

## L6 Occupational Health and Safety

### SUGGESTED EVIDENCE

Learners are to provide H&S documentation that they have produced and implemented within their organisation; this can include documentation relating to the following:

1. <b>CV</b> detailing current H&S Role.
2. <b>Method statements</b> (Provide examples of this documentation that you have actively been involved in putting together, reviewing and implementing through the business).
3. <b>Risk assessments</b> (Provide examples of this documentation that you have actively been involved in putting together, reviewing and implementing through the business). Examples could include: <ul style="list-style-type: none"> <li>• Workplace hazard-related risk assessments</li> <li>• Fire Risk Assessments</li> <li>• COSHH Assessments</li> </ul>
4. <b>Implementation and reviewing of company policies.</b> Examples can include: <ul style="list-style-type: none"> <li>• Company Health and Safety Policy</li> <li>• Environmental policy</li> <li>• Equality and Diversity policy</li> <li>• Waste Management policy</li> <li>• DSE Policy</li> <li>• Any H&amp;S company policies that you review and update (this is not limited to the examples given above).</li> </ul>
5. <b>Site inspection documentation/Audits</b> (produced by the learner) <ul style="list-style-type: none"> <li>• Completed site safety inspection forms</li> <li>• Completed site welfare inspection forms</li> <li>• Site or workplace audit documentation carried out and completed by the learner</li> </ul>
6. <b>Arrangements for H&amp;S appointments</b> <ul style="list-style-type: none"> <li>• Company organogram</li> <li>• Appointment letters</li> <li>• Job descriptions</li> <li>• Emails detailing H&amp;S roles to others in the workplace</li> </ul>
7. <b>Communication documents</b> to implement H&S between varying roles – directors, managers, employees (emails, pamphlets, handouts, notices boards, etc). Information could relate to recent: <ul style="list-style-type: none"> <li>• Workplace incidents</li> <li>• Workplace good practice</li> <li>• H&amp;S meeting minutes</li> <li>• Photos of workplace noticeboards for H&amp;S</li> <li>• Safety alerts or bulletins</li> <li>• Near-miss reports (completed)</li> </ul>
8. <b>H&amp;S proactive monitoring procedures:</b> Any additional documentation that you may implement and use within your organisation to ensure H&S is at the forefront of the business and actively taking place to reduce the workplace hazards. <ul style="list-style-type: none"> <li>• Letters to local police/fire brigade/residents</li> <li>• Surveys (topographical/ecological/asbestos, etc.)</li> <li>• Weather monitoring</li> </ul>

