Unit 3 – Develop procedures to safely control work procedures

Remember:

- Upload as 1 submission only. All evidence for this task must be uploaded as 1 submission not 2 or 3 submissions.
- Do not upload a task until it is 100% completed.
- All emails must be saved as a pdf before uploading.
- Print off all the training plans and tick them off as you complete them.
- To upload more than 10 documents, save as a compressed ZIP file. By right clicking the folder and selecting 'Compresses to ZIP file'.
- If you need guidance on saving emails in PDF format or creating a ZIP file, please email your assessor

Task 1: Identify existing health and safety procedures **Guidance Video:** **https://youtu.be/CnKQT93p2Pw**	**Completed** **Yes ☐**
Details: Provide details of existing procedures (Safe Operating Procedures / SSOW / Method Statements). **In relation to evidence, as a minimum I would suggest:** Upload examples of existing procedures, no more than 5 examples **Submission Description:** Provide an introductory paragraph and the list the procedures. Then provide a short summary next to each answer on your list, detailing what the procedure is for and what it covers (Briefly).	

1.1	Identify existing health and safety procedures

Task 2: Identify changes in the workplace and legal requirements to current health and safety procedures **Guidance Video:** **https://youtu.be/uZfsqrl5_-s**	**Completed** **Yes ☐**
Details: Review the existing procedures and identify changes in the workplace and legal requirements to current health and safety procedures. Your role will be to carry out a full review of existing procedures (on your own at this time). In Task 4, you will get the opportunity to consult with different individuals. **In relation to evidence, as a minimum I would suggest:** Upload examples of existing procedures and highlight for example in Yellow the areas that need changed. **Submission Description: (200 words minimum, 500 words maximum)** Start with an introduction to the task, detailing what you did. Then list the procedures you identified as requiring to be updated. Then for each procedure provide a paragraph on the changes you identified. These changes can be organisational or legal.	

2.1	**Elements** Identify changes in the workplace and legal requirements to current health and safety procedures.

Task 3: Review safety reports and data **Guidance Video:** **https://youtu.be/ZSyPqIdtwNY**	**Completed** **Yes ☐**

Details:

Conduct a review of relevant data to enable you to identify opportunities to improve work-place health and safety procedures.

Your task is to review safety reports and data.

This can be for example:

By looking at both individual reports and statistics:

- Inspection records
- Audit reports
- Safety tour records
- Accident / Incident data

Review of any other safety report and data you feel is relevant:
Others may include:

- Enforcing body reports / enforcement action taken
- Insurance company
- Regulatory bodies
- Anything else you feel is relevant

Review each report to identify anything you feel you should consider which, will enable you to improve health and safety procedures.

For example, in the past 12 months 3 employees have been injured due to not using step ladders safely, resulting in falls from height.
Maybe it was found during the investigation, they did not inspect the ladder prior to use, and it was found on the 3 occasions they stood on the very top step of the step ladder.
This can be used as important data when it comes to reviewing and amending your safety procedure.

You must also: Look for opportunities in the data you are reviewing for ideas and opportu-nities to enable you to create 1 new health and safety procedure.

In relation to evidence, as a minimum I would suggest:

Upload the data or reports being analysed (names can be redacted if required)

Submission Description: (200 words minimum, 500 words maximum)

- Provide an introduction summary explaining what you did.
- List all the reports and data you reviewed
- Then for each one, provide a paragraph to show your findings and how the infor-mation you found can improve the Health & Safety Procedures / Assist in creating 1 new procedure

2.3	**Elements** Review all relevant health and safety reports and data to identify any opportunities to improve workplace health and safety procedures.

Task 4: Health & safety procedure review meeting **Guidance Video:** **https://youtu.be/0B1QkBcz-jo**	**Completed** **Yes ☐**

Details:

1) Hold a meeting to review existing health and safety procedures & 1 new health and safety procedure.

2) Invite a variety of people for example, people with experience doing the task (Workers, Supervisors, Technical Experts, Managements, Safety Reps etc).

3) It may be worthwhile preparing a brief report of your existing findings from Task 1, 2 and 3. If your submission description is written well for the previous tasks you could copy and paste the information and issue it at the meeting In the form of a brief report. You may issue this before the meeting by email so it can be reviewed before the meeting.

4) Bring the copies of the existing procedures so they can be issued at the meeting. If you can email out the procedure before the meeting to enable people to review them in advance.

