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## Overview

This standard covers the skills and knowledge required to develop and implement effective communication systems for health and safety information.

It covers

1. evaluating health and safety information external to your organisation;
2. communicating to your organisation relevant health and safety information;
3. making sure that there are effective health and safety communication systems within your organisation;
4. making sure that relevant health and safety information from within your organisation is communicated to statutory authorities, local authorities and relevant groups and individuals

## Performance criteria

*You must be able to:*

1. identify and evaluate relevant existing and proposed health and safety legislation, codes of practice, and standards following standard operating procedures
2. evaluate developments in health and safety risk assessment and control procedures and practices, technical developments and best practice
3. confirm communication systems are in place to develop and implement any new or proposed health and safety legislation, codes of practice, standards, health and safety risk assessment and control procedures and practices, technical developments and best practice
4. record relevant health and safety information relating to organisational and regulatory procedures following standard operating procedures
5. develop and implement appropriate communication systems for relevant health and safety information relating to input materials, goods, equipment, services and resources bought in by your organisation
6. confirm the health and safety culture and policy are kept in the forefront of the activities of your organisation
7. develop and implement communication systems for health and safety information out of your organisation to statutory bodies and other interested parties following standard operating procedures
8. confirm relevant health and safety information for your organisation's products, services and waste is given to relevant recipients
9. check relevant health and safety standards and procedures for your organisation are provided to contractors following standard operating procedures
10. set up procedures to review communication systems following standard operating procedures

## Knowledge and understanding

*You need to know and understand:*

1. principles for effective communication
2. barriers to effective communication
3. formal and informal communication systems within an organisation
4. different ways people can communicate
5. effective written and verbal communication
6. health and safety risk assessment, control procedures and practices, technical developments and best practice
7. proposed and new health and safety legislation, codes of practice and standards
8. health and safety promotional activities relevant to the needs of an organisation
9. health and safety statutory reporting requirements for an organisation
10. health and safety statutory information requirements for the products, services and waste of an organisation
11. health and safety standards and procedures that are relevant to contractors used by the organisation

PROHSP4

Develop and implement effective communication systems for health and safety information



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**Suite** Health and Safety

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