

# PROHSP7 SQA Unit Code H8WG 04

Develop, implement and review proactive monitoring systems for health and safety



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## Overview

This standard is for people with a role which involves:

- 1 developing and implementing health and safety proactive performance monitoring systems; and
- 2 reviewing and responding to health and safety proactive performance monitoring outcomes

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### Performance criteria

#### Develop and implement inspection and monitoring systems for health and safety proactive performance monitoring:

*You must be able to:*

- P1 specify the nature and frequency of workplace inspection and monitoring systems and procedures
- P2 identify and ensure the competence of the people who will carry out the inspection and monitoring in your organisation
- P3 assist in the implementation of appropriate systematic inspections and monitoring systems in your organisation, which may include environmental monitoring and health surveillance
- P4 use appropriate monitoring equipment
- P5 ensure that health and safety plans have been implemented
- P6 review all relevant records required by your organisation for proactive monitoring
- P7 ensure compliance with the organisation's systems/procedures against legislative/technical standards
- P8 make sure that minutes of meetings, decisions, recommendations and suggestions relevant to health and safety proactive performance monitoring are managed as is appropriate to your organisation
- P9 involve relevant stakeholders in health and safety proactive monitoring systems and procedures
- P10 keep appropriate records of health and safety proactive monitoring systems and outcomes

#### Keep key stakeholders informed of health and safety proactive performance monitoring outcomes:

*You must be able to:*

- P11 provide written and verbal reports to relevant stakeholders of the outcomes of health and safety proactive performance monitoring of your organisation
- P12 interpret, to a lay audience, the outcomes of health and safety proactive performance monitoring of your organisation
- P13 make recommendations based on the outcomes of health and safety proactive performance monitoring of your organisation
- P14 respond to the requirements of the regulatory authorities in respect of the outcomes of health and safety proactive performance monitoring of your organisation

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## Knowledge and understanding

### The nature and role of active health and safety monitoring systems within the organisation

*You need to know and understand:*

- K1 proactive monitoring techniques for health and safety risk control measures
- K2 monitoring equipment
- K3 sampling routines
- K4 workplace inspections and activity observations

*You need to know and understand:*

### Principles and concepts

- K5 effective written and verbal communication
- K6 how to respond to the needs of others

*You need to know and understand:*

### External factors influencing active health and safety monitoring systems

- K7 health and safety statutory requirements and industry best practice for proactive monitoring systems and documentation
- K8 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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<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>	HSP7
<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