Develop and maintain individual and organisational competence
in health and safety matters

| Overview | This standard covers the skills and knowledge required to develop and maintain individual and organisational competence in health and safety matters. |

It covers

1. assessing health and safety competence needs of your organisation;
2. assessing health and safety competence needs of individuals in your organisation; and
3. making sure identified health and safety competence needs of your organisation are addressed

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Performance criteria

You must be able to:

1. analyse functions, activities, tasks and job roles of your organisation following standard operating procedures
2. carry out analysis of occupational safety and/or health competence requirements following standard operating procedures
3. describe existing health and safety competencies in your organisation in terms of skills, knowledge and understanding
4. identify, design or source training to meet health and safety competence needs within your organisation within agreed constraints
5. monitor effectiveness of training to ensure identified needs have been met
6. communicate findings with the company training function and other relevant key personnel following standard operating procedures

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Knowledge and understanding

You need to know and understand:

1. structure of the organisation with respect to functions, activities, tasks and jobs
2. principles of competence, activity and task analysis
3. health and safety competency training needs analysis
4. relationships between competencies, skills and qualifications
5. principles of systematic training
6. different learning styles
7. training design and delivery
8. advantages and disadvantages of different methods of presentation
9. training evaluation and validation
10. preparing, delivering and marking tests and assignments
11. effective written and verbal communication
12. health and safety statutory requirements and industry best practice
13. quality management requirements for documentation

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