

L6 Occupational Health and Safety

SUGGESTED EVIDENCE

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

1. CV detailing current H&S Role.
2. Method statements (Provide examples of this documentation that you have actively be involved in putting together, reviewing and implementing through the business)
3. Risk assessments (Provide examples of this documentation that you have actively be involved in putting together, reviewing and implementing through the business), example could include: <ul style="list-style-type: none"> • Workplace Hazard related risk assessments • Fire Risk Assessments • COSHH Assessments
4. Implementation and reviewing of company policies , examples can include: <ul style="list-style-type: none"> • Company Health and Safety Policy • Environmental policy • Equality and Diversity policy • Waste Management policy • DSE Policy • Any H&S company policies that you review and update, it is not limited to the examples given above.
5. Site inspection documentation/Audits (produced by the learner) <ul style="list-style-type: none"> • Completed site safety inspection forms • Completed site welfare inspection forms • Site or workplace audit documentation carried out and completed by the learner
6. Arrangements for H&S appointments <ul style="list-style-type: none"> • Company Organogram • Appointment letters • Job descriptions • Emails detailing H&S roles to others in the workplace
7. Communication documents 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"> • Workplace incidents • Workplace good practice • H&S Meeting Minutes • Photos of workplace noticeboards for H&S • Safety alerts or bulletins • Near miss reports (completed)
8. H&S Proactive monitoring procedures: 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"> • Letters to local police/fire brigade/residents • Surveys Topographical/ecological/asbestos etc. • Weather monitoring

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

<p>15. H&S Quality management systems</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"> • Construction Line • CHAS • ISO 9001, 18001, 45001 • OtherSSIP accreditation
<p>16. Documents relating to waste management (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"> • Waste carrier checks • Waste monitoring – Recycling, Reuse, sent to landfill etc. • Soil surveys • Asbestos surveys • Waste management plans
<p>17. H&S presentations produced by the learner:</p> <p>This could include, but not limited to:</p> <ul style="list-style-type: none"> • Site inductions presentations and associated documents • Tool box talks with completed attendance sheets • H&S power-point presentations <ul style="list-style-type: none"> ○ Manual Handling, Working at Heights, PPE etc ○ General H&S meeting presentations ○ Conference presentations ○ Any other H&S training presentations
<p>18. Construction Safety, Health and Environmental plans</p> <p>Any documentation that makes up the site plans for health and safety and could include but not limited to:</p> <ul style="list-style-type: none"> • Pre-Construction Information • Construction Phase Plans • Health and Safety files • Welfare assessments and provision
<p>19. Training Matrix for your company detailing training received and required by operatives.</p>
<p>20. Continual Professional Development Record – 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>In the CPD Log it should include Reflective Accounts (RA) on how you have used this information and how it has helped you in your job role.</p> <p>For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)</p>
<p>21. Any other Health and Safety documentation you implement, review or have input in to relating to your company.</p>

All information provided must relate to the Learner, the learner must be able to confirm what relevance the H&S documentation has and the methods of implementation in their organisation, this will be confirmed through recorded professional discussions.

Please contact Sean for any further details.