

SfS 3 (SQA Unit Code - F474 04)

Promote a healthy and safe culture in the workplace



Overview

This standard is about undertaking the research and planning that is necessary to develop a positive health and safety culture and involving others through consultation, communication and presentations. It is also about encouraging a culture where changes, which may impact on health and safety instructions, are discussed and resolved with the people responsible for health and safety matters.

This unit includes the following activities:

1. Develop plans to promote a health and safety culture in the workplace
2. Implement plans to promote a health and safety culture in the workplace

Target Group

This standard is for those who have responsibility for encouraging others to become aware of the importance of following health and safety instructions by promoting the benefits of doing so.

This standard is imported from the ENTO (formerly the Employment NTO) suite of standards.

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Performance criteria

Develop plans to promote a health and safety culture in the workplace

You must be able to:

- P1 accurately identify where improvements and changes may be necessary using current sources of information available in the workplace
- P2 find out how information on health and safety instructions and regulations is currently communicated within the workplace
- P3 find out the current level of understanding of, and support for, health and safety instructions and procedures by people at the workplace
- P4 base your improvement plans on your findings
- P5 concisely describe in your plans those resources which are necessary to improve the current health and safety culture
- P6 include suitable performance measures and review dates in your plans

Implement plans to promote a health and safety culture in the workplace

You must be able to:

- P7 present your plans for promoting a health and safety culture to the appropriate people in a clear and effective manner
- P8 identify those people in the workplace who will require information and advice about the plans to promote a health and safety culture in the workplace
- P9 check that relevant information and advice is provided at an appropriate time, level and pace
- P10 make sure your plans include promoting the advantages and legal necessities of following health and safety procedures
- P11 provide practical opportunities for regular consultation on health and safety issues and ways of encouraging ideas on good practice
- P12 regularly monitor the effectiveness of your plans against agreed performance measures
- P13 identify and review opportunities for further improvements to the health and safety culture in the workplace

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Knowledge and understanding

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You need to know and understand:

- K1 the employers' and employees' main legal responsibilities for health and safety in the workplace
- K2 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 how to interpret workplace health and safety data, kept at the workplace on risk assessment, incidents and complaints, as an indication of the level of understanding of health and safety within the workplace
- K4 the organisation structure and lines of communication
- K5 workplace instructions for communicating and consulting with colleagues and others in the workplace
- K6 what hazards may exist in your workplace
- K7 the particular health and safety risks which may be present in your own job role
- K8 the particular health and safety risks which may be present in other job roles
- K9 the importance of remaining alert to the presence of hazards in the whole workplace
- K10 the importance of dealing with, or promptly reporting, risks
- K11 the work areas and job roles where you are reviewing the current working practices
- K12 workplace requirements for conducting a review of current working practices
- K13 your own capabilities and the scope of your job role
- K14 the work areas and people who work there
- K15 the information needs of those people in the workplace affected by the plans
- K16 the available information sources on health and safety within the workplace
- K17 the importance of keeping people regularly informed and discussing their involvement

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