

PROHSP5 SQA Unit Code H8WE 04

Develop and maintain individual and organisational competence in health and safety matters



Overview

This standard is for people with a role which involves:

- 1 assessing the health and safety competence needs of your organisation;
- 2 assessing the health and safety competence needs of individuals in your organisation; and
- 3 making sure that the identified health and safety competence needs of your organisation are addressed

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Performance criteria

Conduct health and safety competence needs analysis

You must be able to:

- P1 analyse the functions, activities, tasks and job roles of your organisation
- P2 carry out an analysis of occupational safety and/or health competence requirements in your organisation

Identify and meet health and safety training needs

You must be able to:

- P3 describe existing health and safety competencies in your organisation in terms of skills, knowledge and understanding
- P4 identify, design or source training to meet health and safety competence needs within your organisation and within agreed constraints
- P5 monitor the effectiveness of training to make sure that the identified needs have been met
- P6 communicate findings with the company training function and other key personnel as relevant

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Knowledge and understanding

The nature and role of individual and organisational competence in health and safety matters within the organisation

You need to know and understand:

- K1 the structure of the organisation with respect to functions, activities, tasks and jobs
- K2 the principles of competence, activity and task analysis
- K3 health and safety competency training needs analysis
- K4 the relationships between competencies, skills and qualifications

You need to know and understand:

Principles and concepts

- K5 principles of systematic training
- K6 different learning styles
- K7 training design and delivery
- K8 the advantages and disadvantages of different methods of presentation
- K9 training evaluation and validation
- K10 preparing, delivering and marking tests and assignments
- K11 effective written and verbal communication

You need to know and understand:

External factors influencing individual and organisational competence in health and safety

- K12 health and safety statutory requirements and industry best practice
- K13 the quality management requirements for documentation

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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

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