Employer's Unit of Competence – **Organisational health, safety & environment (HSE) requirements**

Apprenticeships

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Overview

This unit gives guidance and advice to employers to develop the competencies required to comply with all relevant health, safety and environment (HSE) regulations in the workplace and when working in different locations. General HSE responsibilities are defined in the Health and Safety at Work Act. Accident avoidance, alongside consideration for others and the environment, is an important aspect of this apprenticeship.

The apprentice must be able to explain and demonstrate:

- Disaster recovery plan
- Fire evacuation procedure
- How to seek first aid
- Who to consult on HSE matters
- The globally harmonised system for classification of chemical pictograms and what they mean
- The main risks they have at the site they work on
- How to deal with any chemical spills on site and the safe disposal of hazardous waste
- The correct personal protective equipment (PPE) to wear
- How to find and conduct point of work risk assessments
- The reporting procedure if there is an HSE concern or an opportunity for improvement
- How personal actions can impact on others and the organisation
- Safe manual handling requirements
- PUWER – Provision and Use of Work Equipment Regulations
- Radiation awareness – ionising and non-ionising
- Legionella awareness
- Additional HSE requirements as appropriate, for example the safe use of lifting equipment, display screen equipment and ergonomics, asbestos awareness, noise awareness, working alone and in confined spaces, driving and explosives
- Employer's permit systems requirements.

Performance Criteria

The apprentice must be able to:

P1 Demonstrate knowledge and understanding of the principles of the Health & Safety at Work Act 1974 and its requirements for the employer and employee

P2 Demonstrate knowledge and understanding of the requirements of a range of other health & safety statutory legislation. Demonstrate where this legislation has an impact on the company

P3 Demonstrate competency in protecting themselves from health & safety hazards during the course of their work and to protect others who may be affected by their activities

P4 Demonstrate knowledge and understanding of how the company manages health & safety overall from a corporate level to a location-based level

P5 Demonstrate knowledge and understanding of the specific range of systems that the company employs to ensure health & safety standards are maintained.

Knowledge and Understanding

The apprentice needs to know and understand:

K1 How their actions impact on others (such as leaving trip hazards on the floor, not reporting damaged equipment or conducting tasks likely to harm others or the environment)

K2 How fires start and how their spread can be reduced. Special consideration should be made to any flammables in the workplace

K3 Emergency procedures used in the workplace, such as evacuations

K4 The importance of ensuring the correct PPE is worn, that it is fit for purpose and not damaged and that it is regularly inspected

K5 The hazards associated with the workplace and how these can be minimised

K6 The use, issue and cancellation of permit to work systems

K7 How to ensure that equipment used to carry out the various tasks is safe to use and fit for purpose, to include controls and quarantine processes

K8 The need to carry out the checks and to record the results using the appropriate documentation

K9 The extent of their own responsibility and to whom they should report if there are problems they cannot resolve

K10 The relevant HSE regulations that affect the organisation, such as The Health and Safety at Work Act, COSHH, PUWER, etc

K11 In accordance with a permit to work, how to ensure that the moving parts of machines are isolated and made safe

K12 How to identify the dangers in 'stored energy' and pressure systems

K13 How to report safety concerns and damaged equipment

K14 Fume extraction systems

K15 How to carry out point of work risk assessments (POWRA).

Scope/range related to performance criteria

The apprentice must be able to:

1. Carry out **all** of the following activities during the inspection process:

   - Be able to follow the risk assessment for the process
   - Be able to dispose of waste in a safe and environmentally considerate manner
   - Keep the workplace and exits free and clear of clutter
   - Show where to find the HSE information.

2. Demonstrate any **six** of the following, some of which may be mandatory in some industries:

   - Have undertaken a general HSE induction course
   - Have undertaken a course on 'Passport to Safety' for off-site working
   - Have undertaken an advanced driving course
   - Have undertaken a COSHH course
   - Have undertaken a fire awareness course
   - Have undertaken a manual handling course
   - Have undertaken a noise awareness course

- Have undertaken a legionella awareness course
- Have undertaken a PPE awareness course
- Have undertaken a respiratory protective equipment (RPE) awareness course
- Have undertaken a local exhaust ventilation awareness course
- Have undertaken an asbestos awareness course
- Have undertaken a PUWER awareness course
- Have undertaken a working at height course
- Have undertaken a working in confined spaces course
- Have undertaken a laser safety course
- Have undertaken a spill kit training course
- Have undertaken a control of contractors training course
- Have undertaken a risk assessors training course
- Have undertaken an electrical safety training course
- Have undertaken a lifting and slinging training course
- Have undertaken a machine guarding training course
- Have undertaken a radiation safety training course (for example Level 2 Radiography)
- Have become a Radiation Protection Safety Officer
- How they have implemented a change in HSE procedures
- Have undertaken an offshore survival course.

3. Demonstrate key behaviours:

- Wear PPE when required
- Observe good occupational and personal hygiene standards
- Use machines and equipment in a safe manner for the purpose they were intended
- Follow hazard checklists
- Manual handling
- Understand when and how to work on their own initiative and to report issues to management
- Be able to demonstrate that they have been HSE inducted
- Lead by example
- Ensure HSE records are kept in a training log file for the individual
- Explain what security arrangements are in place
- Actively participate in workplace conversations about HSE and the role of staff consultation on HSE matters and be willing to intervene
- Know how to evacuate the building and report to the fire assembly area
- Be able to identify all of the pictograms for the globally harmonised system for classification of chemicals and what they mean
- Safely accessing offshore structures.