

PSA4 Take accountability for health and safety on a production

Overview

This standard is for those who are accountable for health and safety in the workplace and hold a senior leadership role in production.

This industry standard is also about ensuring arrangements are in place for reporting and recording health and safety data to comply with legislation, policies, regulatory, organisational requirements, and industry guidelines.

You would also need to ensure that communication channels are in place to provide updates and promote health and safety.

Performance Criteria

What you must be able to do:

1. confirm that health and safety policies and arrangements are in place and comply with legal requirements for the type of work carried out
2. ensure that competent staff, contractors and freelancers are appointed, and that roles and responsibilities are identified
3. ensure there is an accident and incident reporting process and structure in place
4. confirm that emergency arrangements are in place
5. check and confirm that arrangements are in place for reporting and recording health and safety data to comply with legislation, policies, regulatory organisational requirements, and industry guidelines
6. ensure that training needs are identified and met
7. establish communication channels for health and safety in the workplace
8. review the effectiveness of health and safety policies in the workplace
9. monitor and review safety arrangements and performance
10. seek and implement specialist advice when required
11. promote an open and positive health and safety culture including, the sharing of concerns

Knowledge and understanding

What you need to know:

1. the principles of active leadership, the need for worker involvement, and the requirement for assessment and review
2. the benefits of good health and safety behaviour and the costs and impacts of poor health and safety behaviour
3. your responsibilities for health and safety in line with legislation, policies, regulatory and organisational requirements, and industry guidelines
4. the job roles and work areas of the people for whom you are responsible, including contractors and freelancers
5. how the Plan-Do-Check-Act (PDCA) process can be utilised to demonstrate good corporate safety governance
6. the incident reporting process and structure
7. the arrangements for reporting and recording health and safety data to comply with legislation, policies, regulatory and organisational requirements, and industry guidelines
8. how to identify training needs and the importance of meeting them
9. channels of communication for health and safety in the workplace
10. how to monitor and review policies, arrangements and performance
11. where to find specialist advice and information about changes to legislation
12. how to conduct an effective health and safety review