

Provide a safe, healthy and secure working environment

Overview

This standard covers providing a safe, healthy and secure working environment. It is about ensuring that the area for which you are responsible is a safe and healthy environment for those who work there and for those who visit. The standard is also about ensuring the security of assets within the work area.

This standard is for those who have responsibility for a work area.

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Performance criteria

You must be able to:

1. identify your personal responsibilities and liabilities under health and safety legislation and organisation procedures
2. ensure that the organisation's policy for health, safety and **security** is clearly communicated to all people in your area of responsibility and other **relevant parties**
3. ensure that a system is in place for identifying and assessing risks to health, safety and security in your area of responsibility and that prompt and effective action is taken to eliminate or control identified hazards and risks
4. ensure regular consultation takes place with people in your area of responsibility, or their representative, on health, safety and security issues and when designing or reviewing working environments and practices
5. ensure that health, safety and security procedures are put into practice in your area of responsibility
6. ensure that those entering the work area are made aware of the health, safety and security requirements in the most appropriate way
7. ensure that the effectiveness of health, safety and security procedures is continually monitored and reviewed
8. take action within your area of responsibility to make improvements
9. ensure that systems for monitoring, measuring and reporting on health, safety and security performance in your area of responsibility are used
10. seek and make use of specialist expertise where required
11. take responsibility for incidents and emergencies and respond quickly with a proposed course of action
12. develop a culture within your area of responsibility which puts health, safety and security first.

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Knowledge and understanding

You need to know and understand:

1. your personal responsibilities and liabilities for health, safety and security under relevant legislation and organisation procedures
2. the organisation's policy for health, safety and security and how it is communicated to people who work for the organisation, and to other relevant parties in your area of responsibility
3. industry or sector-specific legislation, regulations, guidelines and codes of practice relating to health, safety and security
4. health, safety and security risks, issues and developments which are particular to the industry or sector.
5. how to keep abreast of key issues relating to health, safety and security in your industry or sector
6. the type of hazards and risks that may arise - how to establish and use systems for identifying hazards and assessing risks and the type of actions that should be taken eliminate or control them.
7. key features of effective procedures for health, safety and security and why they are important
8. how to communicate procedures for health, safety and security to people who work in, or who enter, your area of responsibility.
9. the importance of setting a good example to others in relation to health, safety and security
10. how to use systems for monitoring, measuring and reporting on health and safety performance in your area of responsibility.
11. sources of specialist expertise in relation to health, safety and security
12. procedures for dealing with and reporting incidents and emergencies
13. ways of developing a culture in your area of responsibility which puts health, safety and security first.

Glossary

relevant parties - e.g. contractors; customers; suppliers; visitors

security - e.g. personnel; stock; resources; information

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