



Level 6 Diploma in  
Occupational Health & Safety Practice.

Candidates Name: \_\_\_\_\_

Course ID: 3655 - 06

Start date: \_\_\_\_\_

Registration date: \_\_\_\_\_

Completion target date: \_\_\_\_\_

City & Guilds Reg/ULN: \_\_\_\_\_

## NVQ Registration *(if you haven't already sent us one of these)*

Your Full Name		Company Name	Purchase order or Reference number	
(Would you like it on your certificate like this?)				
Yes <input type="checkbox"/> No <input type="checkbox"/>				
Home Telephone		Company Telephone	Date of Birth	
Personal Email		Company Email	National Insurance Number	(Funded applicants only)
Personal Mobile		Company Mobile	Company Fax	
Your Address		Company Address		
Site address where you work				

**Please fill this in & return to either your Assessor, or to the email address [admin@she-knows.com](mailto:admin@she-knows.com)**

# Level 6 NVQ Diploma in Occupational Health & Safety Practice

<b>Unit 601</b>	<b>H&amp;S emergency procedures (Task 4)</b>	<b>Unit 604</b>	<b>Organisational H&amp;S policy (Task 4)</b>
.1	Understand H&S emergency procedures	.1	Understand the organisational structures & processes
.2	Be able to develop H&S emergency procedures	.2	Understand business functions in relation to workplace H&S
.3	Implement procedures for management of emergencies	.3	Be able to critically review the organisation's current H&S policy
.4	Understand how to support a legal defence	.4	Be able to implement improvements to the current H&S policy
<b>Unit 602</b>	<b>H&amp;S audits (Task 1)</b>	<b>Unit 605</b>	<b>Professional development &amp; ethics in H&amp;S practice (Task 6)</b>
.1	Understand H&S systems for audit purposes	.1	Be able to carry out research to improve professional H&S practice
.2	Be able to critically analyse the H&S audit process	.2	Understand professional ethics in practice
.3	Be able to conduct a H&S audit in the organisation	.3	Understand diversity & inclusion in practice
.4	Be able to make recommendations based on audit results	.4	Apply the principles of CPD in the role
<b>Unit 603</b>	<b>A positive H&amp;S culture in an organisation (Task 3)</b>	<b>Unit 606</b>	<b>Systems monitoring &amp; risk control (Task 2)</b>
.1	Understand the organisational culture that influence H&S	.1	Be able to identify hazards to H&S in the workplace
.2	Be able to critically evaluate the current culture	.2	Be able to assess risks to H&S
.3	Develop a plan for the improvement of the H&S culture	.3	Understand how to develop & implement reactive monitoring
.4	Implement continuous improvement for H&S culture	.4	Develop & implement proactive monitoring systems
<b>Unit 607</b>	<b>Organisational H&amp;S strategy (Task 5)</b>	.5	Develop a H&S loss event reporting & recording system
.1	Understand how to prepare a company H&S strategy	<b>607.3</b>	Develop a plan to promote H&S culture in the organisation
.2	Plan a change process for the H&S strategy	<b>607.4</b>	Implement a plan to promote a H&S strategy in the organisation



