

## **U28503: Ensure health and safety requirements are met in your area of responsibility**

### Unit Descriptor:

This unit is concerned with managing the overall health and safety process in your area of responsibility. It is intended to go beyond meeting health and safety legislation and move towards a situation where health and safety considerations are firmly embedded in the planning and decision making processes and the 'culture' of your area of responsibility.

The 'area of responsibility' may be, for example, a branch or department or functional area or an operating site within an organisation.

### **PERFORMANCE CRITERIA**

### **BEHAVIOURS WHICH UNDERPIN EFFECTIVE PERFORMANCE**

*To be competent you must achieve the following:*

*This element requires that you:*

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|---|---|
| 1. Identify your personal responsibilities and liabilities under health and safety legislation and legal obligations and regulations.   | a Respond quickly to crises and problems with a proposed course of action.  |
| 2. Ensure that the organisation's written health and safety policy statement is clearly communicated to all people in your area of responsibility and other relevant parties.   | b Identify people's information needs.  |
| 3. Ensure that the health and safety policy statement is put into a practice in your area of responsibility and is subject to review as situations change and at regular intervals and the findings passed to the appropriate people for consideration. | c Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes. |
| 4. Ensure regular consultation with people in your area of responsibility or their representatives on health and safety issues.   | d Are vigilant for possible risks and hazards.  |
| 5. Seek and make use of specialist expertise in relation to health and safety issues.   | e Take personal responsibility for making things happen.  |

6. Ensure that a system is in place for identifying hazards and assessing risks in your area of responsibility and that prompt and effective action is taken to eliminate or control identified hazards and risks. f Identify the implications or consequences of a situation.
7. Ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in your area of responsibility. g Act within the limits of your authority.
8. Show continuous improvement in your area of responsibility in relation to health and safety performance.
9. Make health and safety a priority area in terms of informing planning, training and decision-making in your area of responsibility. h. Constantly seek to improve performance.
10. Demonstrate that your own actions reinforce the messages in the organisation's health and safety policy statement. i. Treat individuals with respect and act to uphold their rights.
11. Ensure that sufficient resources are allocated across your area of responsibility to deal with health and safety issues.
12. Develop a culture within your area of responsibility which puts health, safety and wellness first.

## **UNDERPINNING KNOWLEDGE**

### **General knowledge and understanding**

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*You need to understand:*

1. Why health and safety in the workplace is important.
2. How and where to identify your personal responsibilities and liabilities under health and safety legislation, legal obligations and regulations.
3. How to keep up with legislative and other developments relating to health and safety and wellness.
4. The requirements for organisations to have a written health and safety policy statement.
5. How to communicate the written health and safety policy statement to people who work in your area of responsibility and other relevant parties.
6. How and when to review the application of the written health and safety policy statement in your area of responsibility and produce/provide findings to inform development.
7. How and when to consult with people in your area of responsibility or their representatives on health and safety issues.
8. Sources of specialist expertise in relation to health and safety and wellness.
9. Ways of developing a culture in your area of responsibility which puts health, safety and wellness first.
10. The type of hazards and risks that may arise in relation to health and safety – how to establish and use systems for identifying hazards and assessing risks and the type of actions that should be taken to control or eliminate them.
11. How to establish systems for monitoring, measuring and reporting on health and safety performance in your area of responsibility.
12. Why and how health and safety should inform planning, training and decision-making.
13. The importance of setting a good example to others in relation to health and safety.
14. The type of resources required to deal with health, safety and wellness issues.

### **Industry/sector specific knowledge and understanding**

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15. Sector-specific legislation, regulations, guidelines and codes of practice relating to health and safety.
16. Health and safety risks, issues and developments which are particular to the industry or sector.

**UNDERPINNING KNOWLEDGE (continued)****Context specific knowledge and understanding**

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17. Other relevant parties with an interest in health and safety in your area of responsibility.
18. The organisation's written health and safety policy statement and how it is communicated to people who work for the organisation, people in your area and to other relevant parties.
19. Sources of specialist health and safety expertise used in your area of responsibility.
20. The operational plans for your area of responsibility.
21. The resources allocated to and across your area of responsibility for health and safety.
22. Allocated responsibilities for health and safety in your area and the organisation in general.
23. Systems in place in your area of responsibility for identifying hazards and assessing risks and taking action.
24. Systems in place for monitoring, measuring and reporting of health and safety performance in your area of responsibility.

