



## Health & Safety Training and Consultancy

### NVQ Level 3 Occupational Health & Safety – Summary of Units

#### Unit 301 Make sure your own actions reduce risks to health and safety

**This unit is for** everyone at work (whether paid, unpaid, full or part time). It is about an appreciation of significant risks in your workplace, knowing how to identify and deal with them.

**This unit is about** the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that:

- Your own actions do not create any health and safety hazards
- You do not ignore significant risks in your workplace, and
- You take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

Fundamental to this unit is an understanding of the terms “hazard”, “risk” and “control”.

#### Unit 302 Develop procedures to safely control work operations

**This unit is for** people who are 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 make sure 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 and checking whether they are effective in the workplace.

#### Unit 303 Monitor procedures to safely control work operations

**This unit is for** people with responsibility for checking and coordinating healthy and safe work operations. This person could, for example, be a union or non-union safety representative, a supervisor, a line manager or a team leader.

**This unit is about** making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

- Healthy and safe practices are being followed within work areas
- Appropriate action is undertaken to control workplace hazards

## **Unit 304 Promote a healthy and safe culture in the workplace**

**This unit is for** a person who has a responsibility for encouraging others to become aware of the importance of following health and safety instructions by promoting the benefits of doing so.

**This unit is about** undertaking the research and planning that is necessary to develop a positive health and safety culture and involving others through consultation, communication and presentations. It is also about encouraging a culture where changes, which may impact on health and safety instructions, are discussed and resolved with the people responsible for health and safety matters.

## **Unit 305 Investigate and evaluate health and safety incidents and complaints in the workplace**

**This is for** people who are responsible for investigating incidents and complaints involving health and safety in the workplace, evaluating them and making recommendations as a result of these investigations.

**This unit is about:**

- Investigating incidents and health and safety complaints and reporting on the findings of the investigation in line with statutory and organisational requirements
- Making recommendations for improving health and safety in the workplace

## **Unit 306 Conduct a health and safety risk assessment of a workplace**

**This unit is for** people carrying out risk assessments in the workplace. This could be an employer, line manager, supervisor, safety representative or employee.

**This unit is about** the competences needed to identify hazards in the workplace, to make recommendations to control the risk and to review the results.

## **Unit 307 Make sure your own actions within the workplace aim to protect the environment**

**This unit is for** everyone at work – (i.e. paid, unpaid, full time, part time). It is about maintaining good practice in day-to-day work activities by identifying the risks, minimising the risks and using resources responsibly.

**This unit is about** the responsibilities of everyone at work for minimising risks to the environment as a result of work activities. It describes the competences required to make sure that:

- Your own actions do not increase risks to the environment
- You do not ignore significant risks to the environment and
- You take sensible action to put things right, including reporting risks, and seeking advice

## **Unit 308 Review health and safety procedures in workplaces**

**This unit is for** a person required to review health and safety conditions in workplaces other than their own.

### **This unit is about:**

- Preparing to carry out a review of health and safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works).
- Carrying out a review to check if relevant mandatory health, safety and welfare requirements are being implemented. Reporting and recording the findings of such reviews in accordance with agreed procedures.

## **Unit 309 Supervise the health, safety and welfare of a learner in the workplace**

**This unit is for** anyone who has the responsibility for direct supervision of the health, safety and welfare of a learner in a work environment.

### **This unit is about:**

- Understanding your responsibilities as the supervisor in relation to the learner's health, safety and welfare
- Preparing for the learner in relation to health, safety and welfare before he/she begins in the workplace
- Ensuring that the learner understands his/her responsibilities and what is expected of him/her in relation to own health and safety and the health and safety of others
- Providing supervision to make sure that the learner follows safe work practices
- Supporting the learner in the workplace to make sure that risks to his/her health and safety are managed
- Ensuring that legal requirements for health and safety are met