# NVQ Equivalents

National Qualifications Framework (NQF)		<p>Notes.</p> <p>An NVQ can CPD points for each unit you have undertaken.</p> <p><b>Explanation</b></p> <p>There are nine levels in the QCF, from Entry level to level 8. Every qualification in the QCF comes in one of three sizes — Award, Certificate or Diploma. The qualification name — Award, Certificate or Diploma tells you how long it will take to complete. The level shows how difficult the qualification is.</p> <p>Awards are made up of 1 to 12 credits (or 10 to 120 hours' learning), Certificates 13 to 36 credits (130 to 360 hours' learning) &amp; Diplomas 37 credits or more (370 or more hours' learning) on the QCF.</p>
Higher Educational level	Revised levels	
Doctorate. (PhD)	Level 8 – Specialist Awards. BTEC Advanced Professional Diplomas, Certificates & Awards.	
Masters degrees (MSc), Postgraduate certificates (PGC) & Diplomas	Level 7 – Diplomas. BTEC Advanced Professional Diplomas, Certificates & Awards. (Pre 2011 NVQ Level 5 in Management of Health & Safety).	
Honours – Bachelor's degree, Graduate certificates & Diplomas.	Level 6 - Diploma in Management. E.g. NEBOSH H&S Diploma or Environmental Management Diploma. BTEC Professional Diplomas, Certificates & Awards. NVQ Level 6 – C&G Diploma in Occupational H&S Practice	
Intermediate – Diplomas of Higher & Further Education, Foundation Degrees, Higher National Diplomas (HND).	Level 5 – BTEC Professional Diplomas, Certificates & Awards. NVQ Level 5 - C&G Diploma in Occupational H&S Practice, with optional Unit 611.	
Certificates of Higher Education.	Level 4 – Certificates & awards. Post 2011 NVQ Level 4.	
A Levels.	Level 3 - Certificates – e.g. NEBOSH General Certificate, TUC Certificate in Occupational Safety & Health. NVQ Level 3 C&G Certificate in Occupational Health & Safety.	
Level 2 - GCSE's & O Levels. Grades A – C. CSE Grade 1. Several 1 day courses run by Chartered Institute of Environmental Health, British Safety Council etc. E.g. Food Safety, Risk Assessment.		
Level 1 - GCSE's Grades D – G, CSE's Grade 2 – 4. BTEC Introductory Diplomas & Certificates BTEC Diplomas, Certificates & Awards, Level 1 NVQ.		
Entry Level Certificate.		

# Centre Introduction/NVQ Level 6 Diploma Workbook

## 1. Introduction

Welcome to SHE Knows Health & Safety. This workbook is provided to support your NVQ Level 6 Diploma. It contains:

- ✓ Information about SHE Knows, policies & procedures.
- ✓ Documentation that you & your Assessor will need to complete when you register for your Diploma & for you to use during your programme of work. This documentation will assist you with self-assessment, identification of your development needs & it will help you to record your progress in the months to come.
- ✓ Assessor discussion & observation sheets which set out the standards applicable to your Diploma.
- ✓ Witness observation sheets

Do not be alarmed, dismayed or intimidated by the amount of work you think you will be expected to achieve - you are not alone! You have your colleagues, members of your team and, not least, the SHE Knows team to support you.

At the end of your qualification this workbook along with your portfolio of evidence & assessor documentation will be collated in our office for final quality assurance. **So please remember to send your completed workbook back to your assessor.**

## 2. Policies

SHE Knows is an approved NVQ Training Centre accredited by City & Guilds. Accreditation is approved & maintained in accordance with these bodies requirements & as such is monitored by an External Quality Assurer on an annual basis. We are committed to providing the highest quality service to all of our candidates & to achieve this we will endeavour to support, train & further develop of all our employees & business associates. Our objectives are:

- ✓ To ensure fair & equal access to assessment & qualification.
- ✓ To offer learning opportunities that are relevant to our work & are appropriate to the development needs of the individual concerned & are based on clearly identified needs.
- ✓ To continually appraise & review our working practices in providing learning opportunities in order to achieve & maintain a quality service.
- ✓ To work alongside all our partners ensuring that their staff also have access to training, assessment & qualification.
- ✓ To use a 'minimum paperwork' approach to assessment focusing on electronic communications (email) & submission of evidence where possible.
- ✓ To ensure all staff involved in the assessment process have the relevant occupational experience & access to opportunity for furthering their development through training & assessment.
- ✓ To ensure all staff are given sufficient time to provide information, advice & support to candidates. Assessors are allocated a minimum of 50 hours to assessment, standardisation & verification procedures per annum in addition to time allocated in order to achieve Assessor qualifications.
- ✓ To not share your data or evidence with anyone outside of the company unless they are in an Awarding Organisation quality role for the purpose of awarding your qualification.

## Reviews & Assessor NVQ Standardisation

- ✓ Our NVQ programmes, procedures, workbooks are reviewed on an annual basis subject to any SHE Knows policy or legislative changes occurring in the interim.
- ✓ Standardisation of assessment procedures, processes & assessment will take place on a quarterly basis, providing sufficient candidates/learners have been enrolled.
- ✓ Internal standardisation will take place across the year & will include verification by Assessor, location, tasks & methods. Sampling will be taken of complete & part complete portfolios.
- ✓ The purpose of the standardisation meetings are to ensure quality & standardisation across all N.V.Q Assessment activities. Assessors must attend regular standardisation meetings.

