

## Overview

This standard covers the skills and knowledge required to develop and implement the health and safety policy.

It covers

1. developing the health and safety policy of your organisation with respect to the statutory and organisational requirements;
2. advocating the health and safety policy to all key stakeholders in your organisation;
3. implementing the health and safety policy in your organisation; and
4. working with key stakeholders in order to integrate health and safety into your organisation

## Performance criteria

### *You must be able to:*

1. assess structure of your organisation in relation to health and safety matters following standard operating procedures
2. access existing health and safety systems and procedures of your organisation following standard operating procedures
3. evaluate relevant health and safety statutory and practical requirements relating to input to your organisation of materials, equipment, goods, services and resources
4. evaluate relevant health and safety statutory and practical requirements relating to processes of your organisation following standard operating procedures
5. evaluate relevant health and safety statutory and practical requirements for products and services in your organisation
6. evaluate relevant health and safety statutory and practical requirements relating to stakeholders who may be affected by activities of your organisation
7. identify any deficiencies in the current health and safety policy of your organisation following standard operating procedures
8. formulate changes to remedy deficiencies in the health and safety policy following standard operating procedures
9. establish resource constraints which may influence the health and safety policy following standard operating procedures
10. consult with key stakeholders and provide opportunities to review the proposed health and safety policy following standard operating procedures
11. establish a strategy for promoting a positive commitment to the health and safety policy to stakeholders
12. advocate adoption of an improved health and safety policy following standard operating procedures
13. define responsibilities of those involved in health and safety following standard operating procedures
14. specify health and safety policy implementation programme following standard operating procedures
15. provide support and assistance for the health and safety policy implementation process following standard operating procedures
16. take effective action should problems arise during the health and safety policy implementation process in your organisation
17. check there are adequate opportunities for feedback during the health and safety policy implementation process and respond

Develop and implement the health and safety policy

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- appropriately to suggestions
- 18. minimise disruption to the organisation's activities during the implementation process
- 19. apply quality management requirements to all health and safety documentation
- 20. develop systems to monitor effectiveness following standard operating procedures
- 21. check health and safety policy documentation is consistent with the health and safety strategy

## Knowledge and understanding

*You need to know and understand:*

1. your organisation's existing policies and procedures
2. interaction of business functions within an organisation
3. structure of formal and informal organisational systems
4. individual and group motivation
5. relevant statutory health and safety requirements including:
  - emergency procedures
  - first aid and medical service provision
  - fire precautions
  - major disasters
  - ionising radiation incidents
  - environmental impact events; and
  - control of emergencies
6. industry best practice

Develop and implement the health and safety policy

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<b>Originating Organisation</b>	Proskills
<b>Original URN</b>	PROHSP3
<b>Relevant Occupations</b>	Occupational Health Workers; Occupational hygienists and safety officers (health and safety); Health and Safety Managers; Health and Safety officers
<b>Suite</b>	Health and Safety
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