## EVIDENCE REQUIREMENTS

### 1. Critical Aspects of Evidence

Performance Criteria	Evidence of Performance Criteria: • possible examples of evidence	Behaviours	Knowledge and Understanding		
O1 O2 O3 O4 O5	<b>Records of actions you have taken to ensure health and safety policies are implemented appropriately:</b>				
	• notes or minutes of meetings you have organised with people in your area of responsibility, or their representatives, and those with specialist expertise, to discuss, review and agree the implementation of workplace policies on health and safety.	b, c, e, g, i	1, 2, 3 4, 5, 6 7, 8, 9	15,16	17,18,19 20,22,23 24
	• notes of briefings or presentations you have made or commissioned to people in your area or responsibility on the implementation of workplace policies on health and safety	b, c, e, g, i	1, 2, 3 4, 5, 6 7, 8, 9	15,16	17,18,21 22
	• records of training activity you have organised for people in your area of responsibility on the implementation of workplace policies on health and safety	c, e, g, h	1, 5, 8 14	15,16	17,18,21 22
	• personal statement (reflection on your role in ensuring that health and safety policies are implemented and reviewed in your area of responsibility)	c, e, h	1, 2, 4 6, 7, 8, 9	15,16	18,20,21 23
O6 O7 O8	<b>Records of risk assessments you have organised, monitoring systems you have introduced or improved, and actions you have taken to reduce risks in your area of responsibility:</b>				
	• notes of minutes of meetings with colleagues and those with specialist expertise that you have organised, to identify and assess risks in your area of responsibility, review and improve procedures and behaviour to reduce risks, and review and develop systems to record accidents and incidents that present a risk to health and safety	b, c, d, e, f g, h, i	1, 2, 7 8, 10 11, 12 14	15,16	17,19,20 21,22,23 24

**EVIDENCE REQUIREMENTS (continued)**

Performance Criteria	Evidence of Performance Criteria: • possible examples of evidence	Behaviours	Knowledge and Understanding		
	<b>Records of risk assessments you have organised, monitoring systems you have introduced or improved, and actions you have taken to reduce risks in your area of responsibility (continued):</b>				
O9 O10 O11 O12	• risk assessment you have prepared and reports on hazards, risks and accidents have been submitted to appropriate people in your organisation	c, d, e, f, g h	1, 2, 7 8, 10 13, 14	15,16	19,23
	• procedure specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to improve systems and operations, and to encourage behaviour that reduce risks to health and safety	a, b, c, d, e f, g, h, i	1, 2, 9 10, 12, 14	15,16	20,21,22 23,24
O6 O7 O8 O9	• systems specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to monitor accidents and incidents that present a risk to health and safety	b, c, e, g, h i	1, 2, 9 10, 11	15,16	20,21,22 23,24
O10	• analyses of data on accidents and incidents that present a risk to health and safety	c, d, f	1, 2, 9 10, 11, 12	15,16	24
O11 O12	• personal statement (reflections on your own actions to identify, monitor and reduce risks to health and safety in your area of responsibility)	a, c, d, e, f g, h	1, 2, 9 10, 11 12, 13	15,16	20,21,22 23,24
	• witness statements (comments on your actions and behaviour in modeling best practice and encouraging others to minimise the risks to health and safety)	a, b, d, i	-	-	-

**EVIDENCE REQUIREMENTS (continued)****2. Methods of Assessment**

A combination of direct performance evidence (e.g. observation of performance and products of work) and supplementary evidence such as witness testimony personal statement, professional discussion and questioning.

**3. Context of Assessment**

The unit should be assessed using evidence from the workplace. Simulation is **not** allowed.

**4. Links to other units**

This unit is linked to the units **Allocate and monitor the progress and quality of work in your area of responsibility** and **Ensure your own actions reduce risks to health and safety** in the overall suite of National Occupational Standards for management.