



Summary of Learning Outcomes

**Level 3 Award in Supervising Health and
Safety in the Workplace**

Qualification Number: 500/5452/1

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SUMMARY OF LEARNING OUTCOMES FOR LEVEL 3 AWARD IN SUPERVISING HEALTH AND SAFETY IN THE WORKPLACE

1. **Summary of Learning Outcomes:**
 - 1.1 Introduction to Health and Safety Supervision:
 - 1.1.1 Candidates must understand the importance of supervising health and safety in the workplace and understand the reasons for implementing systems to ensure employees behave responsibly
 - 1.2 Workplace Accidents:
 - 1.2.1 Candidates must be able to understand the importance of their role with regard to preventing, reporting and investigation accidents
 - 1.3 Principles of Health and Safety Law:
 - 1.3.1 Candidates must have an awareness of the legislative requirements and associated guidance for health and safety in the workplace.
 - 1.4 Organising Health and Safety in the Workplace:
 - 1.4.1 Candidates must be able to recognise the reasons for systematic and planned health and safety controls
 - 1.5 Workplace Hazards:
 - 1.5.1 Candidates must be able to identify and evaluate workplace hazards and risks and their possible effects
 - 1.6 Workplace and Occupational Ill Health:
 - 1.6.1 Candidates must be able to identify and evaluate workplace and occupational ill health hazards and risks and their possible effects
 - 1.7 Monitoring and Measuring Health and Safety Performance:
 - 1.7.1 Candidates must understand the contribution that supervisors should make regarding monitoring and improving health and safety policies and procedures in the workplace

2. **Outcome Details:**

2.1 Introduction to Health and Safety Supervision:

2.1.1 Candidates must understand the importance of supervising health and safety in the workplace and understand the reasons for implementing systems to ensure employees behave responsibly and be able to:

2.1.1.1 Explain the term health and safety; appreciate the nature of and the difference between both terms and how the terms can be applied to their own workplace

2.1.1.2 Describe why health and safety is important using moral, legal and financial reasoning

2.1.1.3 Outline the consequences of poor health and safety standards and be able to give examples in the context of the workplace

2.1.1.4 Explain how good health and safety standards can benefit everyone: the owner, manager and every employee. Be able to give examples of the benefits of good standards

2.1.1.5 Show an understanding of the 3 main factors which affect health and safety - Environmental, Human and Occupational. Be able to give examples of these from within their workplace

2.1.1.6 Outline the role of line managers and supervisors in relation to effective health and safety management and describe the role supervisors and managers have regarding promoting good standards and compliance with health and safety policies and procedures

2.2 Workplace Accidents:

2.2.1 Candidates must be able to understand the importance of their role with regard to preventing, reporting and investigating accidents and be able to:

2.2.1.1 Describe the reasons for accident prevention and be able to explain the accident triangle in relation to health and safety policy and accident reporting

- 2.2.1.2 Define the terms 'ill health' and 'accident' and 'other incidents' and explain the reasons why these need to be reported
- 2.2.1.3 Outline the role of the supervisor and manager in emergency situations
- 2.2.1.4 State the legal requirements for reporting accidents
- 2.2.1.5 Outline the importance of having a robust system with regard to reporting accidents in the workplace and explain how information gained from accident reporting can assist a business
- 2.2.1.6 Describe the factors that contribute to accidents and ill health in the workplace (human, occupational and environmental)

2.3 Principles of Health and Safety Law:

- 2.3.1 Candidates must have an awareness of the legislative requirements and associated guidance for health and safety in the workplace and be able to:
 - 2.3.1.1 Outline how health and safety law operates within the UK criminal and civil systems/courts
 - 2.3.1.2 Explain the terms 'absolute duty', 'duty', 'practicable' and 'reasonably practicable'
 - 2.3.1.3 Know and describe the role of enforcement bodies in relation to health and safety at work and describe the powers available to an Enforcement Officer and/or Authority and the actions that can be taken by enforcement authorities
 - 2.3.1.4 Show an awareness of the Health and safety at Work etc Act 1974 and its main provisions
 - 2.3.1.5 Describe the basic responsibilities of an employer or manager for health and safety (Health and Safety at Work etc Act 1974 and subsequent Regulations) with regards to both employees and non-employees.

