



mylearnadfriend

Improving Safety Performance Globally

The Safe Supervisor

The Safe Supervisor

Who is the course intended to help.

The “Safe Supervisor” is designed for those with the responsibility for the supervision (direct or indirect) of others.

Aims:

The course aims to provide those with the **responsibility for the day-to- day supervision of others** with an understanding of their legal duties, the fiscal and moral case for effectively managing the health and safety arrangements within the company.

Content:

- The health and safety responsibilities of the company;
- The health and safety management system;
- Assessing risks;
- Controlling risks;
- Identifying hazards (covers a range of typical hazards);
- Investigating accidents;
- Measuring performance;
- Protecting the environment;

Intended Learning outcome:

On successful completion of the course, learners will be able to demonstrate their understanding of:

- employers and employees legal duties;
- the need for effective safety management system within the company;
- risk assessment and appropriate risk control measures;
- workplace hazards;
- the benefits of active and reactive monitoring for continued improvements in health and safety performance;
- reducing environmental impacts;

Accreditation and assessment;

- The course is accredited by OCN Credit4Learning;
- Following the study of all the course materials, learners will complete an online test;
- Online assessment through multiple choice questions;
- Test results are instant;
- Certification is online;
- Hard copy available upon request;
- Records retained by mylearnadfriend subject to your continued use;
- Up to three resits available.

Duration:

- Course material available on line 24/7 and much much more;
- Up to (12) weeks to complete the 24 hour (time managed) programme;
- Downloadable flashcards and much much more;
- Links to supporting sites (e.g HSE) throughout;
- Learner forums ongoing

Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment Criteria
<p>The learner should be able to</p>	<p>The learner can</p>
<ul style="list-style-type: none"> Show an understanding of how to prepare to receive workers into the workplace in accordance with legal requirements. 	<ul style="list-style-type: none"> Understand the need for a clearly defined job role or programme of work activities for workers Select the information required to assess workers ability and experience to be able to make an assessment of the suitability of the workplace and work activities Identify controls needed to ensure the health and safety of the worker in the workplace Identify the required personal protective equipment and clothing suitable for the work activity being proposed Understand the importance of briefing all other persons working with, or affecting, the worker in relation to the health, safety and welfare of the worker Understand the need to develop and record a plan for the effective supervision of the worker Understand why alternative supervision arrangements must be in place to cover during absences Know why work activities must be consistent with workers, their abilities, awareness and understanding in relation to good health and safety practices
<ul style="list-style-type: none"> Have an understanding of how to induct workers into the workplace in accordance with legal requirements. 	<ul style="list-style-type: none"> Understand the need to provide initial health, safety and welfare information and training to workers in line with legal requirements Recognise good practice for highlighting all the areas for special consideration to workers Understand the reasons for assessing workers knowledge of the safe working practices and the areas for special consideration prior to commencing work activities.
<ul style="list-style-type: none"> Understand how to Supervise workers in the workplace in accordance with legal requirements. 	<ul style="list-style-type: none"> Recognise the need to provide ongoing supervision, information, advice and support to workers in relation to safe working practices Understand the need to record changes in the tasks to be performed, organisational procedures, work areas or equipment Recognise the need to respond to the workers requests for information, advice and support within appropriate timescales while remaining sensitive to the workers needs Recognise the need to advise workers to correct inappropriate or unsafe behaviour

Learning Outcomes and Assessment Criteria

	<ul style="list-style-type: none"> • Recognise the need to brief other persons in the workplace on the level of experience, knowledge and understanding of workers in relation to health and safety practices and requirements • Understand why the worker must be observed in the workplace to ensure safe working practices and a safe set of behaviours have been adopted
<ul style="list-style-type: none"> • Have an understanding of how to monitor, review and evaluate health, safety and welfare of workers in the workplace in accordance with legal requirements. 	<ul style="list-style-type: none"> • Recognise the need to conduct formal meetings with workers to ensure their understanding of the health and safety requirements • Understand why workers understanding of, and compliance with, health and safety requirements are reviewed on a regular basis and recorded • Recognise the need to report in writing any concerns regarding the health and safety performance of workers to the responsible person(s) • Understand why all additional training needs of workers in relation to health, safety and welfare are identified, recorded and arranged • Recognise the need to both assess workers performance in relation to health and safety and provide the appropriate feedback to those concerned • Understand how to contribute to the reviews of the workers progress, and ensure that restrictions and prohibitions are updated and regularly recorded
<ul style="list-style-type: none"> • Identify hazards in the working environment to reduce the risks of harm to themselves, other people, the organisation and the environment. 	<ul style="list-style-type: none"> • Identify the person(s) responsible for health and safety in the working environment • Review workplace instructions are relevant to the work being carried out • Identify the hazards associated with working practices which could harm themselves, other persons, the organisation or the environment • Identify aspects of the working environment which could cause harm to themselves, others persons, the organisation or the environment

<ul style="list-style-type: none"> • Show an understanding of the different levels of risk and hazard that are present in the working environment. 	<ul style="list-style-type: none"> • Assess which of the hazards identified within the working environment present the highest risk to themselves, other persons, the organisation and the environment
<ul style="list-style-type: none"> • Take action to reduce the risks of harm to themselves, other people, the organisation and the environment. 	<ul style="list-style-type: none"> • Recognise and rectify only those health and safety risks that are within their capabilities and within the scope of their responsibilities • Demonstrate how to deal with hazards of a low risk nature in accordance with instructions • Recognise the need to pass on any suggestions for reducing risks to health and safety to the responsible person(s) • Demonstrate that their personal conduct in the working environment does not endanger the health and safety of themselves or other persons • Review the instructions for the safe use of equipment, materials and products • Report any differences between responsible persons instructions and suppliers or manufacturer's instructions as appropriate • Report those hazards which present the highest risk immediately to the person(s) responsible for health and safety in the working environment • Demonstrate working practices in accordance with work place instructions and legal requirements • Demonstrate how to follow environmentally friendly working practices • Demonstrate personal behaviour in the working environment that protects the health and safety of themselves and others, and is in accordance with instructions

Unit Specification Part 2 – Assessment Arrangements

Outline of Unit Content

This course is aimed at anyone who is responsible for supervising workers in a working environment.

It deals with the knowledge required to make sure that:

- Workers are inducted into the workplace; adequately supervised; and made aware of their responsibilities in relation to health and safety;
- Supervisors can identify significant risks in the workplace, and
- Take appropriate action to put things right, including: reporting, dealing with situations which pose a danger to themselves and others in the workplace and seeking advice where necessary.

The aim is for them to demonstrate knowledge of significant health and safety risks in a working environment and being able to identify and deal with them appropriately to ensure workers are not exposed to undue risk.

Learning Outcomes and Assessment Criteria

Outline of Proposed Learning Activities/Approach to Delivery

The programme is delivered on line and is available 24/7 from anywhere that has an internet connection. The e learning course will be provided through a Managed Learning Environment (MLE) and consists of interactive modules containing the underpinning knowledge for the programme and activities for learners to apply their knowledge and practice their skills. Learner progress can be tracked from commencement through to Certification

Outline of Resources/Bibliography (as appropriate)

Learners will be able to access the Safe Supervisor e learning course from www.mylearnadfriend.co.uk

Assessment Methods/Tasks	Assessment Evidence for each Learning Outcome
<p>Assessment will be through an online test using multiple choice questions.</p>	<p>Learners must achieve a 70% pass mark to gain a certificate of achievement. LO1- LO7</p> <p>Those failing to achieve the required pass mark will be given the opportunity to re-sit the test. Maximum tests to be taken will be three.</p>