

**Unit Title: Maintain knowledge of improvements to influence health and safety practice**

OCR unit number 10  
 Unit accreditation number M/602/2248  
 Level: 5  
 Credit value: 8  
 Guided learning hours: 46  
 Unit expiry date: 31/12/2013

**Unit purpose and aim**

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This unit is for people with a role which involves:

- reading and responding to health and safety literature in print and electronic form
- influencing professional colleagues and others on health and safety matters.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 be able to identify new developments in health and safety.</p>	<p><b>The Learner can:</b></p> <p>1.1 identify sources of information and advice on the latest developments in health and safety.</p> <p>1.2 evaluate the impact on the organisation of developments in health and safety legislation, policies and practices.</p> <p>1.3 advocate the adoption in the organisation of new developments in health and safety matters.</p> <p>1.4 contribute to professional technical groups to enhance the development of health and safety.</p> <p>1.5 maintain own continuous professional development.</p>	<p>Sources could include internet, HSE guidance notes (e.g. HSE 65, HSE55), membership of professional bodies, meetings and consultation.</p> <p>Impacts may involve review of policies and procedures, changes in practice, further training and supervision, use/replacement of materials, substances, plant or equipment, increased costs, manpower.</p> <p>Advocating could involve legal requirements, benefits of new developments, fewer lost time accidents, company image, expectations of customers, penalties for non-compliance.</p> <p>Contribution and professional development could be through research, membership of</p>

Learning Outcomes	Assessment Criteria	Exemplification
		review bodies, presentations, consultations, contributions to journals, newsletters, professional publications, professional body meetings.
2 be able to influence colleagues on health and safety matters.	<p>2.1 identify opportunities to participate in professional discussions and reviews on best practice in health and safety matters.</p> <p>2.2 contribute to groups and committees engaged in developing health and safety practice.</p> <p>2.3 influence the policies and practices of professional organisations and groups on health and safety matters.</p> <p>2.4 compare health and safety best practice with colleagues through meetings, publications, conferences and other methods.</p> <p>2.5 influence colleagues and others on health and safety matters.</p> <p>2.6 advocate to colleagues the adoption of industry best practice.</p>	<p>Identification could involve articles in professional journals, attendance at professional body events, internet, networking.</p> <p>Groups could be in-house or external, contributions could be face-to-face or electronic, practice could relate to people, process, plant and equipment or environment.</p> <p>Methods of influence could involve presentations, case histories, analysis or data, results of research.</p> <p>Comparisons could relate to safe working methods, own organisation's health and safety to similar organisations, environmental issues, methods of communicating health and safety, comparing own organisation's health and safety to industry norms.</p> <p>Advocating could involve safe working methods, industrial norms, benefits of new developments, lost time accidents, company image, industry image, requirements/expectations of industrial bodies and organisations.</p>
3 know how to maintain knowledge of improvements in health and safety practice.	<p>3.1 explain the nature and role of improvements in health and safety practice within the organisation and how they can impact on the business.</p> <p>3.2 describe print-based and electronic sources of</p>	<p>Could include reduction/elimination of accidents, safety of workforce, plant and premises, health and safety culture, early warning methods. Impacts may involve safer working, more production, review of policies and procedures, changes in</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>information and advice on health and safety matters.</p> <p>3.3 explain principles of:</p> <ul style="list-style-type: none"> <li>• effective written and verbal communication</li> <li>• electronic means of communication.</li> </ul> <p>3.4 explain external factors influencing improvements in health and safety practice:</p> <ul style="list-style-type: none"> <li>• professional, non-professional and technical groups</li> <li>• professional organisations.</li> </ul>	<p>practice, further training and supervision, use/replacement of materials, substances, plant or equipment, increased costs, manpower.</p> <p>Sources could include HSE guidance notes and/or publications, government white and green papers and consultation documents, articles in professional journals, online discussion groups.</p> <p>Principles could include construction of written communication (headings, paragraph and sentence construction, bullet points, glossary, resume), presentation skills, body language, use of jargon and terminology, questioning skills, feedback, speed of communication, numbers and locations of message receivers, use of colour, graphs, charts.</p> <p>External factors could include UK and EU legislation, requirements/expectations of professional bodies, regulatory authorities, end users and others who may be affected, location, access to technical and/or professional groups.</p>

## Assessment

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)	HSP13	Influence and keep pace with improvements in health and safety practice

## 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)