

PROHSP16 SQA Unit Code H8W4 04

Develop and implement the health and safety induction process



Overview

This standard is about developing the health and safety induction process. It involves identifying the induction requirements relating to health and safety and preparing information and guidance materials.

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Performance criteria

Identify the induction requirements and plan to meet them

- You must be able to:*
- P1 identify the specific health and safety requirements for your organisation and its procedures and policies
 - P2 identify any health and safety specific knowledge, skills and competences that individuals need to develop in order to fulfil particular roles and diverse abilities
 - P3 comply with legal requirements and your organisation's policies

Prepare information and guidance materials

- You must be able to:*
- P4 identify the information and guidance required in order to take on particular roles
 - P5 develop appropriate dissemination methods
 - P6 prepare information and guidance materials that:
 - P6.1. contain accurate, up-to-date information that meets individuals' requirements
 - P6.2. present information in a clear and concise way that individuals can understand quickly taking into account the needs of individuals with diverse abilities, styles and motivations
 - P7 involve relevant people in the development of information and guidance materials and gain their approval of the materials prior to publication
 - P8 ensure that information and guidance materials are available when individuals need them
 - P9 ensure materials are updated in relation to changes in internal and external requirements
 - P10 ensure that the health and safety induction is delivered in order to meet requirements
 - P11 record information in the appropriate information systems keeping information confidential where appropriate

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Knowledge and understanding

You need to know and understand:

- K1 the hazards and the risks which may arise in your work place
- K2 responsibilities for health and safety as defined by internal and external requirements
- K3 the structure of the organisation and people responsible for health and safety
- K4 the industry/occupational area in which you are preparing the induction
- K5 the work areas and the job roles you are preparing the induction for
- K6 effective communication principles, methods, tools and techniques
- K7 information sharing principles, methods, tools and techniques
- K8 questioning principles, methods, tools and techniques
- K9 the health and safety reporting procedures within your organisation
- K10 sources of advice, guidance and support available internally and externally
- K11 how and when to review and update the process in relation to changes in internal and external requirements
- K12 how to ensure that the health and safety induction is delivered in order to meet requirements
- K13 how to record significant findings which may affect the induction process
- K14 what information systems should be used
- K15 why it is important to use the information systems

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Suite Health and Safety

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