<p>9. <b>H&amp;S Reactive Monitoring</b> procedures inclusive of producing statistical and epidemiological analyses of the health and safety loss event data in the organisation.</p> <ul style="list-style-type: none"> <li>• Accident frequency rate (AFR) statistics. This could include: <ul style="list-style-type: none"> <li>○ Pie charts</li> <li>○ Bar graphs</li> <li>○ Line graphs</li> <li>○ CUSUM charts</li> </ul> </li> <li>• Accident/incident investigation forms, which could include: <ul style="list-style-type: none"> <li>○ Accident investigation documents</li> <li>○ Near-miss action documents</li> <li>○ Theft investigations</li> <li>○ Environmental pollution investigations</li> <li>○ Threats of violence investigations</li> <li>○ Dangerous occurrence investigations</li> <li>○ Investigations into unethical behaviour</li> <li>○ Health effect investigations</li> <li>○ Investigations into poor workplace practice.</li> </ul> </li> </ul>
<p>10. <b>Records of emergency procedures and testing.</b></p> <ul style="list-style-type: none"> <li>• Correspondence with local authorities</li> <li>• First aid and firefighting training within the organisation</li> <li>• Emergency Action Plan</li> <li>• Fire procedures log – alarms, extinguisher, lighting checks, etc.</li> <li>• Emergency evacuation plan – site layout showing escape routes, fire point and first aid points, etc.</li> </ul>
<p>11. <b>H&amp;S information sourcing</b> methods and methodology behind <b>H&amp;S purchasing</b> procedures for safety equipment.</p> <p><b>H&amp;S Info Sourcing.</b> This could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Emails to other professionals</li> <li>• Conversations on professional forums</li> <li>• Documents sourced from professional bodies</li> <li>• Qualifications gained through training (by the learner)</li> </ul> <p><b>H&amp;S purchasing info.</b> This could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• purchase orders of control equipment – trench support, barriers, etc.</li> <li>• Delivery notes – equipment, PPE, etc.</li> <li>• Training booked for employees.</li> </ul>
<p>12. <b>Survey/construction documents for site</b> – This could include documentation relating to site operations provided by external organisations.</p> <p>This could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Topographical surveys</li> <li>• Ecological surveys</li> <li>• Pre-construction Information</li> <li>• Temporary works designs</li> <li>• Site rules</li> <li>• Traffic management plans.</li> </ul>
<p>13. <b>H&amp;S meeting minutes</b>, detailing your involvement in heading the meetings.</p> <p>Examples could include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Company meetings with topics on health and safety</li> <li>• Health and Safety meetings</li> <li>• Client meetings</li> <li>• Project meetings</li> <li>• Meeting on design risks.</li> </ul>
<p>14. <b>Health and Safety monitoring procedures/records</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• HAVS Monitoring</li> <li>• Air quality monitoring</li> <li>• Noise monitoring</li> <li>• Health surveillance – medical.</li> </ul>

<p><b>15. H&amp;S Quality management systems</b></p> <p>This could include records of how you monitor and review health and safety systems through the business including documentational procedures.</p> <p>This can include documentation relating to accreditations, such as:</p> <ul style="list-style-type: none"> <li>• Construction Line</li> <li>• CHAS</li> <li>• ISO 9001, 18001, 45001</li> <li>• OtherSSIP accreditation</li> </ul>
<p><b>16. Documents relating to waste management</b> (the learner is not required to carry these out but should be able to demonstrate how this information, provided by external sources, is implemented within the work place).</p> <p>Examples could include:</p> <ul style="list-style-type: none"> <li>• Waste carrier checks</li> <li>• Waste monitoring – Recycling, reuse, sent to landfill, etc.</li> <li>• Soil surveys</li> <li>• Asbestos surveys</li> <li>• Waste management plans.</li> </ul>
<p><b>17. H&amp;S presentations produced by the learner:</b></p> <p>This could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Site inductions, presentations and associated documents</li> <li>• Toolbox talks with completed attendance sheets</li> <li>• H&amp;S power-point presentations <ul style="list-style-type: none"> <li>○ Manual Handling, Working at Heights, PPE, etc.</li> <li>○ General H&amp;S meeting presentations</li> <li>○ Conference presentations</li> <li>○ Any other H&amp;S training presentations.</li> </ul> </li> </ul>
<p><b>18. Construction Safety, Health and Environmental plans</b></p> <p>Any documentation that makes up the site plans for health and safety and could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Pre-Construction Information</li> <li>• Construction Phase Plans</li> <li>• Health and Safety files</li> <li>• Welfare assessments and provision.</li> </ul>
<p><b>19. Training Matrix</b> for your company detailing training received and required by operatives.</p>
<p><b>20. Continual Professional Development Record</b> – This should include courses completed within the past 2 years, research carried out, i.e. reviewing regulations, reading construction news, IOSH Publications or any other industry-relevant information.</p> <p>The CPD Log should include Reflective Accounts (RA) on how you have used this information and how it has helped you in your role.</p> <p>For a free template and further guidance please go to  <a href="https://www.workforceskillssupport.co.uk">Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)</a></p>
<p><b>21. Any other Health and Safety documentation</b> you implement, review or have contributed to in relation to your company.</p>

All information provided must relate to the Learner, who must be able to confirm the relevance of the H&S documentation and the methods of implementation within their organisation. This will be confirmed through recorded professional discussions.