



## **Qualification Specification**

### **ProQual Level 1 Award in Introduction to Health and Safety in Oil & Gas Environments**

# Contents

	<b>Page</b>
Introduction	3
Qualification profile	3
Centre requirements	4
Support for candidates	4
Assessment	5
Internal quality assurance	5
Adjustments to assessment	5
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

## Introduction

The Level 1 Award in Introduction to Health and Safety in Oil & Gas Environments provides candidates with an understanding of health and safety when working in oil and gas environments.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Profile

Qualification title	<b>ProQual Level 1 Award in Introduction to Health and Safety in Oil &amp; Gas Environments</b>
Ofqual qualification number	603/7757/4
Level	1
Total Qualification Time	30 hours (30 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/8/2021
Qualification end date	

## Qualification Structure

Candidates must complete the 1 Mandatory unit

L/618/8079 Introduction to Health and Safety in Oil & Gas Environments

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

### **ProQual Level 1 Award in Introduction to Health and Safety in Oil & Gas Environments**

#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit L/618/8079

### Introduction to Health and Safety in Oil and Gas Environments

Learning Outcome - the learner will:	Assessment Criterion - the learner can:
1 Know the legal requirements associated with own sector and how to comply with them	1.1 Identify, with relevant examples, the differences between an act of parliament/government legislation, a regulation and an Approved Code of Practice (ACoP) 1.2 State three Health and Safety responsibilities of an employer under current legislations 1.3 State two Health and Safety responsibilities of an employee under current legislations 1.4 Give examples of an Approved Code of Practice and its relevance to compliance in the oil and gas industry 1.5 Describe the consequences of non-adherence to the requirements of health and safety legislations
2 Understand organisational information management and know how to report incidences and accidents	2.1 Describe with examples <ul style="list-style-type: none"> <li>• Internal sources of information</li> <li>• External sources of information</li> </ul> 2.2 Describe the effect of information and communication on organisational safety culture 2.3 List the types of information required by each of the following: <ol style="list-style-type: none"> <li>a. Senior management</li> <li>b. Colleagues</li> <li>c. Safety representatives</li> <li>d. Clients</li> </ol> 2.4 Describe the importance of site/field or project induction and the types of information commonly shared during a typical induction. 2.5 Describe the importance of the organisational requirements that all accidents and near-misses be reported 2.6 List the relevant legislation that covers the reporting accidents, incidences and occurrences in the oil and gas sector. 2.7 State incidents, injuries and/or occurrences that is required to be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
3 Understand own responsibility for welfare provisions	3.1 Describe own responsibility for the welfare provisions in the workplace under that Health and Safety at Work Act/Occupational Safety & Health Regulation and/or other relevant legislations 3.2 Describe the importance of personal hygiene on self and in the work environment 3.3 Describe the effect of poor hygiene on an individual, the colleagues and the organisation

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| 4 | Know how to assess and control risks   | 4.1 | Differentiate between <b>hazards</b> and <b>risks</b>  |
|   |  | 4.2 | List six of the most common hazards in the oil and gas environment   |
|   |  | 4.3 | Define <b>risk assessment</b> and state its importance in the workplace  |
|   |  | 4.4 | Describe what <b>dynamic risk assessment</b> is  |
|   |  | 4.5 | List and explain the elements of the Hierarchy of Control  |
| 5 | Know the importance of a safe system of work (SSOW) and a safe working environment           | 5.1 | Describe the <b>permit</b> or <b>permit to work</b> system and its uses  |
|   |  | 5.2 | Define <b>good housekeeping</b> and state its importance to a safe work environment  |
|   |  | 5.3 | State the importance of the correct and secure storage of substances and materials in the workplace  |
|   |  | 5.4 | Identify the OPITO guidelines in relation to safe lifting practices in the workplace, field or workshop.   |
|   |  | 5.5 | List five common lifting aids often used to reduce manual handling in the work place   |
|   |  | 5.6 | Describe own responsibility relating to the use of personal protective equipment (PPE) provided for use in the workplace under that Health and Safety at Work Act and/or other relevant legislations or occupational health & safety regulations |
|   |  | 5.7 | Identify the risks associated with the operation or use of access equipment and working platforms for work at height   |
| 6 | Understand own environmental responsibilities and organisational sustainability requirements | 6.1 | Describe own environmental responsibilities  |
|   |  | 6.2 | Describe how the negative impact of drilling and exploration activities on the environment can be prevented  |
|   |  | 6.3 | Describe the term <b>sustainability</b> and list ways the oil and gas industry may be more sustainable and greener   |
|   |  | 6.4 | State the importance of waste control procedures in on-shore and offshore facilities   |
|   |  | 6.5 | State actions recommended to be taken when a simple spillage had been identified   |
|   |  | 6.6 | Describe a major spill and its possible impact on the environment  |
|   |  | 6.7 | Describe the importance of procedures for the handling and disposal of Naturally Occurring radioactive materials (NORMs)   |
| 7 | Know fire safety principles and precautions in oil and gas                                   | 7.1 | Describe principles heat transfer and exchange of heat between materials and physical systems  |
|   |  | 7.2 | Using the fire triangle, describe the elements of fire and explain their relevance to fire safety and fire prevention  |
|   |  | 7.3 | Describe the importance of good housekeeping to fire safety in the workplace   |
|   |  | 7.4 | Describe the classification of your workplace under the Dangerous Substances and Explosive Atmospheres Regulations 2002's zonal system   |
|   |  | 7.5 | Describe the importance of staff familiarization with fire safety procedure or their work area   |

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|   | 7.6 | Describe the importance of fire safety in an oil and gas workplace   |
| 8 Know the importance of emergency procedures in the workplace  | 8.1 | List the top ten natural and/or man-made emergencies that could occur in an oil and gas installation   |
|   | 8.2 | State the importance of an emergency response plan to an oil and gas installation or facility  |
|   | 8.3 | Describe the importance of recognising evacuation routes and identifying specific people to lead or perform specific duties during an evacuation |
|   | 8.4 | State the advantages of a robust organisational first aid procedure  |
| 9 Know how to foster good working relationships, equality and how to offer support to colleagues with mental health issues. | 9.1 | Describe the attributes required to be possessed by workers within an organisation to foster cooperation and good working relationships          |
|   | 9.2 | Explain <b>equality and diversity</b> and state its importance to an organisation  |
|   | 9.3 | Describe the possible effect of drug abuse or misuse on individuals and on an organisation in general  |
|   | 9.4 | State some of the contributing factors to mental illness crisis and increase in mental illness risk factors within the workplace.                |
|   | 9.5 | Describe supports that could be given to colleagues suffering a mental illness crisis in the workplace   |

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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