

726 Establishing, implementing and maintaining organisational systems for managing health, safety, welfare and wellbeing in the workplace

<b>Level:</b>	7
<b>Value for TQT:</b>	165
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Establish a culture of health, safety, welfare and wellbeing on site, and identify and implement improvements.	1.1 Establish a culture of health, safety, welfare and wellbeing on site by carrying out the following: <ul style="list-style-type: none"> <li>– communicate with and involve the workforce</li> <li>– provide opportunities for development or training</li> <li>– lead by example</li> <li>– implement a proactive reporting process</li> <li>– identify and implement agreed ways to improve health, safety, welfare and wellbeing.</li> </ul>
	1.2 Implement a proactive reporting process that enables the workforce the opportunity to influence the health, safety, welfare and wellbeing culture on site.
	1.3 Identify and implement agreed improvement modifications to health, safety, welfare and wellbeing systems, procedures and/or facilities.
	1.4 Explain the different methods of communication required to establish a culture of health, safety, welfare and wellbeing with the following: <ul style="list-style-type: none"> <li>– the workforce</li> <li>– sub-contractors</li> <li>– suppliers</li> <li>– clients</li> <li>– consultants</li> <li>– visitors</li> <li>– the public.</li> </ul>
	1.5 Explain the principles of leading by example.
	1.6 Describe how to implement a proactive reporting process to provide the workforce the opportunity to influence the health, safety, welfare and wellbeing culture on site.
	1.7 Explain how to identify opportunities to improve health, safety, welfare and wellbeing, and how to make appropriate recommendations that can be agreed, and the modifications implemented.
	1.8 Evaluate the importance of wellbeing in the workplace.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
<p>2 Delegate health, safety, welfare and wellbeing responsibilities which comply with current organisational requirements and ensure site inductions consistently inform people of those responsibilities.</p>	<p>2.1 Evaluate health, safety and welfare and wellbeing requirements of projects and determine number and types of people needed to comply with organisational requirements.</p>
	<p>2.2 Assign health, safety, welfare and wellbeing responsibilities to people that are defined, documented and communicated in accordance with organisational requirements.</p>
	<p>2.3 Carry out site inductions, using various communication methods, which are specific to the site to ensure people have been informed of their responsibilities.</p>
	<p>2.4 Monitor and maintain records of inductions to ensure they consistently inform people of their health, safety and welfare responsibilities.</p>
	<p>2.5 Describe how health, safety, welfare and wellbeing responsibilities should be identified, and to whom they should be delegated, including but not limited to:</p> <ul style="list-style-type: none"> <li>- supervisors</li> <li>- safety officers</li> <li>- first aiders</li> <li>- fire marshals.</li> </ul>
	<p>2.6 Explain how to conduct site inductions, using various communication methods and techniques, which are specific to site and provide information including but not limited to:</p> <ul style="list-style-type: none"> <li>- health and safety responsibilities</li> <li>- health, safety and welfare equipment and resources</li> <li>- risk control procedures</li> <li>- first aid arrangements</li> <li>- emergency plans</li> <li>- evacuation plans</li> <li>- traffic management</li> <li>- hazards</li> <li>- fire procedures.</li> </ul>
	<p>2.7 Explain how to monitor and maintain records of site inductions to ensure they consistently inform people of their health, safety and welfare responsibilities including but not limited to:</p> <ul style="list-style-type: none"> <li>- the workforce</li> <li>- supervisors</li> <li>- safety officers</li> <li>- first aiders and fire marshals.</li> </ul>

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
<p>3 Ensure accurate and appropriate notices and hazard warnings, that conform to current organisational requirements, are maintained and observed.</p>	<p>3.1 Ensure accurate and appropriate notices and hazard warnings that conform to current organisational requirements are maintained and observed.</p>
	<p>3.2 Carry out and document regular inspections of relevant areas of work to confirm that placed notices and warnings are accurate and in the correct locations and ensure conformity.</p>
	<p>3.3 Check that people have been trained to recognise and understand the different types of notices and warnings.</p>
	<p>3.4 Explain how to ensure the following notices and hazard warnings comply with construction specific health, safety and welfare regulation, general health, safety and welfare legislation and organisational policies and procedures:</p> <ul style="list-style-type: none"> <li>- prescribed notices</li> <li>- statutory certification notifications</li> <li>- site safety signs</li> <li>- information.</li> </ul>
	<p>3.5 Describe how to maintain accurate and appropriate signs, notices and hazard warnings, ensuring they are sufficient to cover all requirements, their distribution and position is correct, and they are being effective for the workforce, visitors and the public.</p>
	<p>3.6 Give reasons why accurate and appropriate notices should be maintained and explain possible consequences should this not be the case.</p>
<p>4 Ensure health, safety and welfare equipment and resources are available and sufficient to meet current organisational requirements.</p>	<p>4.1 Implement a recording system to confirm that the health and safety control equipment and resources is appropriate for the work being carried out.</p>
	<p>4.2 Monitor and allocate health, safety and welfare equipment and resources for work activities that meets organisational requirements.</p>
	<p>4.3 Implement maintenance checks on health, safety and welfare equipment and resources.</p>

