

Unit 7 - Develop and implement reactive monitoring systems for health and safety

The first part of this unit will be to create a Loss Event Procedure

Loss Events Procedure.

Create a LOSS EVENT Procedure. Also known as an accident / Incident Reporting & Investigation Procedure. Contents could include:

- a. Definitions (What terminology your company will be using). Do you call it an accident or incident / near miss or near hit etc.?)
- b. People responsible for dealing with the reporting and investigation side of things.
- c. Person responsible for reporting RIDDORS to the HSE and responsible for liaising with the HSE if required
- d. Training requirements
- e. Reporting steps
- f. Investigation steps
- g. RIDDOR Reportable Events, definitions, and steps to take
- h. Different levels of investigation (Refer to HSE Guidance Document HSG245)
- i. Internal reporting system and details on use (Manual folder / electronic / software used)
- j. Retention of reports (How long do you keep them for)
- k. Data and trends analysis (Statistics) and methods of analysing and reporting on statistics.
- l. APPENDICES: Different forms used reporting and investigation in the appendix.

Learning Outcome – The learner will:	Assessment Criterion - The learner can:
1. Be able to develop a health and safety loss event reporting and recording system.	1.1 Identify health and safety loss events: Guidance: 1) These loss events will be listed in your Loss Event procedure (See guidance above). 2) If you create a quarterly report containing statistics that you created yourself then upload this (Refer to Element 3) 3) Upload examples of investigations you carried out (Refer to Element 2.4)

1.2 Devise health and safety loss event reporting forms.

As part of your Loss Event Procedure you will be designing reporting and investigation forms for example; Near Miss Form, Personal Injury Incident Form etc.

1.3 Develop the health and safety loss event reporting and recording procedure.

Refer to Action 1 (Loss Event Procedure) at the top of this page.

1.4 Plan the implementation of the health and safety loss event reporting and recording procedure.

Send the procedure and forms you created out for consultation.

The best way to implement this is to conduct a training course for Management and Line Management to ensure they know the procedure to follow and the paperwork to use.

If you have investigation experience, then I would recommend conducting a separate investigation training course.

Or if you don't have the experience then you and the Management should attend an Accident / Incident investigation training course.

Also arrange for employees to be made aware of their responsibilities.

Take an active role in doing this for example conduct a briefing, amend the company handbook, create a basic notice for the noticeboard containing the steps to take (Keep it simple and easy to follow).

To compliment your evidence, I would suggest taking a short video of the training session (not the full session) and some photos.

1.5 Maintain records of the health and safety loss events.

- 1) Keep records of loss events. Completed accident forms
- 2) Show evidence of a filing system you created or electronic reporting system
- 3) Later on, you will be investigating a loss event (Accident / Near miss etc.), use this as evidence
- 4) Later on, you will be producing a report covering statistics etc. Use this evidence here.

1.6 Develop a system to report health and safety loss events to the regulatory authorities.

Detail this requirement in your procedure discussed at the top of the page.

The system could be a basic manual version, where an employee would enter key details into a database / excel spreadsheet. Then the information will be transfer manually onto the HSE RIDDOR reporting page.

Consider also showing the steps in a flowchart as well as showing evidence of the above.

	<p>Or you could be involved in sourcing a company to design an Loss event reporting system for internal reporting and then the system transfers the information to the HSE RIDDOR Reporting page if required.</p>
<p>2. Be able to implement health and safety loss event investigation systems and procedures.</p>	<p>2.1 Identify which health and safety loss events require a formal investigation.</p> <p>The Loss Event procedure will explain the levels of investigation (Use HSG245 as a guide).</p> <hr/> <p>2.2 Plan the implementation of health and safety loss event investigation systems and procedures.</p> <p>As with 1.4 and 2.3. Prior to training Management and Employees, you need to PLAN. Liaise with Management to arrange a date and time to train them in the Loss Event procedure and their responsibilities.</p> <ol style="list-style-type: none"> 1) Arrange a suitable time (Evidence of correspondence, memo, emails etc) 2) Create a lesson plan 3) Arrange a venue 4) Prepare the training room and take some photos. <p>The training session does not need to be long, as you are only training them in the contents of the procedure and possible the reporting system. If you decide to train Management in Loss Event Investigation yourself then this may form part of your training session or maybe on a separate day.</p> <hr/> <p>2.3 Implement health and safety loss event investigation systems and procedures.</p> <p>TRAIN: Implement your reporting system and the procedure. As mentioned in 1.4 also include the reporting system as part of this training, if the Management are required to use the system directly or maybe they pass the completed manual form to you and you enter it into the system or file it.</p> <p>As with 1.4, also arrange for employees to be made aware of their responsibilities. Take an active role in doing this for example; conduct a briefing, amend the company handbook, create a basic notice for the noticeboard containing the steps to take (Keep it simple and easy to follow).</p> <p>To compliment your evidence, I would suggest taking a short video of the training (not the full session) and some photos.</p>

