

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Health and Safety in the Workplace

Unit Reference Number: A/618/8322

Level: Level One (1)

Credit Value: Three (3)

Minimum Guided Learning Hours: 27

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand health and safety rights and responsibilities in the workplace	1.1 Identify key aspects of health and safety legislation that apply to own work role
	1.2 State the legal health and safety responsibilities of: <ul style="list-style-type: none"> • Employers • Employees
	1.3 Explain the importance of following health and safety legislation, rules and guidance at work
2. Understand employers' responsibilities for health and safety	2.1 Describe how workplace tasks can be safely carried out
	2.2 Explain the process for reporting hazards in the workplace
	2.3 Identify the location of: <ul style="list-style-type: none"> • Fire and emergency alarms • Fire exits • Assembly points • First Aid box and accident book • First Aid assistance
	2.4 Explain the importance and purpose of workplace fire drills
	2.5 Identify incidents and situations that should be recorded in the Accident book

	2.6	Outline the importance of recording accidents and near misses accurately and in a timely fashion
3. Understand how to deal with and prevent accidents in the workplace	3.1	Identify common causes of accidents in own workplace
	3.2	Outline ways in which accidents can be prevented
	3.3	State how and when accidents should be reported
	3.4	List the actions in order that should be taken in the case of personal injury in the workplace
	3.5	Explain how and when to call for emergency assistance in the workplace
4. Explain how and when to call for emergency assistance in the workplace	4.1	Carry out workplace tasks and activities safely and in ways that comply with legislation, instructions and standard practice
	4.2	Follow instructions during fire drills and evacuation procedures
	4.3	Use equipment and materials safely
	4.4	Store equipment and materials safely and in line with manufacturers' instructions and guidance
	4.5	Keep the working area clean and tidy and free from obstacles and hazards