

## **Unit AJ9            Reduce risks to health and safety in the workplace**

### **Elements**

**AJ9.1    Develop procedures for maintaining a healthy and safe workplace**

**AJ9.2    Identify the hazards and evaluate the risks in your workplace**

**AJ9.3    Reduce the risks to health and safety in your workplace**

**AJ9.4    Review the effectiveness of health and safety procedures in your workplace**

### **Unit Commentary**

This unit applies to everyone at work, whether paid, unpaid, full or part-time. It covers the competencies required in the identification of hazards and reduction of risk, and the knowledge required of workplace practices and policies relating to health and safety matters.

This unit applies to people who are not specialists in health and safety but who are nevertheless required to prepare health and safety procedures for the workplace. In order to be sure that all reasonably practicable precautions have been taken against risks to health and safety it is necessary for an employer to ensure health and safety procedures are available for everyone at work to follow. This unit is for the person who will prepare the procedures. This unit is about identifying hazards, assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures.

## AJ9 Reduce risks to health and safety in the workplace

### AJ9.1 Develop procedures for maintaining a healthy and safe workplace

#### Performance Required

*This will involve:*

- a) setting realistic objectives to ensure a healthy and safe workplace for all people in the workplace
- b) developing health and safety procedures which meet legal requirements and are appropriate to the type of work carried out, and the workplace
- c) identifying individuals to whom people must report accidents, report health and safety risks, and obtain first aid
- d) stating clear **measures** to check the effectiveness of the workplace health and safety procedures
- e) specifying the arrangements for recording **health and safety data** to meet legal requirements
- f) developing plans for health and safety training which are relevant to the needs of the workplace, the people in the workplace and meet legal requirements
- g) communicating the health and safety procedures to all people in the workplace in a professional and considerate manner

#### Occupational Context

##### 1 Types of measures:

- planned inspections
- spot checks
- specific checks on identified danger areas
- ensuring maintenance programmes are in place.

##### 2 Health and safety data:

- complaints
- incidents/accidents; illness
- fire evacuation drills
- test certificates
- training records
- results of monitoring.

#### Knowledge Requirements

*You need to know about:*

- How the work areas and people for whom you are responsible are covered by the health and safety procedures
- The commonly used working practices
- The information that may be required about health and safety within the workplace
- The specific organisational health and safety procedures covering your job role

**AJ9 Reduce risks to health and safety in the workplace**

**AJ9.1 Develop procedures for maintaining a healthy and safe workplace**

**Required Skills**

*You should demonstrate:*

- Observation skills
- Data collection skills

**Evidence Required**

*You should provide evidence that you can develop procedures for maintaining a healthy and safe workplace*

The candidate should be questioned, based upon the documentation provided, to explore how they:

- develop procedures for maintaining a healthy and safe workplace.

**Evidence Rules**

The candidate should have been involved in hazard risk assessment on at least 2 substantive projects.

## AJ9 Reduce risks to health and safety in the workplace

### AJ9.2 Identify the hazards and evaluate the risks in your workplace

#### Performance Required

*This will involve:*

- a) correctly naming and locating the persons responsible for health and safety in the workplace
- b) identifying which workplace policies are relevant to your working practices
- c) identifying those working practices in any part of your job role which could harm yourself or other persons
- d) identifying those aspects of the workplace which could harm yourself or other persons
- e) evaluating which of the potentially harmful aspects of the workplace are those with the highest **risk** to you or to others
- f) reporting those hazards which present a high **risk** to the persons responsible for health and safety in the workplace
- g) dealing with hazards with low **risks** in accordance with workplace policies and legal requirements

#### Occupational Context

##### 1 Types of risks:

- the use and maintenance of machinery or equipment
- the use of materials or substances
- working practices which do not conform to laid down policies
- unsafe behaviour
- accidental breakages and spillages
- environmental factors.

#### Knowledge Requirements

*You need to know about:*

- What the agreed workplace policies are relating to controlling risks to health and safety
- Responsibilities for health and safety in your job description
- Who the responsible persons are to whom to report health and safety matters

**AJ9 Reduce risks to health and safety in the workplace**

**AJ9.2 Identify the hazards and evaluate the risks in your workplace**

**Required Skills**

*You should demonstrate:*

- Communication skills
- Risk assessment techniques

**Evidence Required**

*You should provide evidence that you can identify the hazards and evaluate the risks in your workplace*

The candidate should be questioned, based upon the documentation provided, to explore how they:

- identify the hazards and evaluate the risks in their workplace.

