



## Unit D1VA 04 (536)

## Promote a Health and Safety Culture within the Workplace

### Unit Summary

This Unit is about undertaking the research and planning that is necessary to effect a positive health and safety culture and involving others through consultation, communication and presentations. It is also about encouraging a culture where changes, which may impact on health and safety procedures, are discussed and resolved with persons responsible for health and safety matters. You will need to understand the benefits of having health and safety procedures and how to promote those benefits. You will also need to know how effectively health and safety is currently implemented within the workplace.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Communication Intermediate 2

- ◆ Read, understand and evaluate written communication.

#### Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

***I have completed the requirements of this Unit.***

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***I can confirm the candidate has completed all requirements of this Unit.***

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>Develop plans to promote a health and safety culture in the workplace</p> <p>This means you:</p> <p>1 (a) Identify, accurately, where improvements and changes may be necessary using all current sources of information available in the workplace.</p> <p>(b) Find out, accurately, the way information on health and safety procedures and regulations is currently disseminated within the workplace.</p> <p>(c) Find out the current level of understanding of and response to health and safety policies and procedures by people at work.</p> <p>(d) Base your improvement plans on your findings.</p> <p>(e) Describe, concisely, in your plans those resources which are necessary to improve the current health and safety culture.</p> <p>(f) Include suitable performance measures and review dates in your plans.</p>	<p>Evidence of developing plans to promote a health and safety in the workplace in accordance with workplace procedures.</p>	

	Evidence Requirements (cont)	
<p>Implement plans to promote a health and safety culture in the workplace</p> <p>This means you:</p> <p>2 (a) Present your plans for promoting a health and safety culture to appropriate people in a clear and effective manner.</p> <p>(b) Identify, accurately, those people in the workplace who will require information and advice about the plans to promote a health and safety culture in the workplace.</p> <p>(c) Check that relevant information and advice is provided at an appropriate time, level and pace.</p> <p>(d) Include in your plans promoting the advantages and legal necessities of following health and safety procedures.</p> <p>(e) Provide practical opportunities for regular communications on health and safety issues and ways of encouraging ideas on good practice.</p> <p>(f) Monitor, regularly, the effectiveness of your plans against agreed performance measures.</p> <p>(g) Identify and review opportunities for further improvements to the health and safety culture in the workplace.</p>	<p>Evidence of implementing plans to promote a health and safety culture in accordance with workplace procedures.</p>	

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

**Unit D1VA 04 (536)**

**Promote a Health and Safety Culture within the Workplace**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
<b><i>Health and safety risks</i></b>		
K1	Interpreting health and safety data kept at the workplace on risk assessment, incidents and complaints for an appreciation of the level of understanding of health and safety within the workplace.	
K2	The organisation structure and lines of communication.	
K3	Workplace procedures for communicating with colleagues and others in the workplace.	
K4	What hazards may exist in your workplace.	
K5	The particular health and safety risks which may be present in your own job role.	
K6	The particular health and safety risks which may be present in other job roles.	
K7	The importance of remaining alert to the presence of hazards in the whole workplace.	
K8	The importance of dealing with or promptly reporting risks.	
<b><i>General</i></b>		
K9	The work areas and job roles where you are reviewing the current working practices.	
K10	Workplace requirements for conducting such a review of current working practices.	
K11	Own capabilities and scope of the job role.	
K12	The information needs of those people in the workplace affected by the plans.	
K13	The available information sources on health and safety within the workplace.	
K14	The importance of keeping people regularly informed and discussing their involvement.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_