### 3. Health & Safety Professional Discussion Workbook

In the workbook are a series of tasks. By collecting the evidence it suggests, you will gather enough evidence to support your discussions with your Assessor to complete 85% of your NVQ 6 in H&S Practice. You can opt to pre-record your topics for discussion (the second part in each task) if you wish. We have also cross referenced some additional suggestions for evidence collection which will cover optional units. If you regularly deal with the induction process & management of contractors, we suggest that these two units will be easy to achieve – let us know if you do or do not want to work towards them in your induction. The remaining work is in three parts,

1. All evidence to be put into an electronic folder. Each piece of evidence to be referenced against each task number & bullet point.
2. Your Assessor (or prior designated person) to observe you in 1 of 4 selected tasks at work, & discuss your evidence, ensuring the authenticity of your evidence.
3. Your line-manager (or prior designated person) to read through check off & sign a document supporting your evidence, ensuring authenticity of a wider variety of evidence that your Assessor may be unable to observe.

On completion, your portfolio will be quality checked by a SHE Knows Internal QA, will then be put forward to the Awarding Body to be Externally QA'd. This ensures that the standard of all NVQ are at the same level & no one person has to do more or less than another to achieve their qualification.

On receipt of your Certificate you will then be able to write to IOSH to commence your Grad.IOSH application. IOSH will need copies of your certificate, CV & job description. May we take this opportunity to wish you the best of luck & every success in gaining your NVQ L6 in Occupational Health & Safety.

Please contact SHE Knows if you wish to receive the workbook electronically in a different font or format.



# Equal Opportunities Policy & Special Assessment Requirements

SHE Knows believes that equality of opportunity is fundamental to the development of an environment in which those who work or study can achieve their full potential. The pursuit of equality means that all forms of unfair discrimination will be challenged in whatever form they arise. We believe that inequality can arise across the whole range of our activities - in staff recruitment, selection, dismissal, resource allocation as well as in our NVQ, training & short course activities. The use of language, gesture & other forms of symbolic behaviour can also threaten equality. SHE Knows wishes to ensure that individual potential can be encouraged & that staff & candidates can act with confidence, competence & with open & critical minds.

We will pursue not only the letter of the law, but the spirit of the law in relation to disability, race, colour, ethnic origin, sexuality, gender or marital status. All managers, staff & candidates of SHE Knows H&S, will be responsible for ensuring that their actions are carried out in the spirit of this Policy. All those involved in guidance, assessment & verification processes will be responsible for ensuring that equal opportunities issues are addressed in relation to those processes.

All marketing & other published material will reflect this Policy. SHE Knows will maintain processes for the monitoring of this Policy & will ensure that the issue is a standing item at all Management Review meetings. This policy will be reviewed on a regular basis. SHE Knows will look to monitor race, gender & disability in relation to staff & candidate profiles &, within the confines of its client base, will take positive action where necessary to redress any inequality.

Assessors must agree assessment methods appropriate to each candidate. Barriers may occur as a result of:

- ✓ A disability or learning difficulty
- ✓ Illness or indisposition
- ✓ English being a second or additional language
- ✓ Lack of confidence or experience
- ✓ Lack of access to the necessary IT equipment at home
- ✓ Shift work & location

The importance of giving appropriate feedback to candidates with Special Assessment Requirements is also recognised. Assessors are encouraged to seek advice from the Internal Quality Assurer whenever necessary.

- ✓ Special assessment arrangements will not give unfair advantage over other learners
- ✓ Special assessment arrangements will not reduce the validity or reliability of the assessment
- ✓ Special assessment arrangements do not compromise the integrity or credibility of the qualification
- ✓ Each learner's requirements are looked at separately & specialist advice from external sources is sought as appropriate & the Assessor advised accordingly
- ✓ Any arrangements used will allow the learner to demonstrate their competence without circumventing the assessment requirements

# Centre Appeals Procedure

It is the policy of SHE Knows to ensure fair, objective & honest assessment for all our candidates.

However, in the unlikely event that a candidate claims that their assessment has been unfair, a first stage appeal may be lodged on the grounds of one or more of the following criteria:

- ✓ Equal opportunity
- ✓ Clash of personality/culture
- ✓ An unreasonable change in timings or an unrealistic venue
- ✓ Disagreement on claimed competence
- ✓ Receipt of negative feedback

Other reasonable grounds for appeal may be accepted at the discretion of the Centre Co-ordinator.

