

Overview

This standard covers the skills and knowledge required to develop and implement health and safety induction processes. It involves identifying induction requirements relating to health and safety and preparing information and guidance materials.

Performance criteria

You must be able to:

1. identify specific health and safety requirements for your organisation and its procedures and policies following standard operating procedures
2. identify any health and safety specific knowledge, skills and competences individuals need to develop in order to fulfil particular roles and diverse abilities following industry best practice
3. comply with legal requirements and your organisation's policies at all times
4. identify information and guidance required to take on particular roles following industry best practice
5. develop appropriate dissemination methods following standard operating procedures
6. prepare information and guidance materials that:
 - contain accurate, up-to-date information that meets individuals' requirements
 - present information in a clear and concise way that individuals can understand quickly taking into account the needs of individuals with diverse abilities, styles and motivations
7. involve relevant people in development of information and guidance materials and gain their approval of the materials prior to publication following standard operating procedures
8. check information and guidance materials are available when individuals need them following standard operating procedures
9. confirm materials are updated in relation to changes in internal and external requirements following industry best practice
10. confirm health and safety inductions are delivered to meet requirements
11. record information in the appropriate information systems keeping information confidential where appropriate

Knowledge and understanding

You need to know and understand:

1. hazards and risks which may arise in your workplace
2. responsibilities for health and safety as defined by internal and external requirements
3. structure of the organisation and people responsible for health and safety
4. industry/occupational area in which you are preparing inductions
5. work areas and roles you are preparing inductions for
6. effective communication principles, methods, tools and techniques
7. information sharing principles, methods, tools and techniques
8. questioning principles, methods, tools and techniques
9. health and safety reporting procedures within your organisation
10. sources of advice, guidance and support available internally and externally
11. how and when to review and update processes in relation to changes in internal and external requirements
12. how to ensure that health and safety inductions are delivered to meet requirements
13. how to record significant findings which may affect induction processes
14. information systems used
15. why it is important to use information systems

Develop and implement health and safety induction processes

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