

<b>Unit Title:</b>	<b>Promote a positive health and safety culture</b>
OCR unit number	1
Unit accreditation number	J/602/2210
Level:	5
Credit value:	5
Guided learning hours:	22
Unit expiry date:	31/12/2013

## Unit purpose and aim

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This unit is for people with a role which involves:

- advocating, developing and communicating a positive health and safety culture for the organisation
- working with key stakeholders in implementing a positive health and safety culture
- maintaining a positive health and safety culture in the organisation by encouraging directors, senior, line, functional and technical managers and employee representatives to lead by example on health and safety matters.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 be able to advocate commitment to a positive health and safety culture in the organisation.</p>	<p><b>The Learner can:</b></p> <p>1.1 provide sufficient and clear information to people in the organisation about the benefits of a positive health and safety culture.</p> <p>1.2 obtain the support of those in the organisation who can promote a positive health and safety culture; tailoring own approach to meet the needs of:</p> <ul style="list-style-type: none"> <li>• directors</li> <li>• managers</li> <li>• employee representatives.</li> </ul> <p>1.3 use opportunities to communicate information about a positive health and safety culture.</p> <p>1.4 create new opportunities to communicate information about a positive health and</p>	<p>Benefits could relate to company image, production, cost saving, staff turnover, profits.</p> <p>Those who support could include line managers, senior management, health and safety specialists, safety committees, HR department, trade union representatives.</p> <p>Approaches could be discussions, presentations, statistical, consultations.</p> <p>Opportunities could include meetings, newsletters or in-house publications, health and safety awards or other recognition, poster campaigns, training, intranet.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>safety culture.</p> <p>1.5 investigate ways to overcome barriers to change.</p>	<p>Barriers could be language, apathy, lack of resources, lack of funding. Could also be geographic or time barriers.</p>
<p>2 be able to develop links with appropriate people and groups on Health and Safety matters.</p>	<p>2.1 identify the appropriate people and groups with whom to develop links on health and safety matters:</p> <ul style="list-style-type: none"> <li>• within the organisation</li> <li>• external to the organisation.</li> </ul> <p>2.2 provide support and assistance to the appropriate people and groups identified in 2.1.</p> <p>2.3 use appropriate opportunities to develop additional links with people and groups.</p> <p>2.4 plan implementation of opportunities to develop additional links with people and groups.</p>	<p>Appropriate people include line managers, senior management, health and safety specialists, safety committees, HR department, trade union representatives, professional bodies (eg Chambers of Commerce), regulatory authorities, emergency services.</p> <p>Support could be finance, time facilities, manpower.</p> <p>Additional links could be through associations, associates, online communication channels.</p> <p>Plans could have long term or short term objectives. Planning tools could include electronic diaries, gannt charts, CPD activities.</p>
<p>3 understand the importance of promoting a positive health and safety culture within the organisation.</p>	<p>3.1 describe the nature and role of a positive health and safety culture within the organisation.</p> <p>3.2 describe the existing health and safety culture within the organisation.</p> <p>3.3 identify how the organisation's communication system can be utilised to promote the benefits of a positive health and safety culture.</p> <p>3.4 identify the people and groups who may be affected by the health and safety process.</p> <p>3.5 explain how to engage different individuals and groups in the health and</p>	<p>Could involve awareness campaigns, awards and recognition, target setting, short and long term targets and objectives. Systems could be utilised for information, updates, recognition of achievement, safety initiatives and campaigns. Those affected could include workforce, management, visitors, contractors, general public, emergency services. Individual and groups could be engaged through organisational procedures, visitor health and safety inductions, local and national media, meetings, planned visits and site tours.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>safety process.</p> <p>3.6 explain external factors influencing a positive health and safety culture, to include sources of expertise and advice on health and safety matters that are available to inform the planning and decision making process for the organisation.</p>	<p>External factors could include changes to UK and EU legislation, changes of local or national government, accidents, near misses and incidents, industry best practice, advice and guidance from regulatory authorities or health and safety professionals.</p>

## Assessment

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Learners must be assessed over a reasonable period of time using a variety of assessment methods. Observation of real work activities may be a good source of evidence. It is unlikely that only one observation will be sufficient to infer competence. At this level, products of real work completed by the learner will probably be the prime source of evidence.

The scope of knowledge and understanding should relate to the learner's workplace.

Simulation is not allowed in any part of this qualification.

## Evidence requirements

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Further evidence may include:

- Questioning of the learner
- Completed health and safety documentation
- Witness testimonies from senior managers, technical experts or colleagues
- Health and Safety procedures developed by the learner
- Activities in, and contributions to, professional bodies and organisations
- Safe systems of work/method statements developed by the learner
- 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

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

## Guidance on assessment and evidence requirements

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The learner should have an autonomous role in their organisation for managing health and safety policy and practice. They should report directly to the senior management team and have direct access to the responsible/accountable person. They should be in a position to influence others

inside and outside of their own organisation. They should be responsible for developing and implementing policies and procedures to ensure the organisation is compliant with all current legislation in a workplace with complex risks.

They will need a full understanding of the Health and Safety at Work Act 74 and other underpinning legislation. They will need the ability to communicate effectively using a variety of communication methods with people at all levels in and outside the organisation to bring about attitudinal changes that will contribute to a positive health and safety culture.

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 & Safety – Practitioners Units (ENTO)	HSP2	Promote a positive health and safety culture

## 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 policies, procedures and 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)