	<p>2.4 Investigate health and safety loss events.</p> <p>Conduct an investigation of a loss event. This could be a personal injury, damage only, near miss etc. Remember to upload all your evidence including witness statements, report form, investigation record / action plan, photos (remove personal details).</p> <hr/> <p>2.5 Identify directors, senior, line, functional and technical managers, employee representatives and employees in order to:</p> <ul style="list-style-type: none"> • advise them about the risk assessments that need to be reviewed in the light of health and safety loss event investigations • advise them of the possible breaches of statutory and common law requirements following health and safety loss event investigations. <p>Communicate the findings of the investigation record and action plan with the relevant people in the organisation. This could be by email or by face to face conversation. If face to face take notes on your note pad and upload photos.</p> <p>Remember to cover:</p> <ul style="list-style-type: none"> • Risk assessments that need to be reviewed in the light of health and safety loss event investigations • Possible breaches of statutory and common law requirements following health and safety loss event investigations <hr/> <p>2.6 Manage the implementation of recommendations arising from health and safety loss event investigations.</p> <p>In your action plan ensure you set deadlines and assign each action to a person. Arrange a follow-up meeting or set reminders in your calendar / diary to follow-up on actions. Take photos / screenshots, records of emails.</p> <hr/> <p>2.7 Keep records of health and safety investigations.</p> <p>Keep all records on file (Hard copy in a folder / electronically, including scanned). Take photos or computer screen shots</p>
<p>3. Be able to conduct statistical and epidemiological analyses</p>	<p>3.1 Produce statistical and epidemiological analyses of the health and safety loss event data in the organisation in order to:</p> <ul style="list-style-type: none"> • present it in numerical and graphical format • interpret statistical and epidemiological analyses • present to directors, senior, line, functional and technical managers, employee representatives and employees in a meaningful way. <p>1) Conduct research on Health & Safety Committees and Committee Reports. H&S Committees are usually held quarterly and include a details breakdown on loss event statistics for the last quarter and then compared to each quarter and also compared against the previous year.</p>

	<p>2) Then produce a H&S Committee Report containing information on any loss events. If numbers are limited, then produce a report detailing any loss events that have occurred over the last few years and whether there are any trends. For example, in the last 5 years the company experienced 5 slip, slip, trip & falls, 4 near misses in relation to workplace transport, 3 manual handling related events and then create statistics based on this and how you can reduce these numbers of events.</p> <p>In an organisation with very few loss events consider improving near miss reporting and the importance of reporting. Then create statistics based on this.</p>
<p>4. Be able to maintain communication with stakeholders of health and safety reactive performance monitoring outcomes.</p>	<p>3.2 Keep records of health and safety loss event statistical and epidemiological analyses.</p> <p>The safety committee report will serve as a good record of these loss event statistics.</p> <p>4.1 Inform directors, senior, line, functional and technical managers, employee representatives and employees of the outcomes of health and safety reactive performance monitoring.</p> <p>The best way to do this is to send out the committee report to the people that will be attending the safety committee report. Send this out before the meeting.</p> <p>Also display the statistics on the notice board and take a photo.</p> <p>If the report is emailed out to several different people keep a copy of this email as evidence.</p> <p>4.2 Prepare written and verbal reports of the outcomes of health and safety reactive performance monitoring.</p> <ol style="list-style-type: none"> 1) The committee meeting report can be used as evidence. 2) Upload a copy of the Committee Meeting agenda of the items that will be verbally discussed. 3) Records of loss events and instigations can be used, for example a copy of an accident report and the investigation record including immediate, underlying and root causes and the action plan. <p>4.3 Interpret to a lay audience the outcomes of health and safety reactive performance monitoring.</p> <ol style="list-style-type: none"> 1) Use the report that you discussed during the H&S committee meeting as evidence of the outcomes of reactive monitoring of health and safety performance.

