PROHSP11 SQA Unit Code H8WK 04

Develop and implement health and safety review systems

Overview	This standard is for people with a role which involves:
	1 investigating the efficiency and cost-effectiveness of health and safety management systems; and
	2 developing and implementing changes to improve the efficiency and cost-effectiveness of health and safety management systems

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<table>
<tr><td>Performance criteria</td><td colspan="2">Make sure that each part of the health and safety management system is working as intended:</td></tr>
<tr><td>You must be able to:</td><td>P1</td><td>identify each part of the health and safety management system</td></tr>
<tr><td></td><td>P2</td><td>set targets which are specific, measurable, achievable, relevant and timely</td></tr>
<tr><td></td><td>P3</td><td>define the factors and features that are essential for the effective working of each part of the health and safety management system</td></tr>
<tr><td></td><td>P4</td><td>define the review frequency of each part of the health and safety management system</td></tr>
<tr><td></td><td>P5</td><td>advise relevant stakeholders of any changes that are required to improve the efficient and cost-effective working of each part of the health and safety management system</td></tr>
<tr><td></td><td>P6</td><td>assist in the implementation of any necessary changes to each part of the health and safety management system</td></tr>
<tr><td></td><td>P7</td><td>keep appropriate records of the review of each part of the health and safety management system</td></tr>
<tr><td></td><td colspan="2">Make sure that the health and safety management system as a whole is working as intended:</td></tr>
<tr><td>You must be able to:</td><td>P8</td><td>assess the efficiency and cost-effectiveness of the health and safety management system</td></tr>
<tr><td></td><td>P9</td><td>advise relevant stakeholders of any changes that are required to improve the efficient and cost-effective working of the health and safety management system</td></tr>
<tr><td></td><td>P10</td><td>assist in the implementation of any necessary changes to the health and safety management system</td></tr>
</table>

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| **Knowledge and understanding** | **The nature and role of health and safety review systems within the organisation** |

You need to know and understand:

K1   how to make sure targets are specific, measurable, achievable, relevant and timely
K2   health and safety management systems
K3   the factors and features that are essential for the efficient and cost-effective working of a health and safety management system
K4   efficiency and cost-effectiveness of a health and safety management system

Principles and concepts

You need to know and understand:

K5   how to respond to the needs of others
K6   electronic and paper record systems

External factors influencing health and safety review systems

You need to know and understand:

K7   health and safety statutory requirements and industry best practice
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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Original URN	HSP11
Relevant occupations	3567 Occupational hygienists and safety officers (health and safety
Suite	Health and Safety
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