performance indicators for the organisation, underpinning health and safety legislation and regulation. 1.5 disseminate the Health and Safety training plan to those in the workplace with consideration to workload priorities to those affected.
2 be able to review the effectiveness of health and safety procedures in the workplace.	2.1 identify changes in the workplace and legal requirements to current health and safety procedures. 2.2 provide other people with opportunities to give feedback about current health and safety procedures. 2.3 review all relevant health and safety reports and data to identify any opportunities to improve workplace health and safety procedures. 2.4 identify and obtain feedback and advice from reliable sources of expertise. 2.5 record accurately: a) the details of any review carried out

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		b) how the review meets legal responsibilities c) how the review meets the requirements of workplace instructions.
3	be able to communicate health and safety procedures to others in the workplace.	3.1 report the results of own review to the relevant people. 3.2 alert everyone in the workplace, promptly, to the revised health and safety procedures. 3.3 set effective measures for monitoring the revised health and safety procedures.
4	know the legal responsibilities for health and safety.	4.1 identify responsibilities for health and safety as required by: a) current legislations b) legislation covering own job role c) the particular health and safety risks present in own job role and the precautions to be taken d) the specific organisational health and safety instructions for own job role. 4.2 explain the importance of: a) remaining alert to hazards in the workplace. b) dealing with and promptly reporting risks. c) knowing the hazards that exist in the workplace. d) the specific organisational health and safety instructions for own job role including that as 'trusted advisor' where appropriate to senior team members. 4.3 explain own awareness of others in the workplace to include: a) the roles and responsibilities of others in the workplace b) commonly used working practices including working with others c) channels of communication and consultation in the workplace, including senior team members and internal stakeholders.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 4.4 explain the need for health and safety information in the workplace to include:
- a) the instructions that may be required about health and safety in the workplace.
 - b) where to find the health and safety information that may be available in the workplace.
 - c) how to prepare and write specific instructions and procedures.
 - d) measures to check the different types of health and safety procedures.