	<p>2) Prepare meeting minutes of what was discussed during the Health & Safety Committee Meeting especially the discussions relating to reactive monitoring. This will provide evidence of verbal reporting.</p> <p>3) You can also hold a meeting to discuss loss events and loss event statistics with Management and take notes in a note pad and upload these as evidence of the verbal discussion.</p> <p>4.4 Select appropriate recommendations based on the outcomes of reactive performance monitoring.</p> <p>From your investigation report of an individual loss event or actions from statistical analysis ensure measures are taken to implement these actions along with follow-up communication and visits.</p> <p>4.5 Comply with the requirements of the regulatory authorities in respect of the outcomes of health and safety reactive performance monitoring.</p> <p>Ensure that any loss events that are reportable to the HSE are actually reported. Show evidence of this reporting (copy of completed RIDDOR report).</p> <p>Also upload the accident / incident investigation and reporting procedure, which stipulates the requirements to report events and which events need to be reported.</p> <p>If you have no RIDDOR reports as you may have had very few loss events, therefore upload the procedure to show that although no RIDDOR reportable loss events have occurred you do still have a procedure to show that if one does occur it will be reported.</p>
<p>5 Understand how to develop and implement reactive monitoring systems for health and safety.</p>	<p>5.1 Evaluate the nature and role of reactive health and safety monitoring systems within the organisation.</p> <p>Answer the question in the knowledge task section of QalsDirect.</p> <p>And</p> <p>Upload the loss event procedure discussed at the beginning and the report issued at the committee meeting containing statistics etc.</p> <p>5.2 Critically analyse health and safety loss events that require formal investigation in relation to:</p> <ul style="list-style-type: none"> • types • causes • impacts • systems and procedures.

Answer the question in the knowledge task section of QuadsDirect.

And

Upload the following:

- Loss events procedure
- Committee Report (Statistics etc)
- Accidents reports with Investigation records (examples)

5.3 Explain reporting and recording procedures for health and safety loss events.

Following on from 5.2 you will now answer a question on reporting and recording loss events (Refer to Knowledge Task Questions).

Also upload a copy of the Loss Event Procedure you created.

5.4 Explain principles of:

- fault-tree analysis
- events and causal factors analysis
- effective written and verbal communication
- how to respond to the needs of others
- statistical and epidemiological analyses of data, including the use of the normal and poisson distribution
- histograms, pie charts, cusum charts and line graphs.

Now its time to research and learn more about the subjects and methods above.

Conduct research and the I would suggest presenting this in the form of a table.

This will probably be the most difficult task therefore take your time and do your research. If you know somebody that has completed their NEBOSH Diploma then see if they can provide you with information from their books, otherwise Google will be your friend for this task.

There will be no separate question to answer for this in the Knowledge tasks.

5.5 Explain external factors influencing reactive health and safety monitoring systems and investigations.

Think about external bodies and organisations:

- 1) The HSE will dictate what information is required therefore you will have to adapt your procedures and forms to ensure to collect the same information.

2) Clients may require you to record and report certain loss events.

3) Insurance companies also set requirements.

These are just examples. Consider presenting this in the form of a table and uploading it.

There will be no separate question to answer for this in the Knowledge tasks.

5.6 Explain health and safety statutory and common law requirements regarding loss events

For the statutory requirements make sure the Loss Event procedure is uploaded as this will explain the statutory requirements for your organisation to report RIDDORS.

Then answer the question set within the Knowledge Task section of QualsDirect.

For statutory requirements I would ensure you research RIDDOR in full and for common law I would suggest researching “Donoghue v Stevenson (1932)”, looking at the Duty of Care including acts and/or omissions and link this to loss events.