

Unit F/616/9531

Develop and implement the health and safety policy

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to define the statutory and workplace health and safety requirements for the organisation.	1.1 Analyse the structure of the organisation relative to health and safety. 1.2 Advocate the Health and Safety Policy to all key stakeholders in the organisation. 1.3 Assess the existing health and safety systems, policies and procedures in the organisation. 1.4 Evaluate the statutory and workplace health and safety requirements relating to: <ul style="list-style-type: none"> • input of products and/or services • the conversion processes • output of products and/or services • inadvertent, unwanted or unnecessary goods, materials and waste of all types • employees, contractors and others affected by the organisation's activities. 1.5 Identify those external to the organisation who may be affected by its activities.
2 Be able to develop the Health and Safety Policy.	2.1 Identify deficiencies in the current Health and Safety Policy. 2.2 Identify resource constraints that could affect proposals for change. 2.3 Provide opportunities for key stakeholders to review the revised/new Policy. 2.4 Revise the Health and Safety Policy to remedy deficiencies. 2.5 Formulate the strategy for promoting commitment to the Health and Safety Policy by all those in the organisation. 2.6 Advocate the adoption of the new/improved Health and Safety Policy.
3 Be able to implement the Health and Safety Policy.	3.1 Specify the strategy for implementation of the Health and Safety Policy, to include: <ul style="list-style-type: none"> • providing support and assistance during the implementation process • planning effective action in case problems arise during implementation • providing adequate opportunities for feedback • responding appropriately to the feedback • planning the implementation process to ensure minimum disruption. 3.2 Ensure quality management requirements are applied to all health and safety documentation.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Know the steps required to develop and implement the Health and Safety Policy.	4.1 Explain the nature and role of the Health and Safety Policy within the organisation. 4.2 Explain the input - conversion - output model of organisational systems. 4.3 Describe how to research the organisation's current Health and Safety procedures. 4.4 Explain how individual and group motivation will be achieved. 4.5 Explain external factors influencing health and safety e.g. Statutory health and safety requirements and industry best practice.
5 Be able to maintain and record their professional development	5.1 Maintain a personal development portfolio which can contribute to professional bodies' CPD requirements and which incorporates: <ul style="list-style-type: none"> • an ongoing evaluation of their personal competence • reflective commentaries on CPD activities • setting and prioritising realistic goals for professional development • applying professional ethics in practice • an appreciation of diversity and inclusivity in workplaces • sharing personal experiences in professional debate and discussion

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.