The **first stage** appeal should be made in writing to the Candidate's Internal Verifier/Internal Quality Assurance within fourteen working days of the assessment. The IV/IQA will reply, confirming receipt of the appeal within three (3) UK working days, & will investigate the complaint. The findings of the investigation will be communicated by the IV/IQA in writing to the candidate within seven (7) UK working days of acknowledging receipt. If the complaint is upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the IV/IQA & the Centre Co-ordinator.

If the first stage appeal is unsuccessful, the Candidate may submit a **second stage** appeal to the Centre Co-ordinator within seven (7) UK working days of receipt of the outcome of the first stage appeal. The procedure will follow the same timescales as for a first stage appeal & if upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the Centre Co-ordinator.

If the Candidate wishes to take the appeal beyond the Centre, an appeal should be made in writing to the External Quality Assurer (EQA) at the time of their next visit to the Centre. No fee will be charged at this stage. The EQA may wish to refer the matter to the Chief Verifier for technical evaluation or for additional comments. If the EQA is subsequently unable to conclude the matter satisfactorily, the candidate may appeal directly to the Awarding Body. A fee for handling such appeals will be charged to the Candidate, which will be refunded if the appeal is upheld.

Job roles & name of those holding positions within our centre are listed at the beginning of this workbook.



# Overview of the NVQ Process

What is an NVQ & how do you achieve an NVQ?

- ✓ By proving that you have the skills, knowledge & understanding as detailed in the workbook.
- ✓ Providing copies of written reports, risk assessments etc you have undertaken at work that you compile into a portfolio.
- ✓ Observations by your Assessor are carried out in your workplace or recordings of such can be sent in to be assessed.
- ✓ Testimonies by managers to state that you have certain responsibilities & duties at work.
- ✓ Your Assessor judges whether or not the standards have been met.

**What are the units?**

- ✓ There are mandatory 7 units in both the H&S Practice Level 6 NVQ & the Level 3.
- ✓ SHE Knows has cross referenced these units for your ease & has created a workbook with a series of tasks for you to complete.

**What if you cannot complete all the units for the award?**

- ✓ The units you have completed can be assessed & certificated separately, this is called unit certification.

**I have already undertaken other H&S qualifications, do these count towards my NVQ?**

- ✓ Certificates gained in the past 2 years can be referenced into your NVQ; this reduces the amount of evidence or professional discussions you may have to produce or discuss with your Assessor. This is called an exemption & may have to be formally applied for with the Awarding Body.

