Unit Title:	**Develop and implement proactive monitoring systems for health and safety**	
OCR unit number	6	
Unit accreditation number	L/602/2239	
Level:	5	
Credit value:	10	
Guided learning hours:	47	
Unit expiry date:	31/12/2013	

Unit purpose and aim

This unit is for people who will develop and implement health and safety proactive performance monitoring systems and review and respond to health and safety proactive performance monitoring outcomes.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	
1 be able to devise inspection and monitoring systems for health and safety proactive performance monitoring.	1.1 develop workplace inspection and monitoring systems and procedures to include: • methodology • frequency • compliance with health and safety regulations • organisational requirements.	Systems could include observations, consultations, inspections, may be monthly, annually, group by group, department by department, whole company meeting. Management of Health and Safety Regulations and other legislation specific to own organisation (food, petrochemicals, offshore).
	1.2 assess the competence needs of the people who will carry out the inspection and monitoring in the organisation.	Competencies may include specialist skills, experience, qualifications, familiarity with workplace, process.
	1.3 plan in conjunction with others the implementation of appropriate inspection and monitoring systems in the organisation.	Plan may include roles and responsibilities, inspection methods, frequency, timing, recording and reporting, reviews.
	1.4 identify any relevant monitoring equipment that may be required.	
	1.5 review health and safety statutory records and	Equipment could include noise meters, individual noise badge, air quality measuring (dust,

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	records initiated by the organisation for proactive performance monitoring.	vapour, whole area, individual), water purity testing.
	1.6 analyse all internal documentation and records to ensure proactive monitoring is appropriately managed. 1.7 involve managers, employee representatives and employees in health and safety proactive monitoring systems and procedures. 1.8 maintain appropriate records of health and safety proactive monitoring systems and outcomes.	Reviews and records could relate to dates, suitability, conformity, and could include COSHH data, safe systems of work, health and safety records, individual health monitoring records, roles and responsibilities, inspection plans, records, minutes involving line managers, senior managers, health and safety committees, trade union representatives.
2 be able to keep stakeholders informed of health and safety proactive performance monitoring outcomes.	2.1 inform directors, senior, line, functional and technical managers, employee representatives and employees of the outcomes of health and safety proactive performance monitoring of the organisation. 2.2 prepare reports of the outcomes of health and safety proactive performance monitoring of the organisation. 2.3 interpret to non-specialist audience the outcomes of health and safety proactive performance monitoring of the organisation. 2.4 propose recommendations based on the outcomes of health and safety proactive performance monitoring of the organisation. 2.5 respond to the requirements of the regulatory authorities in respect of the outcomes of health and safety proactive performance monitoring of the organisation.	Could be informed by meetings, reports, memos, emails, notice boards, newsletters and could include text, instructions, images, graphs, charts, data, statistics. Outcomes could include identification of accident blackspots, changes to procedures, revised risk assessments, training needs, recognition of achievement (e.g. accident free days), benefits of good health and safety. Proposals could be straightforward or complex, long or short term and include new/replacement plant and equipment, increased maintenance, further training, new procedures. Responses may be in relation to new legislation, identified weaknesses in health and safety, advice, guidance and/or recommendations from regulatory authorities.
3 understand how to develop	3.1 describe the nature and	Reduction/elimination of

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and implement proactive monitoring systems for health and safety.	role of active health and safety monitoring systems within the organisation. 3.2 present the rationale for proactive monitoring systems for health and safety. 3.3 describe the whole range of monitoring equipment. 3.4 explain sampling routines. 3.5 explain the procedure for workplace inspections and activity observations. 3.6 explain the principles of effective written and verbal communication. 3.7 explain how to respond to the health and safety needs of others. 3.8 describe external factors influencing active health and safety monitoring systems: • health and safety statutory requirements and industry best practice for proactive monitoring systems and documentation. • quality management requirements for documentation.	accidents, safety of workforce, plant and premises, health and safety culture, early warning routine. Rationale could include health and safety awareness, health and safety culture, early recognition of potential hazards and risks, less lost time accidents, more productivity. Equipment for air, noise, water, eye strain, etc. Procedures could include planned or ad-hoc inspections, inspection teams, personnel interviews, questioning, feedback, recording and reporting systems. Responses could include monitoring (e.g. eye tests, hearing tests, x-rays), training, advice and guidance, changing work methods. External factors could include UK and EU legislation, requirements/expectations of professional bodies, customers and others who may be affected, materials used in production process, location, access to emergency services.

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

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

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

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Health & Safety – Practitioners Units (ENTO)	HSP7	Develop and implement proactive monitoring systems for health and safety

Resources

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

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