

PROHSP8 SQA Unit Code H8WH 04

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



Overview

This standard is for people with a role which involves:

- 1 developing and implementing health and safety reactive performance (loss event) monitoring systems;
- 2 developing and implementing loss event investigation systems and procedures;
- 3 investigating loss events; and
- 4 reviewing and responding to health and safety reactive performance monitoring outcomes

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Performance criteria

Develop and implement health and safety loss event reporting and recording systems:

You must be able to:

- P1 identify health and safety loss events
- P2 devise suitable and appropriate health and safety loss event reporting forms
- P3 develop the health and safety loss event reporting and recording procedure
- P4 assist in the implementation of the health and safety loss event reporting and recording procedure
- P5 keep records of the health and safety loss events
- P6 make sure that the relevant health and safety loss events are reported to the regulatory authorities

Develop and implement health and safety loss event investigation systems and procedures:

You must be able to:

- P7 identify which health and safety loss events require a formal investigation
- P8 develop health and safety loss event investigation systems and procedures
- P9 assist in the implementation of health and safety loss event systems and procedures
- P10 facilitate health and safety loss event investigations
- P11 involve key stakeholders in the health and safety loss event reporting, recording, and investigation systems
- P12 inform key stakeholders of the risk assessments that need to be reviewed in the light of health and safety loss event investigations
- P13 identify and advise key stakeholders of the possible breaches of statutory and common law requirements following health and safety loss event investigations
- P14 manage the implementation of recommendations arising from health and safety loss event investigations
- P15 keep appropriate records of health and safety investigations

Carry out statistical and epidemiological analyses:

You must be able to:

- P16 carry out relevant statistical analyses and epidemiological analyses of the health and safety loss event data including accidents, ill health including sickness absence, near misses, property, plant and environmental damage
- P17 present statistical and epidemiological analyses of health and safety loss event data of your organisation in numerical and graphical format
- P18 interpret statistical and epidemiological analyses
- P19 present to key stakeholders statistical and epidemiological analyses in a meaningful way

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P20 keep records of health and safety loss event statistical and epidemiological analyses

Keep stakeholders informed of health and safety reactive performance monitoring outcomes:

You must be able to:

- P21 inform key stakeholders (written and verbal reports) of the outcomes of health and safety reactive performance monitoring
- P22 interpret to a lay audience the outcomes of health and safety reactive performance monitoring
- P23 make appropriate recommendations based on the outcomes of reactive performance monitoring
- P1 respond to the requirements of the regulatory authorities in respect of the outcomes of health and safety reactive performance monitoring

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Knowledge and understanding

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

You need to know and understand:

- K1 health and safety loss events
- K2 reporting forms and recording procedures for health and safety loss events
- K3 the health and safety loss events that require formal investigation
- K4 health and safety loss event investigation systems and procedures

You need to know and understand:

Principles and concepts

- K5 failure tracing methods and techniques
- K6 effective written and verbal communication
- K7 how to respond to the needs of others
- K8 statistical and epidemiological analyses of data
- K9 histograms, pie charts, and line graphs

You need to know and understand:

External factors influencing reactive health and safety monitoring systems

- K10 health and safety statutory requirements regarding loss events and investigations

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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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