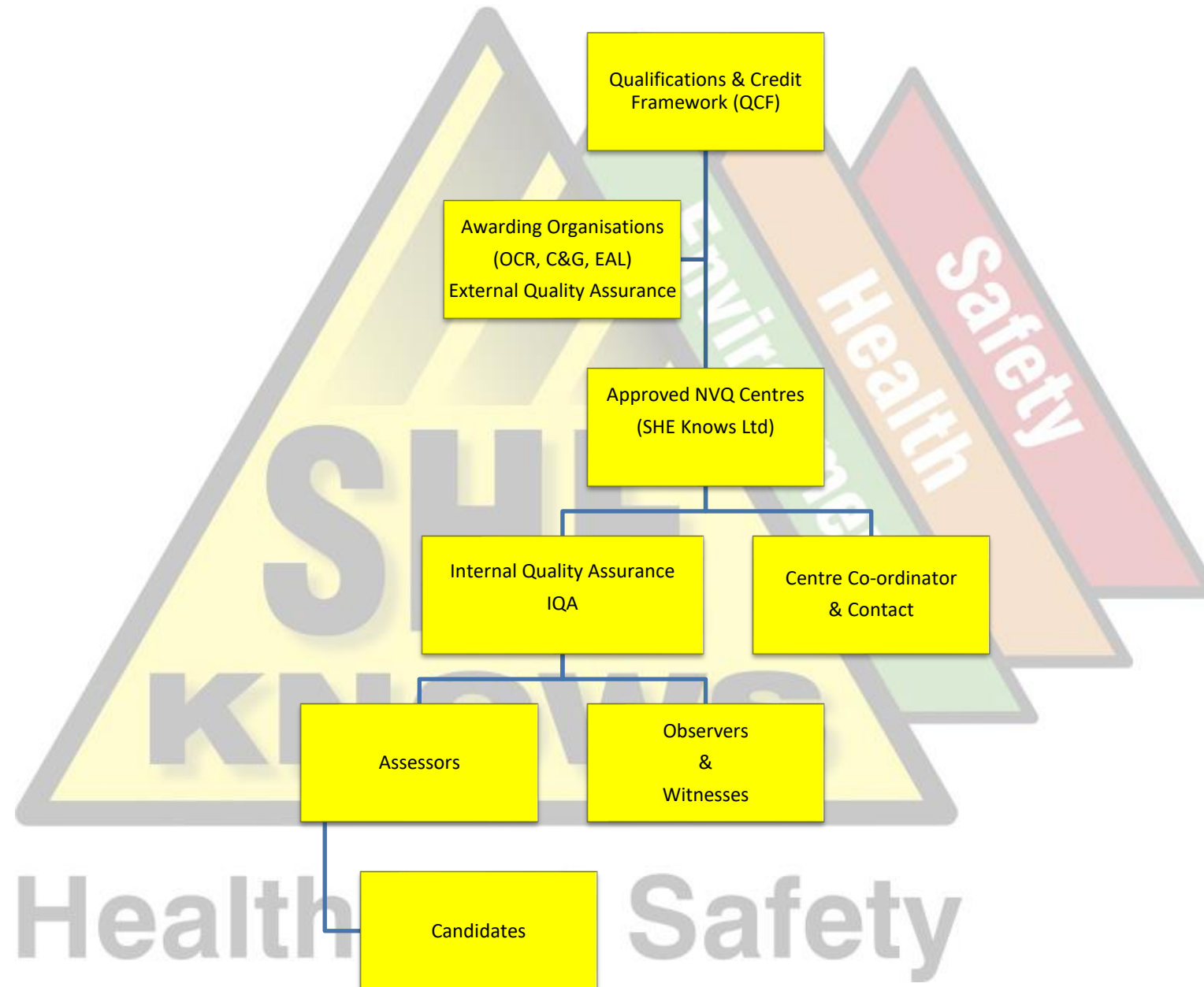
**How long does an NVQ take?**

- ✓ Every person has a different work & home schedule; this means an NVQ can take anywhere between 6 months up to 2 years.
- ✓ Persons with a long career in H&S will have much more evidence at their fingertips, hence be able to undertake their NVQ at a faster pace.

**Remember:** You cannot fail an NVQ. You are either competent or not yet competent.

Once you have completed your NVQ, your portfolio will be presented to the Internal Verifier/Internal Quality Assurance Team & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centre, its Assessors & also nationally or internationally with other centres.

## Who is involved with my NVQ?



# Portfolio of Evidence & Assessment

## What is assessment?

Assessment is the process of obtaining evidence & judging it against a recognised standard for each unit & element.

## How is the evidence obtained?

Evidence is what you will provide to prove your ability to do your job, your competence & some examples are noted below. Your Assessor will discuss with you the most appropriate ways to gather the evidence & put it into your portfolio.

## What is a portfolio?

A portfolio is a convenient way to collect & present your evidence for assessment. Your portfolio can contain any evidence that contributes towards accreditation of the units of competence – it can be paper based or electronic, in a dropbox or on a flash drive. Your Assessor will guide you to ensure that the quantity of material does not become unmanageable & that only evidence relevant to the standards is included. Your portfolio should be laid out & indexed well enough that someone new to the portfolio can easily find their way through it.

## What should the portfolio contain?

### Observation by the Assessor

Notes from your Assessor, including Witness Statements that describe what has been observed & how performance criteria & range statements have been met.

### Products of Performance

Letters, memos, risk assessments, reports etc. which you have produced in your work environment.

### Evidence from others about you

Annotated letters, memos, e-mails, written abilities & work, responses, references from colleagues; often referred to as witness testimony.

### Other evidence

Any project, assignment or case study. Questions by your Assessor action plans & activity reports

Action planning & review documents are essential to document the assessment process, as are the activity reports which log any interaction between you & your Assessor.



