

Title:	Develop and Implement Effective Communication Systems for Health and Safety Information
Level:	6
Credit value:	8
GLH:	36
Unique Reference Number:	L/618/6428
Sector Subject Area:	15.3 Business Management
Aim:	The aim of this unit is to provide learners with the skills and knowledge to be able to evaluate, develop and implement communication systems for health and safety. Learners will need to demonstrate effective engagement and communication with internal and external stakeholders.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity. Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.

Learning outcomes

The learner will:

1. Be able to evaluate health and safety information.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to critically evaluate existing and proposed sources of health and safety information, assessing their relevance and reliability. They will also analyse developments in health and safety, considering their impact on workplace practices and compliance with regulatory requirements.

The learner must:

- 1.1 Evaluate existing and proposed health and safety **information sources**.
- 1.2 Evaluate **developments** in health and safety.

2. Be able to check and develop communication systems for the organisation.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to establish and maintain effective communication systems for implementing new or revised health and safety information. They will learn to accurately record and disseminate relevant health and safety data in line with organisational and regulatory procedures. Additionally, learners will design systems to communicate essential health and safety information regarding externally sourced materials, goods, equipment, services, and resources. They will also ensure that health and safety culture and policy remain central to organisational activities.

The learner must:

- 2.1 Confirm communication systems are in place when implementing **new or revised health and safety information**.
- 2.2 Record relevant health and safety information relating to organisational and regulatory procedures.
- 2.3 Develop systems to communicate health and safety information about externally sourced:
 - Input materials
 - Goods
 - Equipment
 - Services
 - Resources
- 2.4 Confirm that the health and safety culture and policy are kept in the forefront of the activities of the organisation.

3. Be able to control and monitor the effectiveness of health and safety communication systems.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to develop the ability to implement effective communication methods to share health and safety information with external stakeholders. They will ensure that critical health and safety details are conveyed to the appropriate recipients. Additionally, learners will establish processes to communicate organisational health and safety standards and procedures to contractors and implement systems for reviewing the effectiveness of communication strategies.

The learner must:

- 3.1 Implement methods of communication to **external stakeholders** about health and safety information.
- 3.2 Ensure that health and safety information about products, services and waste is communicated to relevant recipients.
- 3.3 Ensure that health and safety standards and procedures for the organisation are provided to contractors.
- 3.4 Establish procedures to review communication systems.

4. Be able to understand the development and implementation of communication systems for health and safety information.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to understand the principles of effective communication, including formal and informal systems within an organisation. They will explore potential barriers to communication and different methods of conveying information. Additionally, learners will examine factors affecting health and safety communication, statutory reporting requirements, and the communication of standards for products, services, waste, and contractors. They will also gain insight into relevant health and safety legislation, codes of practice, and promotional activities to support organisational health and safety objectives.

The learner must:

- 4.1 Describe the principles for effective communication.
- 4.2 Explain potential barriers to effective communication.
- 4.3 Describe the formal and informal communication systems within the organisation.
- 4.4 Describe different ways people communicate.
- 4.5 Provide examples of effective written and verbal communication
- 4.6 Describe **factors** that impact on communication systems for health and safety information.
- 4.7 Describe proposed and new health and safety legislation, codes of practice and standards.
- 4.8 Explain promotional activities for health and safety that are relevant to the needs of the organisation.

4.9 Explain the statutory reporting requirements of the organisation in relation to health and safety.

4.10 Explain the statutory information requirements for the organisation's products, services and waste.

4.11 Explain the health and safety standards and procedures that are relevant to contactors used by the organisation.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Requirements

Information Sources.	Information sources could include: <ul style="list-style-type: none"> • Legislation • Codes of practice • Standards
Developments	Developments could include any changes to the following: <ul style="list-style-type: none"> • Legislation • Codes of practice • Risk assessment • Control procedures and practices • Technical development
New or Revised Health and Safety Information	New or revised health and safety information could be related to any of the following: <ul style="list-style-type: none"> • Legislation • Codes of practice • Risk assessment • Control procedures • Technical developments • Industry best practice.
External Stakeholders	External stakeholders include: <ul style="list-style-type: none"> • Statutory bodies

	<ul style="list-style-type: none">• Other interested parties
Factors	Factors include: <ul style="list-style-type: none">• Legislation• Codes of practice• Health and safety risk assessment• Control procedures• Technical developments• Industry best practice

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