

<b>Unit Title:</b>	<b>Promote a culture of health and safety in the workplace</b>
OCR unit number	4
Unit accreditation number	F/601/6633
Level:	3
Credit value:	4
Guided learning hours:	18
Unit expiry date:	31/12/2013

## Unit purpose and aim

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This unit is for a person who has a responsibility for encouraging others to become aware of the importance of following health and safety instructions by promoting the benefits of doing so.

This unit is about undertaking the research and planning that is necessary to develop a positive culture of health and safety in the workplace and involving others through consultation, communication and presentations. It is also about encouraging a culture where changes, which may impact on health and safety instructions, are discussed and resolved with the people responsible for health and safety matters.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 be able to develop plans to promote a health and safety culture in the workplace.</p>	<p><b>The Learner can:</b></p> <p>1.1 identify where any improvements and changes may be necessary.</p> <p>1.2 identify how information on health and safety instructions and regulations are currently communicated.</p> <p>1.3 identify current level of workforce understanding and support for health and safety instructions and procedures.</p> <p>1.4 develop a plan based on the findings, to include performance measures, review dates and resources.</p> <p>1.5 plan opportunities for promoting the advantages and legal necessity of</p>	<p>Learners could identify where improvements are necessary using information from workplace reviews, risk assessments, incident reports memos, meetings.</p> <p>Methods of communicating could be notice boards, training, new staff inductions, health and safety inspections, tool box talks.</p> <p>Level of understanding could come from training records, qualifications, appraisals, observation of activities, questioning, accident records.</p> <p>The plan may be written or verbal and contain long and short term objectives.</p>

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	<p>following health and safety procedures.</p>	<p>Performance measures could be reviews, year on year comparisons, data on lost time accidents. Resources could include time, facilities, finance.</p> <p>Opportunities could come from recent accidents or incidents, local or national initiatives, training opportunities, risk assessments, new working practices, health and safety committees or workplace inspections.</p>
<p>2 implement the plan to promote a health and safety culture in the workplace.</p>	<p>2.1 present the plan to the responsible people for the workplace to gain their support.</p> <p>2.2 identify those in the workplace who will require information and advice about the plan to promote a health and safety culture in the workplace.</p> <p>2.3 ensure that relevant information and advice is provided in a timely way and provide opportunities for encouraging ideas on good practice.</p> <p>2.4 measure the effectiveness of the plan against past and present performance.</p>	<p>Presentation could be written or verbal and include images, data and statistics. Responsible people could be line managers, senior management, health and safety representatives, colleagues, other health and safety specialists.</p> <p>Identification could come from job descriptions, own organisation's reporting structure, minutes of meetings.</p> <p>Information may need to meet specific deadlines. Opportunities may include meetings, suggestion schemes, interviewing relevant people, other consultations that could encourage good practice.</p> <p>Measures could be health and safety reviews, collection of data, past and present performance. Attendance or absence records.</p>
<p>3 be able to monitor and review plan to promote health and safety culture in the workplace.</p>	<p>3.1 research and be aware of the legal and moral responsibilities implied.</p> <p>3.2 instigate performance measures to monitor the effectiveness of the plan and review opportunities</p>	<p>Legal responsibilities could relate to working practices, environmental issues, others who may be affected, use of plant, machinery, equipment or substances.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	for further improvements.	Measures could relate to lost time accidents, health and safety reviews, analysis of data, past and present performance. Attendance or absence records. Review opportunities may include appraisals, meetings, suggestion schemes, other consultations.
4 know reasons for promoting a health and safety culture in the workplace.	<p>4.1 explain employers, employees and moral and legal responsibilities for health and safety.</p> <p>4.2 explain own legal responsibilities for health and safety in their job role.</p> <p>4.3 explain how to interpret workplace health and safety data.</p> <p>4.4 explain how to assess the level of understanding of workplace health and safety data.</p> <p>4.5 identify the information needs of those affected by the plan, to include:</p> <ul style="list-style-type: none"> <li>• sources of information on health and safety</li> <li>• the importance of keeping people informed and discussing their involvement</li> <li>• the communication and consultation requirements in the workplace.</li> </ul> <p>4.6 explain the awareness of:</p> <ul style="list-style-type: none"> <li>• workplace hazards that exist and the importance of remaining aware of them</li> <li>• the importance of dealing with or promptly reporting risks</li> <li>• the particular health and safety risks present in own job role and roles of others</li> <li>• limitations within own</li> </ul>	<p>Responsibilities could relate to HASAW Act, Management of Health and Safety Regulations, other legislation specific to own organisation.</p> <p>Could relate to job description, own duties under various acts, own level of authority and autonomy, reporting procedures.</p> <p>Interpretation could include use of charts, graphs, numerical or other comparisons. Data could include lost time accidents, health and safety review findings, past and present performance, attendance/absence records.</p> <p>Sources of information could be own organisation's data, industry specific data, current legislation. Importance could relate to legal requirements and moral obligations. Communication could include meetings, posters, notice boards.</p> <p>Hazards could relate to task, machinery, plant, equipment, substances, environment, other people's activities. Reporting systems could be written, verbal, may include incident reports, near miss reports. Risks could also arise from occupational hazards (noise, dust, confined spaces).</p>

Learning Outcomes	Assessment Criteria	Exemplification
	job role.	Limitations could relate to own level of authority and autonomy, lack of knowledge, experience or understanding.

## Assessment

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Candidates must be assessed over a reasonable period of time using a variety of assessment methods. Observation of real work activities should be a prime source of evidence. It is unlikely that only one observation will be sufficient to infer competence. Examination of work produced by the learner could also provide suitable evidence to infer competence.

Simulation is not allowed.

## Evidence requirements

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Further evidence may include:

- Questioning of the learner
- Completed health and safety documentation
- Witness testimony from line manager or colleague
- Completed risk assessments
- Completed workplace inspection reports
- Completed investigation reports
- Records of training arranged or delivered for others
- Minutes of meetings
- Professional discussion
- Communications to and from regulatory authorities
- Communications to and from health and safety specialists or professionals
- Policies and procedures developed by the learner
- Personal statements
- Case histories
- Projects and assignments

This is an illustration of potential evidence; not a definitive list.

## Guidance on assessment and evidence requirements

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Learners should have a reasonable degree of authority and autonomy and may be responsible for others. They should have access to higher levels of management and may be in a position to influence others.

The learner will probably have defined responsibilities for health and safety in their job role. They will also need the opportunity to research workplace instructions and legislation to enable them to identify anything harmful in the workplace including those not normally visible.

You should refer to the '*Admin Guide: Vocational Qualifications*' (A850) for '*Notes on Preventing Computer-Assisted Malpractice*'.

## National Occupational Standards (NOS) mapping/signposting

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NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Health and Safety – Stand Alone Units	HSS4	Promote a healthy and safe culture in the workplace

## Resources

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There are no special requirements, however, learners will need access to a computer system capable of running spreadsheet software, word processing and business presentation software packages and internet access.

Learners will also require access to their own organisation's records and reports such as Health and Safety and training records.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)