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## Overview

This standard is about providing healthy, safe and secure working environments and practices. You ensure that the physical environment and working practices in your area of responsibility comply with your organisation's health and safety policy statement and that resources are secure. You consult your team and representatives on health and safety issues, ensuring that systems are in place to identify and assess hazards and risks. You also take action to control or eliminate hazards, using specialists or referring concerns to colleagues when they are outside your limits of authority. The standard also includes setting up systems to monitor, measure and report on health, safety, security and productivity within your work area. You demonstrate your commitment to health, safety, security and productivity by setting a good example to your team.

This standard is for all managers and leaders.

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## Performance criteria

*You must be able to:*

1. identify your personal responsibilities and liabilities under health and safety legislation
2. communicate your organisation's health and safety policy statement to employees in your area of responsibility and other colleagues
3. ensure the working environments and practices in your area of responsibility comply with your organisation's health and safety policy statement and are reviewed when required
4. check compliance with your organisation's health and safety policy statement following any significant changes to the environment, practices or legislation
5. consult employees in your area of responsibility or their representatives on health and safety issues, in line with organisational requirements
6. set up a system for identifying health and safety hazards in your area of responsibility
7. implement a risk assessment system in your area of responsibility
8. ensure that a system is in place for identifying and assessing risks to the security of resources in your area of responsibility
9. agree actions to eliminate or control identified hazards and manage identified risks
10. refer identified hazards and risks outside your level/area of authority to colleagues responsible for health and safety
11. ensure that the health and safety of employees and the security of resources and information are prime considerations when designing or reviewing working environments and practices
12. allocate sufficient resources across your area of responsibility to deal with health, safety and security issues
13. seek and make use of specialist expertise, where required
14. set up systems for monitoring, measuring and reporting of health, safety, security and productivity performance in your area of responsibility
15. demonstrate your personal commitment to health, safety, security and productivity through your actions
16. review the application of health and safety policy statement in your area of responsibility and make recommendations to inform future developments
17. follow the legal, organisational, codes of practice and policies relevant to providing healthy, safe, secure and productive working environments and practices

## Knowledge and understanding

*You need to know and understand:*

### **General knowledge and understanding**

1. the importance of health, safety and security in the workplace, your personal responsibilities and liabilities under health and safety legislation and how to keep up with legislative and other developments relating to health and safety
2. how to communicate the written health and safety policy statement to employees who work in your area of responsibility and other relevant parties
3. how to identify risks to the security of resources and information and actions you can take to mitigate these risks
4. how and when to consult with employees in your area of responsibility or their representatives on health, safety and security issues
5. the ways of developing a culture in your area of responsibility which puts health, safety and security first and the importance of setting a good example to employees
6. how to establish and use systems for identifying hazards and assessing risks, the actions that should be taken to control or eliminate them, and the type of resources required
7. how to establish systems for monitoring, measuring and reporting on health, safety and security performance in your area of responsibility
8. how and when to review the application of the written health and safety policy statement in your area of responsibility and produce/provide findings to inform future planning and decision-making

### **Industry and sector specific knowledge and understanding**

9. the industry and sector-specific legislation, regulations, guidelines

and codes of practice relating to health, safety and security

10. the legal, organisational, codes of practice and policies relevant to providing healthy, safe, secure and productive working environments and practices

### **Context specific knowledge and understanding**

11. the employees with an interest in health, safety and security in your area of responsibility

12. your organisation's written health and safety policy statement and how it is communicated to employees at your organisation and to other relevant parties

13. the sources of specialist expertise available to support you in managing health, safety and security

14. the operational plans for your area of responsibility and the resources allocated to and across your area of responsibility for health, safety and security

15. the allocated responsibilities for health, safety and security in your area and your organisation in general

16. the systems in place in your area of responsibility for identifying hazards, assessing risks, taking actions and who to refer to when identified hazards or risks are outside your level and area of authority

17. the systems in place for monitoring, measuring and reporting of health, safety and security performance in your area of responsibility

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## Skills

1. Communicating
2. Consulting
3. Decision-making
4. Information management
5. Involving employees
6. Leadership
7. Monitoring
8. Planning
9. Presenting information
10. Prioritising
11. Questioning
12. Reporting
13. Reviewing
14. Risk management
15. Thinking systematically

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<b>Developed by</b>	Skills CFA
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<b>Originating Organisation</b>	Instructus
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<b>Relevant Occupations</b>	Managers and Senior Officials
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<b>Suite</b>	Management and Leadership
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<b>Keywords</b>	Management & leadership; healthy; safe; productive; working environment; practices
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