## **Assessment Process - Your competency can be assessed at any of the following stages:**

- ✓ At induction by using our checklist & supplying copies of previous work history & training.
- ✓ During training; formative assessment of a piece of evidence
- ✓ During observation
- ✓ Through recorded professional discussions
- ✓ Summative assessment of a unit
- ✓ Summative assessment of the entire portfolio of evidence

## **Types of Evidence - Anything to prove:**

- ✓ What you do
- ✓ How well you do it
- ✓ What you know
- ✓ What you understand

This evidence is used by your Assessor to judge whether you have met the standards for your qualification.

For example:

- Observation & questioning
- Assessor reports
- Work product, photocopies, letters, emails, reports, etc.
- Testimony of others
- Accreditation of prior learning, certificates
- Written questions
- Taped interviews & discussions– Audio or video
- Storyboards/project reports/personal statements
- Simulation (for emergency drills e.g. evacuations, rescue at Height etc)

## **Observation**

- ✓ Requires forward planning
- ✓ Your Assessor watches you carry out your job in your working environment. This can be also be supplemented by the use of a digital recorder or use of a witness or observer in your workplace.
- ✓ The observation tests whether you are competent in your job role & against the standards
- ✓ Your Assessor must remain unobtrusive
- ✓ Must not create disruption, some candidates feel uncomfortable
- ✓ Observations undertaken must be by a qualified H&S practitioner, we may request a CV of your Observer

## Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ Questions may be oral or written. These can be covered on a face to face basis or via an online method such as skype
- ✓ The questions must be:
  - Unambiguous
  - Open not closed
  - Relevant to the evidence/units
  - Pitched at the right level

## Products of Performance

- ✓ Evidence arising from natural performance
- ✓ Highly relevant
- ✓ Sufficient
- ✓ Valid
- ✓ Authentic

## Testimony of Others

- ✓ Reports, emails
- ✓ Appraisals
- ✓ Verbal & written communications e.g. records of verbal testimony, copies of e-mail, fax, letters, appraisals etc
- ✓ Testimonies are used to verify:
  - Products of performance
  - The working environment
  - Competency

## Retention of Records

- ✓ Once an NVQ is complete & certified all candidates work will be returned to the candidate or you can opt to have your portfolio shredded at SHE Knows. Any work used as an example for other candidates is only done so by the approval of the creator – intellectual property rights are respected.
- ✓ All notes & reports made by Assessors will be kept for 3 years as per the Awarding Body requirements then shredded. Said reports are kept in a lockable filing cabinet & locked office or pass-worded electronic storage, along with any portfolios awaiting verification.
- ✓ Data held on computer will be stored confidentially by means of password protection, encryption or coding.
- ✓ Only authorised employees will have access to your data or work.
- ✓ Copies of certificates are taken & will be kept for the maximum period allowed.

## Observations to be undertaken

Your Assessor (or prior designated Observer) will need to observe you in selected tasks at work.

Implement procedures for the management of emergencies		Observed	
1. Implement emergency procedures for the organisation:		<input type="checkbox"/>	
a. On site.		<input type="checkbox"/>	
b. Off site.		<input type="checkbox"/>	
2. Monitor the effectiveness of the emergency procedures		<input type="checkbox"/>	
3. Maintain records of testing the emergency procedures		<input type="checkbox"/>	
4. Respond to requests from relevant external organisations		<input type="checkbox"/>	
Be able to identify hazards to H&S in the workplace	Observed	Be able to assess risks to H&S	Observed
1. Identify areas in the workplace where hazards may occur.		5. Select appropriate risk assessment techniques to assess hazards.	<input type="checkbox"/>
2. Identify which activities impact on hazards in the workplace:		6. Select & use appropriate methods to determine the level of exposure affecting:	<input type="checkbox"/>
a. Work methods	<input type="checkbox"/>	a. Employees.	<input type="checkbox"/>
b. Processes & work equipment	<input type="checkbox"/>	b. Others who may be affected.	<input type="checkbox"/>
c. Vehicles & plant	<input type="checkbox"/>	7. Assess risks to H&S of:	<input type="checkbox"/>
d. Environmental & waste	<input type="checkbox"/>	a. Employees	<input type="checkbox"/>
3. Use appropriate measuring methods to evaluate hazards identified.	<input type="checkbox"/>	b. Others who may be affected	<input type="checkbox"/>
4. Identify who could be impacted by the hazards in each work area:	<input type="checkbox"/>	8. Prioritise the H&S risks.	<input type="checkbox"/>
a. Employees	<input type="checkbox"/>	9. Identify any additional or improved risk control measures required.	<input type="checkbox"/>
b. Contractors	<input type="checkbox"/>	10. Report to managers the risk control measures required to mitigate risks identified.	<input type="checkbox"/>
c. Visitors	<input type="checkbox"/>	11. Maintain records of hazard identification & risk assessment in detail to meet:	<input type="checkbox"/>
d. People at special risk, such as new and expectant mothers.	<input type="checkbox"/>	a. Statutory requirements	<input type="checkbox"/>
		b. Organisational requirement	<input type="checkbox"/>



