

SUMETPM204

Manage health and safety in the electrotechnical work location



Overview

This unit is for you, if you are required to be responsible for the management of a healthy and safe working environment.

This unit is about managing health and safety by maintaining, monitoring and reviewing health and safety in the context of carrying out a project at the work location. It is about conforming with current legislation for site administration, organisation, planning and ongoing risk assessment in order to maintain a safe and healthy working environment.

It requires communicating effectively with other colleagues about work activity and with operatives about the procedures and other work occurring at the work location.

It includes reviewing the systems for assessing and controlling risks in the workplace for those whom you supervise.

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Performance criteria

You must be able to:

To maintain health and safety

- P1 check that your health, safety and welfare responsibilities are consistent with:
 - P1.1 contract, legislation, organisational policy
 - P1.2 project specific requirements
 - P1.3 site procedures
- P2 communicate your health, safety and welfare responsibilities to relevant project personnel
- P3 appoint qualified first-aiders and ensure that personnel for whom you are responsible are provided with clear and accurate information about first aid provisions within the context of the work environment
- P4 ensure there is a safe system of work in place which:
 - P4.1 meets health and safety legislation
 - P4.2 is in accordance with organisational requirements
 - P4.3 complies with the method statement and risk assessments
- P5 ensure that statutory notices appropriate to the hazards and risks are displayed where they will be seen clearly and to best effect
- P6 ensure that personal protective equipment, safety equipment and resources:
 - P6.1 comply with health and safety legislation
 - P6.2 are available in sufficient quantities
 - P6.3 are immediately accessible to those who may need them
- P7 ensure that you have appropriate systems which meet statutory requirements for the identification and rectification of hazards and ensure that the reporting of accidents and emergencies are developed and implemented
- P8 ensure that suitable welfare facilities are available in the work location
- P9 ensure you fully inform all operatives, for whom you are responsible, about :
 - P9.1 the importance of co-ordinating with other trade operatives
 - P9.2 where safety equipment is kept and when to use it
 - P9.3 all evacuation procedures

To monitor and control health and safety

You must be able to:

- P10 verify that the scope and responsibilities for the work activity are clearly defined
- P11 identify potential hazards from the work activity and ensure that risk assessments are carried out to minimise the risk
- P12 ensure that access equipment is installed and used in accordance with instructions and regulations
- P13 ensure that special site conditions and instances of non-compliance are

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identified and recorded accurately

P14 ensure that safe and appropriate action is taken promptly for every occasion where a non-compliance is identified

P15 monitor the work of the operatives to ensure they are carrying out their work safely

To review health and safety

You must be able to:

P16 when work conditions change, carry out a review in accordance with organisational procedures

P17 seek appropriate sources of information and advice to assist the review

P18 ensure the identification process covers all relevant areas of potential risk including site procedures and evacuation procedures

P19 ensure that your review includes new and previously identified risks and is conducted in line with accepted best practice and agreed procedures

P20 ensure that adjustments and improvements are implemented against any shortcomings found in the review

P21 pass on relevant information relating to the review at site meetings and communicate any changes that might impact for health and safety to those for whom you are responsible

P22 maintain relevant records for use in contributing to future decisions with regard to amendments to risk assessments

P23 resolve health and safety issues relating to your operatives when conflicts arise regarding the risk assessment and communicate your decision to your operatives and the relevant person(s)

Knowledge and understanding

You need to know and understand:

- K1 what your health, safety, welfare and employment responsibilities and liabilities are and the importance of ensuring that other people are kept informed
- K2 the importance of appointing first aiders and checking they are qualified
- K3 the purpose and importance of setting up a safe system of work in accordance with risk assessments and method statements
- K4 how to access information regarding health and safety legislation
- K5 organisational procedures and requirements relevant to:
 - K5.1 the safe system of work
 - K5.2 carrying out a review of health and safety
 - K5.3 ensuring sufficient quantities and availability of personal, protective equipment, safety equipment and resources
 - K5.4 welfare facilities
 - K5.5 reporting an accident
- K6 the importance of having statutory notices and hazard warnings and where to place them for best effect and for having systems to assist with the identification and rectification of hazards
- K7 the importance of keeping operatives fully informed about what to do and when in the context of health and safety and their responsibilities with regard to their work
- K8 how to identify and record site conditions and instances of non – compliance
- K9 disciplinary procedures and other sanctions in relation to non-compliance of health and safety procedures
- K10 the principles and methods of hazard identification and classification methods
- K11 qualitative and quantitative risk assessment techniques
- K12 having conducted a risk assessment, how to consider levels of risk and to further consider whether it is reasonably practicable to implement measures to reduce or eliminate such risks
- K13 the principles of risk acceptability from levels of risk (eg high vs low risk)
- K14 how to assess single risks from the work of your operatives and the combination of risks from the work of other trades
- K15 methods of collecting and evaluating information
- K16 how to use information sources such as internal and external sources, legislation, organisational and industry recommended systems and procedures
- K17 the implications of relevant legislation and approved codes of practice
- K18 review techniques
- K19 communication techniques and communications with management and site supervised personnel

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- K20 the implications of not following and regularly reviewing a safe system of work and the consequences of:
 - K20.1 being involved in litigation
 - K20.2 personal injury including fatality
 - K20.3 bankruptcy

Additional Information

Glossary

Legislation

The Health and Safety at Work Act 1974 is the main, overarching piece of legislation under which generally all other regulations are made.

There is an array of health and safety regulations and codes of practice which affect people at work. There is the Electricity at Work Regulations, 1989, or work on construction projects, as well as regulations covering noise at work, personal protective equipment, manual handling, working with VDUs, or dealing with substances hazardous to health, e.g. asbestos etc.

The specific and most up-to-date requirements for all or any of these can be obtained from HSE local offices.

Supervisory

Supervision of skilled, non-skilled and apprentices and on-site personnel.

Emergency

This includes fire, explosion, toxic atmosphere, electrical shock, someone injured by faulty equipment.

Hazards

These are acts or conditions with the potential to cause harm, damage or some other loss. Hazards could be, for example, blocked exits at work, unguarded machines, cluttered work areas, chemicals and other substances hazardous to health and the environment not stored securely and potentially hazardous situations caused by vehicles.

Non-compliance

These can include design faults, electrical faults or any other non-compliances becoming apparent as a result of work carried out.

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