

SFJCCBI3.1

Make sure your own actions reduce risks to health and safety



Overview

This unit is about the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that:

1. your own actions do not create any health and safety hazards
2. you do not ignore significant risks in your workplace, and
3. you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

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Performance criteria

Identify the hazards and evaluate the risks in your workplace

You must be able to:

- P1 identify which workplace instructions are relevant to your job
- P2 identify those working practices in your job which could harm you or others
- P3 identify those aspects of your workplace which could harm you or others
- P4 check which of the potentially harmful working practices and aspects of your workplace present the highest risks to you or to others
- P5 deal with hazards in accordance with workplace instructions and legal requirements
- P6 correctly name and locate the people responsible for health and safety in your workplace
- P7 report to the people responsible for health and safety in your workplace those hazards which present the highest risks

Reduce the risks to health and safety in your workplace

You must be able to:

- P8 carry out your work in accordance with your level of competence, workplace instructions, suppliers' or manufacturers' instructions and legal requirements
- P9 control those health and safety risks within your capability and job responsibilities
- P10 pass on suggestions for reducing risks to health and safety to the responsible people
- P11 make sure your behaviour does not endanger the health and safety of you or others in your workplace
- P12 follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P13 report any differences between workplace instructions and suppliers' or manufacturers' instructions
- P14 make sure that your personal presentation and behaviour at work:
 - P14.1 protects the health and safety of you and others,
 - P14.2 meets any legal responsibilities, and
 - P14.3 is in accordance with workplace instructions
- P15 make sure you follow environmentally-friendly working practices

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Knowledge and understanding

You need to know and understand:

- K1 what “hazards” and “risks” are
- K2 your responsibilities and legal duties for health and safety in the workplace
- K3 your responsibilities for health and safety as required by the law covering your job role
- K4 the hazards which exist in your workplace and the safe working practices which you must follow
- K5 the particular health and safety hazards which may be present in your own job and the precautions you must take
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 the importance of dealing with, or promptly reporting, risks
- K8 the responsibilities for health and safety in your job description
- K9 the safe working practices for your own job
- K10 the responsible people you should report health and safety matters to
- K11 where and when to get additional health and safety assistance
- K12 your scope and responsibility for controlling risks
- K13 workplace instructions for managing risks which you are unable to deal with
- K14 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K15 the importance of personal presentation in maintaining health and safety in your workplace
- K16 the importance of personal behaviour in maintaining the health and safety of you and others
- K17 the risks to the environment which may be present in your workplace and/or in your own job

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Additional Information

Glossary

This section provides explanations and definitions of some of the terms used in this unit.

1. **Control(s)** The means by which the risks identified are eliminated or reduced to acceptable levels.
2. **Employer** A person, firm, association, organisation, company or corporation employing one or more workers and has responsibility for the workplace/work activity.
3. **Hazard*** A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management).
* Definition taken from: HSE "Management of health and safety at work – Approved Code of Practice & Guidance". Reference L21 (ISBN 0-7176-2488-9)
4. **Learner** Any person in a workplace environment and undertaking learning, including those following a vocational or academic course.
5. **Legislation** There are many Acts of Parliament, Statutory Instructions, Regulations and orders relating to health and safety which affect people at work. For example; there are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc.
6. The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made.
7. **Manager** An individual charged with the responsibility for managing staff, and/or resources and processes.
8. **Other people** Refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients and students
9. **Personal presentation** This includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace.
10. **Risk*** A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:
 - (i) the likelihood of that harm occurring;
 - (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect;
 - (iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed.
* Definition taken from: HSE "Management of health and safety at work – Approved Code of Practice & Guidance". Reference L21 (ISBN 0-7176-2488-9)

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11. **Resources** This includes: information, documentation, time, control measures, staff/people, equipment and support (including specialist assistance).
12. **Responsible person/people** The person or people at work to whom any health, safety and welfare issues or hazards should be reported. This could be a supervisor, line manager, director or your employer.
13. **Supervisor** One who controls and or directs the work of others
14. **Training Provider** An organisation or individual (usually external) responsible for providing the training, work experience, and/or formal assessment for the learner.
15. **Worker** A person performing services for an employer under a contract of service or an apprenticeship. Workers include; outworkers, those employed on a casual basis, in training and volunteers.
16. **Workplace** The single or multiple areas in which you carry out your work.
17. **Working practices** All activities, procedures, use of materials, substances or equipment and working techniques used in carrying out a work or job related task. This includes procedures for reporting hazards and unsafe working practices.
18. **Workplace instructions** An organisation's instructions, method statements, safe systems of work, guidelines and processes on how to behave and perform tasks in the workplace.
19. Within these national occupational standards "Workplace instructions has been used to include:
20. **POLICIES**
 - a. A statement which directs the present and future decisions of an organisation.
 - b. It is intended to influence and determine decisions, actions, and other matters.
 - c. Typically, a policy designates a required process or procedure within an organisation.
 - d. They are often initiated because of some external requirement.
21. **PROCEDURES**
 - a. A series of steps following in a regular definite order that implements a policy
 - b. A series of steps or instructions, describing a way of doing things.
 - c. A series of steps to be performed in a regular definite order under specified conditions.
 - d. Documented processes that are used when work affects more than one function or department of an organisation.
 - e. A series of clearly defined steps (and decisions) that explains or describes how one goes about completing a task.
22. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. This may be the employer's safety policy, general health and safety

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statements and written safety procedures covering aspects of the workplace that should be drawn to the attention of employees and that of everyone covered by the Health and Safety at Work etc. Act 1974 (visitors, members of the public, colleagues, contractors, clients, customers, patients, students).

Instructions covering, for example:

- a. the use of safe working methods and equipment
- b. the safe use of hazardous substances
- c. smoking, eating, drinking and drugs
- d. what to do in the event of an emergency
- e. personal presentation.

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