2.4 Organising Health and Safety in the Workplace:

2.4.1 Candidates must be able to recognise the reasons for systematic and planned health and safety controls and be able to:

2.4.1.1 Describe the responsibilities of supervisors and managers with regard to the Management of Health and Safety at Work Regulations 1999

2.4.1.2 Identify how a systematic approach to health and safety management can assist a business to comply with legislation and know the importance of guidance such as HSG,65 Successful Health and Safety Management

2.4.1.3 Outline the legal requirement regarding having a health and safety policy and outline the essential elements of a health and safety policy

2.4.1.4 Outline the legal requirement for risk assessment, define the terms 'hazard' and 'risk' and know the difference between the terms

2.4.1.5 Describe risk assessment principles, including requirements for specific risk assessments

2.4.1.6 Identify who should carry out risk assessments and describe the competencies required of risk assessors

2.4.1.7 Explain how a risk assessment should be conducted, outline the hierarchy of controls and explain which persons may need special consideration

2.4.1.8 Explain the term 'health and safety culture' and identify how a positive culture can benefit a business

2.4.1.9 Recognise the need to provide health and safety information to employees and outline methods by which this can be achieved

2.4.1.10 Outline that effective communication within the workplace can be achieved and know the requirements for employee representation and consultation, including relevant legislation, for example the Consultation with Employees Regulations 1996, Safety Representatives and Safety

Committee Regulations 1977, Information for Employees Regulations 1989

- 2.4.1.11 Identify the supervisory skills required to motivate staff to work safely
- 2.4.1.12 Outline the requirements for health and safety training in the workplace and identify appropriate methods to deliver health and safety training to the workforce
- 2.4.1.13 Identify suitable methods of dealing with disputes, conflict and disregard regarding health and safety in the workplace

2.5 Workplace Hazards:

2.5.1 Candidates must be able to identify and evaluate workplace hazards and risks and their possible effects and be able to:

- 2.5.1.1 Outline the principle requirements of legislation regarding workplace safety, including The Workplace (Health, Safety and Welfare) Regulations, Work at Height Regulations, Health & Safety (Safety signs & Signals) Regulations, Lifting operations and Lifting Equipment Regulations, Electricity at Work Regulations Regulatory Reform (Fire Safety Order), Provision and Use of Work Equipment Regulations, Personal Protective Equipment at Work Regulations, Confined Space Regulations, Pressure Systems Safety Regulations
- 2.5.1.2 Describe the requirements for welfare provision in the workplace
- 2.5.1.3 Recognise the following hazards in the workplace and implement suitable measures to prevent accidents: the workplace, working at height, working at height, lifting equipment, electricity, fire, work equipment, vehicles and violence, confined spaces and pressure systems
- 2.5.1.4 Explain the role of Personal Protective Equipment and outline the responsibilities of managers and supervisors regarding the provision, maintenance and monitoring of effective use

2.6 Workplace and Occupational Ill Health:

2.6.1 Candidates must be able to identify and evaluate workplace and occupational ill health hazards and risks and their possible effects and be able to:

2.6.1.1 Outline the principal requirements of legislation regarding workplace and occupational ill health, including, Health and Safety (First Aid) Regulations, Control of Substances Hazardous to Health Regulations, Control of Asbestos Regulations, Manual Handling Operations Regulations, Noise at Work Regulations, Control of Vibration at Work Regulations, Display Screen Equipment Regulations

2.6.1.2 Describe the requirements for first aid in the workplace

2.6.1.3 Describe the difference between acute and chronic health effects and describe the various routes of entry into the body of harmful agents

2.6.1.4 Recognise the following occupational and ill health hazards in the workplace and implement suitable measures to prevent them occurring: hazardous substances, asbestos, manual handling, noise, vibration, display screen equipment, stress, drugs and alcohol, confined spaces

2.6.1.5 Outline the role of health surveillance in the control of workplace and occupational ill-health and outline the role a supervisor may have in health surveillance

2.6.1.6 Describe the requirements for reporting incidents of work related ill health

2.7 Monitoring and Measuring Health and Safety Performance:

2.7.1 Candidates must know and understand the contribution that supervisors should make regarding monitoring and improving health and safety policies and procedures in the workplace and be able to:

2.7.1.1 Explain the reasons and benefits of monitoring and auditing workplace health and safety

2.7.1.2 Describe suitable methods of monitoring workplace health and safety

- 2.7.1.3 Outline types of workplace audits which can be implemented and describe the process of conducting health and safety inspections
- 2.7.1.4 State the main requirements for completing and maintaining records pertaining to health and safety
- 2.7.1.5 Describe where to find information regarding changes to legal requirements regarding workplace health and safety