**Evidence Rules**

The candidate should have been involved in hazard risk assessment on at least 2 substantive projects.

## AJ9 Reduce risks to health and safety in the workplace

### AJ9.3 Reduce the risks to health and safety in your workplace

#### Performance Required

*This will involve:*

- a) carrying out your working practices in accordance with legal requirements
- b) following the most recent **workplace policies** for your job role
- c) rectifying those health and safety risks within your capability and the scope of your job responsibilities
- d) passing on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- e) ensuring that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- f) following the **workplace policies** and suppliers' or manufacturers' instructions as appropriate
- g) reporting any differences between **workplace policies** and suppliers' or manufacturers' instructions as appropriate
- h) ensure that your personal presentation at work ensures the health and safety of yourself and others, meets any legal duties, and is in accordance with **workplace policies**

#### Occupational Context

##### 1 Types of workplace policies:

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

#### Knowledge Requirements

*You need to know about:*

- The specific workplace policies covering your job role
- Suppliers' and manufacturers' instruction for the safe use of equipment, materials and products
- Safe working practices for your own job role
- The importance of personal presentation in maintaining health and safety in the workplace
- The importance of personal conduct in maintaining the health and safety of yourself and others
- Your scope and responsibility for rectifying risks
- Workplace procedures for handling risks which you are unable to deal with

**AJ9 Reduce risks to health and safety in the workplace**

**AJ9.3 Reduce the risks to health and safety in your workplace**

**Required Skills**

*You should demonstrate:*

- How effectively to monitor health and safety procedures in the workplace
- How to take action to reduce risks to health and safety

**Evidence Required**

*You should provide evidence that you can reduce the risks to health and safety in your workplace*

The candidate should be questioned, based upon the documentation provided, to explore the following

- reducing the risks to health and safety in your workplace.

**Evidence Rules**

The candidate should have been involved in hazard risk assessment on at least 2 substantive projects.

## AJ9 Reduce risks to health and safety in the workplace

### AJ9.4 Review the effectiveness of health and safety procedures in your workplace

#### Performance Required

*This will involve:*

- a) identifying any changes to legal regulations or guidance affecting current working practices
- b) identifying **changes in the workplace** affecting current workplace health and safety procedures
- c) providing responsible persons with opportunities to give feedback about the implementation of health and safety procedures
- d) reviewing all relevant health and safety reports and data for opportunities to improve the workplace health and safety procedures
- e) identifying and obtaining **further information and advice** from reliable and recognised sources of expertise
- f) recording accurately the details of any review carried out, and the plans to improve current health and safety procedures
- g) alerting all people in the workplace, promptly, to the revised health and safety procedures
- h) setting effective measures in place for monitoring the revised health and safety procedures

#### Occupational Context

##### 1 Changes in the workplace:

- working practices
- plant, machinery or materials
- personnel.

##### 2 Information and advice:

- systems for assessing and recording degree of risk
- specific legal requirements
- specific equipment and process risks.

#### Knowledge Requirements

*You need to know and understand how to:*

- Conduct an effective health and safety review

*You need to know about:*

The workplace

- The work areas and people for whom you are responsible
- The job roles of the people for whom you are responsible
- What information may be available on health and safety within the workplace

Evaluation requirements

- The appropriate channels of communication within the workplace

Efficacy and change:

- You must show evidence that you have included changes in the workplace in respect of: working practices, plant, machinery or materials and personnel.
- You must show evidence that you have included information and advice in respect of: systems for assessing and recording degree of risk; specific legal requirements; and specific equipment and process risks.

**AJ9 Reduce risks to health and safety in the workplace**

**AJ9.4 Review the effectiveness of health and safety procedures in your workplace**

**Required Skills**

*You should demonstrate:*

- Evaluation and review skills

**Evidence Required**

*You should provide evidence that you can review the effectiveness of health and safety procedures in your workplace*

The candidate should be questioned, based upon the documentation provided, to explore the following

- reviewing the effectiveness of health and safety procedures in the workplace.

**Evidence Rules**

The candidate should have been involved in monitoring health and safety on at least 2 substantive projects.