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### Overview

This Standard is for people with a role which involves:

- 1 advocating a positive health and safety culture for your organisation;
- 2 developing and communicating a positive health and safety culture for your organisation;
- 3 working with key stakeholders in implementing a positive health and safety culture;
- 4 maintaining a positive health and safety culture in your organisation; and
- 5 encouraging relevant stakeholders of your organisation to lead by example on health and safety matters

# PROHSP2 SQA Unit Code H8VW 04

## Promote a positive health and safety culture

### Performance criteria

#### Gain commitment to a positive health and safety culture

*You must be able to:*

- P1 provide people with sufficient and clear information about the benefits to your organisation of a positive health and safety culture
- P2 obtain and maintain the support of those in your organisation who can champion a positive health and safety culture
- P3 use appropriate opportunities to communicate information about a positive health and safety culture, and create new opportunities if necessary
- P4 find out the current level of understanding of, and, support for health and safety instructions and procedures by people in the workplace

#### Develop and implement links with appropriate people and groups on health and safety matters

*You must be able to:*

- P5 identify the appropriate people and groups in your organisation
- P6 identify the appropriate people and groups external to your organisation where required
- P7 use appropriate opportunities to develop and implement additional links with people and groups

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

*You must be able to:*

- P8 develop plans to promote and implement a health and safety culture in the workplace
- P9 accurately identify where improvements and changes may be necessary using current sources of information
- P10 base improvements on observed and underlying indicators of the health and safety culture
- P11 provide support, assistance or advice to the appropriate people and groups
- P12 include suitable performance measures and review dates
- P13 check that relevant information including local, national and legal guidelines and advice is provided at an appropriate time, level and pace
- P14 present your plans in a clear and concise manner to the appropriate people
- P15 implement plans to promote a health and safety culture in the workplace
- P16 make sure your plans include promoting advantages and legal necessities of following health and safety procedures
- P17 provide practical opportunities for regular consultation on health and safety issues and ways of encouraging ideas and good practice
- P18 identify and review opportunities for further improvements to the health and safety culture in the workplace

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## Promote a positive health and safety culture

### Knowledge and understanding

#### The nature and role of a positive health and safety culture within the organisation

*You need to know and understand:*

- K1 the health and safety culture within the organisation
- K2 the organisation's communication system which can be used to promote the benefits of a positive health and safety culture
- K3 how people communicate
- K4 the people and groups who may be affected
- K5 how to engage people and groups who may be affected
- K6 the information needs of those people in the workplace affected
- K7 the available information sources for health and safety within the workplace
- K8 the importance of keeping people regularly informed and discussing their involvement
- K9 what problems may arise
- K10 which performance measures to utilise

#### Principles and concepts

*You need to know and understand:*

- K11 providing effective information, advice and guidance to others
- K12 external factors influencing a positive health and safety culture
- K13 other sources of expertise and advice on health and safety matters

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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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**Relevant occupations** 3567 Occupational hygienists and safety officers (health and safety)

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**Suite** Health and Safety

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