5) Create meeting minutes to discuss what was agreed, suggestions from the attendees including sources of expertise.
   The meeting minutes must include full details of the review undertaken including:
   a) the details of any review carried out
   b) how the review meets legal responsibilities
   c) how the review meets the requirements of workplace instructions

In relation to evidence, as a minimum I would suggest:

- Emails to arrange meeting
- Reports and procedures send out or handed out at the meeting
- Meeting minutes, to include a full summary review report
- Emails to share the meeting minutes and summary review report

Submission Description: (200 words minimum, 500 words maximum)

Refer to the Task video for full details

	Elements
2.2	Provide other people with opportunities to give feedback about current health and safety procedures.
2.4	Identify and obtain feedback and advice from reliable sources of expertise.
2.5	Record accurately: a) the details of any review carried out b) how the review meets legal responsibilities c) how the review meets the requirements of workplace instructions.
3.1	Report the results of own review to the relevant people.

Task 5: Develop health and safety procedures (1 new and amend 2 existing) **Guidance Video:** **https://youtu.be/leWUgwuReHY**	**Completed** **Yes ☐**

Details:

You are required to develop 1 new health and safety procedure and amend / update 2 existing procedures following your health & safety procedure review meeting in Task 4. You are then required to "Alert everyone in the workplace, promptly, to the revised health and safety procedures"

The specification states you must

Develop health and safety procedures which:

a) are based on risk assessment and consultation
b) meet legal requirements
c) are appropriate to the type of work carried out and to the workplace
d) identify individuals to whom people must report incidents and health and safety risks, and who they can go to for first aid.

In relation to evidence, as a minimum I would suggest:

1) Upload review report you created following the review meeting.
2) Upload the original version of the 2 health and safety procedures
3) Upload the draft version of the newly completed health and safety procedure
4) Upload the amended / updated version of the existing health and safety procedure
5) Send the 3 procedures out for consultation and comment
6) Once feedback is received, create your final draft of the 3 procedures.
7) Email out the procedures, carry out a toolbox talk or briefing (upload the evidence of this). You may also decide to hold another meeting.

Submission Description: (200 words minimum, 500 words maximum)

Refer to the Task video

	Elements
1.3	Develop health and safety procedures which: a) are based on risk assessment and consultation b) meet legal requirements c) are appropriate to the type of work carried out and to the workplace d) identify individuals to whom people must report incidents and health and safety risks, and who they can go to for first aid.
3.2	Alert everyone in the workplace, promptly, to the revised health and safety procedures.

Task 6: Agree realistic objectives for maintaining a healthy and safe workplace for everyone. **Guidance Video:** **https://youtu.be/c62kPoyh3Hs**	**Completed** **Yes ☐**
Details: This task requires you to agree realistic objectives (targets) for maintaining a healthy and safe workplace for everyone. Objectives must be "SMART" Refer to NEBOSH National General Certificate, book NG1, Element 2 for full details on objectives. Objectives relating to the health & safety procedures would be encouraged. Example objectives: • Activity and procedure monitoring • Compliance with procedures • Reduction in Incidents • Communicating the new / revised procedures to employees **In relation to evidence, as a minimum I would suggest:** • Create objectives (report, presentation, emails, meeting minutes) • Gain agreement on the suggested objectives (emails, meetings) **Submission Description: (200 words minimum, 500 words maximum)** See task video	

	Elements
1.2	Agree realistic objectives for maintaining a healthy and safe workplace for everyone

Task 7: Create and disseminate a training plan **Guidance Video:** **https://youtu.be/TNqTBnk9WoE**	**Completed** **Yes ☐**

Details:

You are required to create a health and safety training plan to include the performance indicators for the organisation, underpinning health and safety legislation and regulation.

Disseminate the Health and Safety training plan to those in the workplace with consideration to workload priorities to those affected.

Performance indicators are used to measure organisational performance, by using proactive (active) and reactive data. You are basically measuring that you are adhering to the objectives set in Task 6.

For example, measuring the number of near miss incidents, results of safety tours, results of activity observations etc.

Therefore, I suggest you create a training plan to ensure employees are trained on the new / revised health and safety procedures. Training can include, external training, toolbox talks, inhouse training etc.

You can create a plan, which can be in the form of a training matrix, report etc.
Remember to have a column on how you will ensure the training is effective. This can include your performance indicators and how you will ensure they are measured, for example:

- Safety tours to be conducted weekly
- Monitoring near misses, incidents etc
- Activity observations to be conducted for all employees

In relation to evidence, as a minimum I would suggest:

1) Create a training plan (Training report, matrix)
2) Once created, issue the training plan to all relevant employees and Management

Submission Description: (200 words minimum, 500 words maximum)

See task video

	Elements
1.4	Develop a health and safety training plan to include the performance indicators for the organisation, underpinning health and safety legislation and regulation.
3.3	Set effective measures for monitoring the revised health and safety procedures.
1.5	Disseminate the Health and Safety training plan to those in the workplace with consideration to workload priorities to those affected.