

# PROHSP4 SQA Unit Code H8WD 04

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



---

### Overview

This standard is for people with a role which involves:

- 1 evaluating health and safety information external to your organisation;
- 2 communicating to your organisation relevant health and safety information;
- 3 making sure that there are effective health and safety communication systems within your organisation;
- 4 making sure that relevant health and safety information from within your organisation is communicated to statutory authorities, local authorities and relevant groups and individuals

# PROHSP4 SQA Unit Code H8WD 04

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

### Performance criteria

#### Develop and implement communication systems for health and safety information in your organisation

*You must be able to:*

- P1 identify and evaluate existing and proposed health and safety legislation, codes of practice, and standards of relevance to your organisation
- P2 evaluate developments in health and safety risk assessment and control procedures and practices, technical developments and best practice
- P3 ensure communication systems are in place to develop and implement any new or proposed health and safety legislation, codes of practice, standards, health and safety risk assessment and control procedures and practices, technical developments and best practice
- P4 keep a record of all relevant health and safety information relating to organisational and regulatory procedures
- P5 develop and implement appropriate communication systems for relevant health and safety information relating to input materials, goods, equipment, services and resources bought in by your organisation

#### Develop and implement communication systems for health and safety information within your organisation

*You must be able to:*

- P6 make sure that the health and safety culture and policy are kept in the forefront of the activities of your organisation
- P7 develop and implement communication systems for health and safety information out of your organisation to statutory bodies and other interested parties
- P8 make sure that the relevant health and safety information of your organisation for products, services and waste is given to the relevant recipients
- P9 make sure that the relevant health and safety standards and procedures of your organisation are provided to contractors
- P10 set up procedures to review communication systems

# PROHSP4 SQA Unit Code H8WD 04

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

---

### Knowledge and understanding

#### Principles and concepts

*You need to know and understand:*

- K1 the principles for effective communication
- K2 the barriers to effective communication
- K3 the formal and informal communications systems within an organisation
- K4 the different ways people can communicate
- K5 effective written and verbal communication

*You need to know and understand:*

#### External factors influencing effective communication systems for health and safety information

- K6 health and safety risk assessment, control procedures and practices, technical developments and best practice
- K7 proposed and new health and safety legislation, codes of practice and standards
- K8 health and safety promotional activities relevant to the needs of an organisation
- K9 health and safety statutory reporting requirements for an organisation
- K10 health and safety statutory information requirements for the products, services and waste of an organisation
- K11 the health and safety standards and procedures of an organisation that are relevant to the contractors used by the organisation

## PROHSP4 SQA Unit Code H8WD 04

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

---

#### Additional Information

#### Glossary

**Control(s):** the means by which the risks identified are eliminated or reduced to acceptable levels.

**Hazard:** a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

**Notice:** includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

**Personal presentation:** this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

**Procedures:** a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

- 1 the use of safe working methods and equipment
- 2 the safe use of hazardous substances
- 3 smoking, eating, drinking and drugs
- 4 what to do in the event of an emergency
- 5 personal presentation

**Risk:** a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

- 1 the likelihood of that harm occurring;
- 2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- 3 the population which might be affected by the hazard, i.e. the number of people who might be exposed.

**Stakeholders:** is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community

## PROHSP4 SQA Unit Code H8WD 04

Develop and implement effective communication systems for health and safety information

---

<b>Developed by</b>	Proskills UK
<b>Version number</b>	2
<b>Date approved</b>	July 2011
<b>Indicative review date</b>	April 2016
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Proskills
<b>Original URN</b>	HSP4
<b>Relevant occupations</b>	3567 Occupational hygienists and safety officers (health and safety)
<b>Suite</b>	Health and Safety
<b>Key words</b>	Health, Safety, Actions, Reduce, Significant, Risks