

## Develop and implement health and safety review systems

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### Overview

This standard covers the skills and knowledge required to develop and implement health and safety review systems.

It covers

1. investigating efficiency and cost-effectiveness of health and safety management systems; and
2. developing and implementing changes to improve efficiency and cost-effectiveness of health and safety management systems

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### Performance criteria

*You must be able to:*

1. identify parts of health and safety management systems following industry best practice
2. set targets that are specific, measurable, achievable, relevant and timely following industry best practice
3. define factors and features essential for effective working of each part of health and safety management systems following industry best practice
4. define review frequency of each part of the health and safety management system following industry best practice
5. advise relevant stakeholders of changes required to improve efficiency and cost-effective working of each part of the health and safety management system following industry best practice
6. assist in implementation of any necessary changes to each part of the health and safety management system following industry best practice
7. keep appropriate records of reviews of each part of the health and safety management system following standard operating procedures
8. assess efficiency and cost-effectiveness of the health and safety management system following industry best practice
9. advise relevant stakeholders of any changes required to improve the efficiency and cost-effective working of the health and safety management system following industry best practice
10. assist in implementation of any necessary changes to the health and safety management system following industry best practice

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## Knowledge and understanding

*You need to know and understand:*

1. how to make sure targets are specific, measurable, achievable, relevant and timely
2. health and safety management systems
3. factors and features essential for efficient and cost-effective working of a health and safety management system
4. efficiency and cost-effectiveness of a health and safety management system
5. how to respond to the needs of others
6. electronic and paper record systems
7. health and safety statutory requirements and industry best practice
8. quality management requirements for documentation

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<b>Originating Organisation</b>	Proskills
<b>Original URN</b>	PROHSP11
<b>Relevant Occupations</b>	Occupational Health Workers; Occupational hygienists and safety officers (health and safety); Health and Safety Managers; Health and Safety officers
<b>Suite</b>	Health and Safety
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