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
	<p>4.4 Explain ways to ensure that health, safety and welfare equipment and resources are available and sufficient for the project, including but not limited to:</p> <ul style="list-style-type: none"> <li>- protective clothing</li> <li>- protective equipment</li> <li>- first aid facilities and arrangements</li> <li>- welfare facilities</li> <li>- storage and security of materials and equipment</li> <li>- accident and incident reporting</li> <li>- firefighting equipment</li> <li>- provision of health, safety and welfare training.</li> </ul> <p>4.5 Explain how to ensure that health, safety and welfare equipment and resources comply with current organisational policies and procedures.</p>
<p>5 Implement systems which meet current organisational requirements to identify hazards, reduce risks and maintain the health, safety, welfare and wellbeing of people.</p>	<p>5.1 Implement systems which meet current organisational requirements to identify hazards, reduce risks and maintain the health, safety, welfare and wellbeing of people including the following:</p> <ul style="list-style-type: none"> <li>- identify the hazards and their consequences</li> <li>- analyse hazards and identify risks</li> <li>- consolidate and prioritise risks</li> <li>- implement monitoring systems and regularly evaluate to improve health, safety, welfare and wellbeing</li> <li>- implement appropriate measures to manage risks at source.</li> </ul> <p>5.2 Explain how to implement hazard identification, risk assessment, prevention and protection management systems which meet current organisational policies and procedures for identifying and reducing risks.</p> <p>5.3 Explain how to implement management systems for reporting and recording accidents, emergencies and near misses.</p> <p>5.4 Explain how to maintain the welfare of the following in accordance with current organisational policies and procedures:</p> <ul style="list-style-type: none"> <li>- workforce</li> <li>- sub-contractors</li> <li>- suppliers</li> <li>- consultants</li> <li>- visitors</li> <li>- the public.</li> </ul>

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
<p>6 Ensure hazards are assessed to identify the residual risks, apply the principles of prevention and provide information to the appropriate people.</p>	<p>6.1 Examine work areas and identify and record any hazards and identify measures which can control the risks to health and safety.</p>
	<p>6.2 Implement and maintain a reporting system to disseminate information regarding the identification of hazards and the prevention measures applied to reduce the risks.</p>
	<p>6.3 Implement organisational prevention policy which covers health, safety, welfare and wellbeing relating to the working environment.</p>
	<p>6.4 Explain how to ensure health, safety and environmental hazards which have the potential to cause harm are fully identified.</p>
	<p>6.5 Explain how to review risks and communicate information to the following:</p> <ul style="list-style-type: none"> <li>- workforce</li> <li>- sub-contractors</li> <li>- suppliers</li> <li>- consultants</li> <li>- visitors</li> <li>- the public.</li> </ul>
	<p>6.6 Describe how to obtain additional information about hazards by communicating with the following:</p> <ul style="list-style-type: none"> <li>- clients</li> <li>- designers</li> <li>- workforce</li> <li>- sub-contractors</li> <li>- suppliers</li> <li>- consultants.</li> </ul>
	<p>6.7 Explain the effects of occupational health hazards.</p>
	<p>6.8 Describe how to identify and record any residual risks and implement contingencies to manage the potential implications.</p>
	<p>6.9 Explain how to apply the principles of prevention to eliminate and control risks at source, to manage risks and hazards, to attain a collective protection approach and to monitor the use of health and safety control equipment.</p>

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<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
7 Monitor health, safety, welfare and wellbeing systems regularly for compliance with current organisational requirements.	7.1 Collect and record workplace health, safety, welfare and wellbeing systems data by monitoring through regular checks.
	7.2 Ensure health, safety, welfare and wellbeing organisational requirements are current and actioned.
	7.3 Contribute to reports which demonstrate compliance with the organisational policies.
	7.4 Explain how to monitor health, safety, welfare and wellbeing systems to ensure compliance with current organisational policies and procedures and why it is important to do this regularly.

<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	65
Assessment Time	10