

<b>Unit Title:</b>	<b>Develop and implement effective communication systems for health and safety information</b>
OCR unit number	3
Unit accreditation number	J/602/2224
Level:	4
Credit value:	8
Guided learning hours:	35
Unit expiry date:	31/12/2013

## Unit purpose and aim

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This unit is for people with a role which involves:

- evaluating Health and Safety information external to their organisation
- communicating relevant health and safety information through an effective system within the organisation
- making sure that relevant health and safety information from their organisation is communicated to statutory and local authorities, relevant groups and individuals.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 be able to evaluate health and safety information.</p>	<p><b>The Learner can:</b></p> <p>1.1 research proposed and new health and safety legislation, codes of practice, standards, health and safety risk assessment and control procedures and practices, technical developments and best practice in order to:</p> <ul style="list-style-type: none"> <li>• develop as appropriate to the organisation</li> <li>• implement as appropriate in the organisation.</li> </ul> <p>1.2 evaluate health and safety information for the organisation:</p> <ul style="list-style-type: none"> <li>• coming into the organisation</li> <li>• flowing within the organisation</li> </ul>	<p>Research and evaluation could be through HSE websites, professional bodies, CPD, publications, health and safety professionals.</p> <p>Within the organisation could be meetings, training, notice boards, consultation, health and safety committees.</p> <p>Going out of the organisation could be to customers, regulatory bodies, local media, others affected by organisation's activities.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<ul style="list-style-type: none"> <li>• going out of the organisation.</li> </ul>	
<p>2 be able to produce communication systems for health and safety information into the organisation.</p>	<p>2.1 develop appropriate systems for communicating health and safety information relating to input materials, goods, equipment, services and resources bought in by the organisation covering:</p> <ul style="list-style-type: none"> <li>• proactive monitoring</li> <li>• health and safety performance initiatives</li> <li>• health and safety promotion activities</li> <li>• reactive monitoring.</li> </ul> <p>2.2 communicate health and safety information to the organisation using a range of methods.</p> <p>2.3 communicate health and safety information externally to the organisation.</p> <p>2.4 maintain records of all health and safety information relating to input materials, goods, equipment, services and resources bought in by the organisation.</p> <p>2.5 manage the communication systems for the health and safety activities of the organisation.</p> <p>2.6 confirm that the health and safety culture and policy are kept in the forefront of the activities of the organisation.</p>	<p>Communication systems could include meetings, consultation, intranet, newsletters, notice boards, bulletins, images, graphs, charts, inspections, monitoring groups, individuals or activities, professional bodies, magazine or press articles.</p> <p>Records could be held and maintained electronically or be paper based. Could include inspection reports, risk assessments, audit results, incident reports.</p>
<p>3 be able to control the effectiveness of the communication systems for health and safety information going out of the organisation.</p>	<p>3.1 confirm that the statutory reporting of the health and safety information required from the organisation to the regulatory and local authorities is carried out.</p> <p>3.2 confirm that the health and safety information of the organisation is communicated, where appropriate, to trade</p>	<p>Can be incident, loss reports, RIDDOR, maintenance records, inspection records, training records and other information required by statutory bodies.</p> <p>Communication systems could be electronic and/or include meetings, consultation,</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>associations, voluntary bodies, interested parties and individuals.</p> <p>3.3 make sure that the health and safety information of the organisation for products, services and waste is communicated to the stakeholders.</p> <p>3.4 make sure that the relevant health and safety standards and procedures of own organisation are provided to contractors.</p>	<p>newsletters, bulletins, images, graphs, charts, inspections, professional body meetings, magazine or press articles.</p> <p>Contractors, visitors, emergency services, local authorities, customers and end users.</p> <p>Relevant procedures could include inductions, use of PPE, prohibited areas, evacuation procedures, waste disposal, identification.</p>
<p>4 know how to develop and implement effective communication systems for health and safety information.</p>	<p>4.1 explain how to develop and implement effective communication systems for health and safety information.</p> <p>4.2 explain the principles and concepts of:</p> <ul style="list-style-type: none"> <li>• written and verbal communication</li> <li>• electronic information, retrieval, storage and communication systems.</li> </ul> <p>4.3 describe the external factors influencing communication systems for health and safety information, to include:</p> <ul style="list-style-type: none"> <li>• health and safety risk assessment, control procedures and practices, technical developments and best practice</li> <li>• proposed and new health and safety legislation, codes of practice and standards</li> <li>• health and safety promotional activities relevant to the needs of an organisation</li> <li>• health and safety statutory reporting requirements for an organisation</li> <li>• health and safety statutory information</li> </ul>	<p>Systems may be internal and/or external, electronic or face to face. Where to use written communication, use of body language, tone and pitch of voice, use of jargon, menu led information systems, intranets, etc.</p> <p>Access to relevant people, availability of relevant people, language barriers, distance, compatibility of electronic systems, complexity of issues, access to information, availability of information, legal requirements, reporting systems and requirements, deadlines, etc.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	requirements for the products, services and waste of an organisation <ul style="list-style-type: none"> <li>• health and safety standards and procedures of an organisation that are relevant to the contractors used by the organisation.</li> </ul>	

## 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)	HSP4	Develop and implement effective communication systems for health and safety information

## Resources

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There are no special requirements, however, 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)