



This version of this unit replaces all previously published versions with effect from January 2012. This unit should be used by all learners registering for qualifications that include it in their structure from this date.

Unit title: **Implementing and maintaining health, safety and welfare in the workplace**

Unit reference number: T/503/2723

QCF level: 3

Credit value: 11

Guided learning hours: 37

Start date: January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in implementing and maintaining health, safety and welfare in the workplace, within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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.

Workplace evidence of skills cannot be simulated.

Assessment recording

This unit is assessed in the workplace. The table on the following pages shows the learning outcomes and the assessment criteria for this unit. The table includes space for learners to enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centres can use their own documentation.

Learning outcomes and assessment criteria

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
1 Allocate and maintain health, safety and welfare equipment and resources to meet project and statutory requirements.	1.1 Make arrangements for health, safety and welfare in the relevant operational work environment.			
	1.2 Allocate responsibilities for maintaining health, safety and welfare equipment and resources to relevant people.			
	1.3 Post and maintain statutory notices and hazard warnings.			
	1.4 Allocate appropriate health, safety and welfare equipment and resources relative to the operational work environment.			
	1.5 Explain the methods of identifying and allocating health, safety and welfare equipment and resources, relating to: <ul style="list-style-type: none"> - protective clothing - protective equipment - first-aid facilities and arrangements - welfare facilities - storage of security of material and equipment - accident and incident reporting - fire-fighting equipment - statutory notices - safety signs - provision of health, safety and welfare training. 			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
2	Encourage a positive health, safety and welfare culture whilst identifying opportunities for improving the health and safety of the work environment.	2.1	Deliver work briefings to relevant people within the operational work environment to promote and encourage a positive health, safety and welfare culture.			
		2.2	Encourage two-way dialogue with other people and seek feedback for opportunities to improve the health and safety of the work environment.			
		2.3	Explain how to identify different opportunities for improving workplace health, safety and welfare.			
		2.4	Explain how to recommend opportunities for improving workplace health, safety and welfare.			
		2.5	Explain methods and techniques of promoting and encouraging a positive culture of health safety and welfare in the workplace.			
		2.6	Explain how to deliver work briefings in ways that seek and encourage feedback.			
3	Ensure that their team is inducted and suitably competent and monitored whilst at the workplace.	3.1	Use appropriate methods to confirm that the team are properly inducted and given regular health and safety updates.			
		3.2	Determine that their team are suitably competent by carrying out relevant checks.			
		3.3	Ensure that the operational performance of the team is monitored.			
		3.4	Use appropriate methods and techniques to communicate and report any team performance issues.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	3.5 Explain the organisational methods and procedures for carrying out inductions that confirm: <ul style="list-style-type: none"> - health and safety responsibilities - workplace operations - health, safety and welfare equipment and resources - risk control procedures - first-aid arrangements. 			
	3.6 Explain the different ways of checking and monitoring correct authorisation and operational performance of the following people whilst in the workplace: <ul style="list-style-type: none"> - workforce - suppliers - visitors - customers - members of the public - trespassers. 			
	3.7 Explain the different techniques and methods of communicating and reporting any team performance issues.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
4 Monitor health, safety and welfare in the relevant work environment in accordance with statutory requirements.	4.1 Implement and maintain health, safety and welfare within the operational work environment in accordance with legislation, workplace regulations, Codes of Practice and official guidance.			
	4.2 Instigate actions to deal with any changing circumstances within the operational work environment in order to maintain health, safety and welfare.			
	4.3 Explain the methods and techniques used to regularly check health, safety and welfare systems regularly in accordance with the following statutory requirements: <ul style="list-style-type: none"> - workplace specific health, safety and welfare regulations - general health, safety and welfare legislation - recognised industry codes of practice - prescribed notices - safety signs. 			
	4.4 Explain how to identify any special workplace conditions and examples which do not comply with regulations.			
	4.5 Describe the different methods of recording special workplace conditions and examples which do not comply with regulations.			
	4.6 Explain the reasons for regularly checking health, safety and welfare relevant to the operational working environment.			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____