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## Overview

This standard covers the skills and knowledge required to review health and safety conditions in workplaces other than your own.

It covers:

1. preparing to carry out reviews of health and safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works);
2. carrying out reviews to check if relevant health, safety and welfare requirements are being implemented; and
3. reporting and recording findings of such reviews in accordance with agreed procedures.

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## Performance criteria

*You must be able to:*

1. obtain authorisation for reviews to take place from those responsible for the workplace
2. agree benchmarking arrangements with relevant personnel following standard operating procedures
3. plan reviews of health and safety procedures following standard operating procedures
4. obtain information regarding unfamiliar working activities following standard operating procedures
5. select methods for reviews that are suitable for the workplace to be reviewed
6. prioritise activities in schedules of work to meet the required timescales
7. obtain necessary resources in time for reviews to take place following standard operating procedures
8. brief other people involved in reviews so they understand the purpose and process to be undertaken
9. agree documents and information to be used before conducting reviews
10. wear appropriate clothing, footwear and protective equipment for workplaces you are reviewing
11. check reviews covers all relevant working practices in the workplace following standard operating procedures
12. identify health and safety hazards, which could result in serious harm to people at work
13. list in priority order any non-compliances with health and safety regulations and instructions in consultation with the responsible person
14. make recommendations to control the hazards and agree action plans for improving health and safety
15. record outcomes of reviews of health and safety following standard operating procedures
16. agree follow-up plans for monitoring implementation of recommendations and corrective actions with responsible people
17. record any differences between content of previous records and current situations following standard operating procedures

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## Knowledge and understanding

*You need to know and understand:*

1. employers' and employees' main legal responsibilities for health and safety at work
2. your responsibilities for health and safety as defined by any specific legislation covering your role
3. structure of the organisation and people responsible for health and safety at work under review
4. procedures for carrying out reviews of health and safety in workplaces
5. how to select and use personal protective equipment and health and safety control equipment
6. industry/occupational areas you are carrying out reviews
7. particular health and safety risks which may be present in people's job roles
8. importance of knowing hazards and risks which may arise in the work place under review
9. work areas and roles you are planning to review
10. notice given before reviews takes place
11. resources required to carry out reviews
12. quality assurance checks
13. effective communication and presentational techniques
14. effective interviewing techniques
15. recording and reporting procedures
16. how to develop post-review follow-up plans and monitoring measures

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