

U18103: Ensure your own actions reduce risks to safety and health

Unit Descriptor:

Fundamental to this unit is an understanding of the terms 'hazard' and 'risk'. They have been defined in the Glossary and it is **VERY IMPORTANT** that they are understood before undertaking the unit.

This unit is for:

Everyone at work (whether paid, unpaid, full or part-time). The scope of the Safety and Health at Work Act 2005-12 covers persons whether employers, employees, self-employed, contractors, etc. Amongst other things the Act seeks to secure the safety, health and welfare of people whilst they work and protect other people against risks to safety or health arising from the activity of people at work. This unit does not require the candidate to undertake a full risk assessment, it is about having an appreciation of significant risks in the workplace and knowing how to identify them and deal with them.

This unit covers:

The safety and health duties for everyone in the workplace. It describes the competences required to ensure that:

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

Elements in this unit are:

- 1 Identify the hazards and evaluate the risks in your workplace
- 2 Reduce the risks to safety and health in your workplace

This is what you need to show:

In Element 1 you need to show that you understand the safety and health requirements and policies in the workplace, and that you check your own working practices and work area for any risk of you or others being harmed. You should be able to identify the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those which you must report to the 'responsible person' for attention.

Element 2 requires you to show you have taken steps to reduce those safety and health risks with which you might come into contact during the course of your work. It covers carrying out tasks safely and in accordance with instructions and workplace requirements.

ELEMENT	PERFORMANCE CRITERIA
	<i>To be competent you must achieve the following:</i>
1. Identify the hazards and evaluate the risks in your workplace	<p>1.1 Name correctly and locate the persons responsible for safety and health in the workplace.</p> <p>1.2 Identify which workplace policies are relevant to your working practices.</p> <p>1.3 Identify those working practices in any part of your job role which could harm yourself or other persons.</p> <p>1.4 Identify those aspects of the workplace which could harm yourself or other persons.</p> <p>1.5 Evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others.</p> <p>1.6 Report those hazards which present a high risk to the persons responsible for safety and health in the workplace.</p> <p>1.7 Deal with hazards with low risks in accordance with workplace policies and legal requirements.</p>
2. Reduce the risks to safety and health in your workplace	<p>2.1 Carry out your working practices in accordance with legal requirements.</p> <p>2.2 Follow the most recent workplace policies for your job role.</p> <p>2.3 Rectify those safety and health risks within your capability and the scope of your job responsibilities.</p> <p>2.4 Pass on any suggestions for reducing risks to safety and health within your job role to the responsible persons.</p> <p>2.5 Show that your personal conduct in the workplace does not endanger the safety and health of yourself or other persons.</p>

- 2.6 Follow the **workplace policies** and suppliers' or manufacturers' instructions for the safe use of equipment, materials, biological and chemical agents and products.
- 2.7 Report any differences between **workplace policies** and suppliers' or manufacturers' instructions as appropriate.
- 2.8 Show that your personal presentation at work:
- ensures the safety and health of yourself and others
 - meets any legal duties, and
 - is in accordance with **workplace policies**

RANGE STATEMENT

You must cover the items below:

Element 1: Identify the hazards and evaluate the risks in your workplace**A. Risks** resulting from:

- (i) The use and maintenance of machinery or equipment
- (ii) The use of biological agents or substances
- (iii) Administrative and industrial working practices which do not conform to laid down policies.
- (iv) Unsafe behaviour
- (v) Accidental breakages and spillages
- (vi) Environmental factors

Element 2: Reduce the risks to safety and health in your workplace**B. Workplace policies** covering:

- (i) The use of safe working methods and equipment
- (ii) The safe use of hazardous substances
- (iii) Smoking, eating, drinking and drugs
- (iv) What to do in the event of an emergency
- (v) Personal presentation

UNDERPINNING KNOWLEDGE AND SKILLS

For assessment purposes:

Essential Knowledge and understanding for this unit:

To ensure your own actions reduce risks to safety and health you should know and understand the following aspects of safety and health legislation:

1. Your legal duties for safety and health in the workplace as required by the Safety and Health at work Act, 2005-12.
2. Your duties for safety and health as defined by any specific legislation covering your job role.

To ensure your own actions reduce risks to safety and health you should know and understand the following relating to risks to safety and health:

3. What hazards may exist in your workplace.
4. The particular safety and health risks which may be present in your own job role and the precautions you must take.
5. The importance of remaining alert to the presence of hazards in the whole workplace.
6. The importance of dealing with or promptly reporting risks.
7. The requirements and guidance on the precautions.

Underpinning knowledge and skills for specific elements

For Element 1 you must understand:

8. Agreed workplace procedures relating to controlling risks to safety and health.
9. Responsibilities for safety and health in your job description.
10. The responsible persons to whom to report safety and health matters.

For Element 2 you must understand:

11. The specific workplace policies covering your job role.
12. Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products.
13. Safe working practices for your own job role.
14. The importance of personal presentation in maintaining safety and health in the workplace.
15. The importance of personal conduct in maintaining the safety and health of yourself and others.
16. Your range and responsibility for rectifying risks.
17. Workplace procedures for handling risks which you are unable to deal with.
18. Fire safety and first aid.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Performance evidence must be provided against each of the performance criteria and should be the primary source of evidence, but this will often be supported by questioning or other forms in order to gather evidence of your ability to perform competently across all the range items listed. This performance evidence must be provided from real working practice. In order to demonstrate competence you must be able to show consistent competent performance.

The assessor must see performance evidence for each of the range items, as specified in both elements, appropriate to your own workplace context. Performance evidence must show from the range that you have:

- Identified a minimum of **two** types of **risks** resulting from those listed (range A), and
- Followed a minimum of **four** types of **workplace policies** (range B).

The assessor will need to be satisfied that you have the necessary knowledge and understanding to perform competently in respect of all the range items listed in this unit. Answers to questions and other forms of evidence may additionally be used to demonstrate an understanding of the essential knowledge required for the unit, and for the specific knowledge required for each element.

(2) Methods of Assessment

You are required to provide the following evidence:

One **report** outlining the particular hazards and associated risks you encounter in your workplace (these could affect you or others), both directly (your actual work) and indirectly (other areas you are in contact with; e.g. fire, forklift truck traffic, etc.). You must identify in the report any hazards/risks that you cannot control yourself and show that these have been reported to a responsible person.

Additionally your report must show how you have reduced those safety and health risks you have previously identified. This can be by following instructions, safe systems of work, making the area safe and reporting those hazards/risks etc.

It is expected that your **report** will include evidence to demonstrate your competence in respect of **all** performance criteria from element 1 and from element 2 – performance criteria 3, 4 and 5.

Your report should be supported by work products.

One **witness testimony** describing how you ensure your own actions reduce risks to safety and health, by a witness who regularly observes your working practices, e.g. a supervisor or team leader.

It is expected that your **witness testimony** will include evidence to demonstrate your competence in respect of performance criteria 6 and 7 from element 1 and all performance criteria from 2.

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A record of questioning or professional discussion with your assessor

The **record** of your questioning or professional discussion should identify your thinking and reason for actions and overall approach. The evidence will re-enforce your competence in element 1 and 2.

Knowledge requirements should occur naturally within the overall report and be re-enforced in the overall questioning/professional discussion.

(3) Context of Assessment

Simulation should not normally be used to produce evidence of a candidate's competence. Wherever practical all evidence must be derived from performance in the workplace. Simulation will be accepted where the candidate or others would be in personal danger or the company's operation would be significantly disrupted through real life assessment. The use of simulation must be approved by the external verifier.