## Task 2 – Systems monitoring & risk control, (Unit 606)

Provide examples of a variety risk assessments (RA) styles you have undertaken where you have inspected & identified hazards, allocated risk ratings & given recommendations for control with a review date. Checklists, RAG method, 5 steps, monitoring reports are all accepted (software generated RA are not accepted).

Checklist	Electronic	Completed on..... Signed..... Candidates signature .....	Electronic
1. Workplace risk assessment. 2. Risk assess a work activity or process. 3. CoSHH risk assessment & supporting MSDS 4. a) Risk assessment that identifies public or visitors at risk. b) Risk assessment taking into account persons of special risk 5. Risk assessment you have reviewed that was originally inadequate & needed additional/improved control measures. 6. a) Work equipment RA b) DSE RA (or other checklist style RA) 7. Risk register for the business (up to date) with information on ✓ Persons impacted by hazards ✓ Activities impacting on any hazards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Workplace inspection you have completed. a. Monitoring report you have written for workplace inspection. ✓ Identifying areas of risk. Identifying any additional risk controls needed Justify the cost effectiveness of such controls b. Email/meeting minutes demonstrating communication of inspection results. 9. Behavioural observation of personnel with report of safe/unsafe acts & any safe working practices. a. Email/meeting minutes demonstrating communication of monitoring results. b. Recognition documented & acknowledged for safe acts.	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>

**(Task 2 continued) - Explain to your Assessor the following:**

1. Maintain records in accordance with:
  - a. Company requirements.
  - b. Best practice.
  - c. H&S legislation.
  - d. Codes of practice & standards.
2. Explain the proactive H&S monitoring systems within the organisation.
3. Explain the rationales/justification for your proactive monitoring systems
4. Explain how to respond to the H&S needs of others:
  - a. Disabilities,
  - b. Special considerations
  - c. Additional learning needs
  - d. Language barriers
5. Describe external factors influencing proactive H&S monitoring systems e.g.:
  - a. H&S statutory requirements.
  - b. Industry best practice for proactive monitoring systems & documentation.

Comments

Sample for marketing

**Health and Safety**

## Witness Testimony - Authentication of evidence by a witness

I confirm that the owner of this workbook is employed as \_\_\_\_\_ from \_\_\_\_\_ onwards & undertakes the following activities at work.

Organisational H&S Policy		*O	WR	NJR	NC
1	Understand the organisational structure & process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Understand business functions in relation to workplace H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Being able to critically review the organisations current H&S policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Being able to implement improvements to the current H&S Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A positive H&S culture		*O	WR	NJR	NC
1	Understand aspects of organisational culture that influence H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Be able to critically evaluate the current organisational culture in relation to H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Be able to develop a plan for the improvement of the organisational culture in relation to H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Be able to implement the continuous improvement programme for culture in relation to H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give comment on:

Description of the work activity completed relevant to this unit  
 Details on how the work activity met the occupational standards  
 A description of the context in which the work activity was observed

Signed  
 Sampled by IQA

Name

Position  
 Date

Date

\*O – Often WR- When Job Requests NJR- Not in Job Role NC- Not in Competency





**SHE Knows, Health and Safety**  
**Sidings House**  
**Sidings Business Park**  
**Freightliner Road**  
**HULL**  
**HU3 4XA**

**Tel: 0845 370 3727**  
**Email: [info@she-knows.com](mailto:info@she-knows.com)**

**[www.she-knows.com](http://www.she-knows.com)**



@sheknowsltd



@sheknowsltd



@she-knows-ltd

**ELCAS**  
**Provider ID**  
**11386**

