

Standard

L3: Safety, health and environment technician

UOS reference number

ST0550_V1.2

Title of occupation

Safety, health and environment technician

Core and options

No

Resubmission

No

Level of occupation

Level 3

Route

Protective services

Typical duration of apprenticeship

24 months

Target date for approval

21 May 2021

Occupational profile

Summary

This occupation is found in organisations of varying size and industry across all sectors; the role could be based in one location or may involve travel across a range of contracts

The broad purpose of the occupation is to provide advice to others on how to work without harming themselves or others. The Technician will work with the management and delivery team of the organisation to advise on the statutory health, safety and environmental requirements as they affect the company's operations. They will assist the management team in ensuring that the legal and company Safety Health and Environment (SHE) requirements are implemented. On a daily basis the SHE Technician will assist to develop, review and check on the implementation of safe systems of work, deliver training (e.g. toolbox talks & inductions), investigate incidents, analyse data and present findings to the management team.

In their daily work, an employee interacts with people at all levels of the organisation, including senior leaders. Externally, they may interact with local authorities and the Health and Safety Executive.

An employee in this occupation will be responsible for:

- Supporting the embedment of a culture that ensures everyone is able to return to their family and friends unharmed every day whilst also protecting and enhancing the global land,

air and water resources for future generations.

- Inspiring and influencing others to work safely & responsibly.
- Understanding the legal framework and showing how safety, health and environmental management can enhance operational activities.

Typical job titles

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Duty	Knowledge	Skills	Behaviours
D1: Maintain the company health & safety and environmental policies and processes and statutory requirements as they affect a company's operations and ensure that the requirements are implemented.	K2, K3	S2, S3, S4, S5, S6, S7, S8, S9, S11	B3, B4, B5, B6
D2: Assist in providing advice on the practical implementation of the company's she policies and processes	K2	S1, S4, S5	B1, B2, B3, B5
D3: Inform operational and functional management teams with advice on the prevention of accidents, incidents and ill health.	K2, K3, K4, K8, K9, K10	S1, S4, S9, S10, S11, S13	B1, B2, B3
D4: Provide advice and guidance for when to obtain legal consents, licenses and exemptions such as discharge consents, abstraction licenses and waste management licenses as and when required and as directed.	K1, K2, K3, K9	S1, S2, S3, S4, S6, S7, S8, S9	B1, B2, B3, B4, B5
D5: Assist with and undertake she visits, inspections and audits where required of operational sites.	K1, K2, K3, K11	S1, S2, S3, S4, S6, S7	B1, B2, B3, B4, B5, B6, B7, B8
D6: Research safety, health and environmental issues and best practices	K11	S2	B4, B8
D7: When directed, assist with the preparation of she risk assessments and method statements	K1, K2, K3, K4, K5, K6, K7, K8, K9, K10	S1, S2, S3, S4, S8, S9, S12, S13	B1, B2, B3, B4, B5, B6, B7, B8
D8: Monitor, analyse of and report she performance as directed	K2, K3, K11	S1, S2, S8, S9, S12, S13	B1, B2, B3, B4, B5, B6, B7, B8
D9: Assist in the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents	K1, K2, K3, K4, K5, K6, K7, K8, K9, K10, K11	S1, S2, S3, S4, S5, S8, S9, S10, S11, S12, S13	B1, B2, B3, B4, B5, B6, B7, B8
D10: Support the setting of standards and lead by example in the management of she	K1, K2, K3, K4, K5, K6, K7, K8, K9, K10, K11	S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S11, S12, S13	B1, B2, B3, B4, B5, B6, B7, B8

Knowledge

K1: The moral reasons for good safety, health and environmental working practices, ensuring no harm to people or the environment.

K2: The statutory health, safety and environmental legislation and sources of associated guidance and information applicable to their working environment. E.g. Health and Safety at Work etc. Act 1974, Management at Work Regulations 1999, Environmental Protection Act 1990, Environment Act 1995.

K3: How a SHE Management system works, the range of standards which a typical HSE professional would be involved with e.g. OHSAS 18001, ISO 45001, ISO 14001 and if applicable how these are applied in their working environment.

K4: Appropriate methods for identifying, evaluating and controlling hazards relevant to their workplace. E.g. 5 steps to Risk Assessment and involving people who are experienced in the activity.

K5: The range of work activities in a given situation and identify how to prioritise and scope out the hazards with the potential to cause harm and/or loss.

K6: The difference between occupational hygiene, health surveillance and health and wellbeing campaigns and methods for implementing these in the workplace.

K7: How to plan and have systems in place to manage change during an activity relevant to the working environment.

K8: How people think and why they make decisions which can lead to risk, how behaviours can be used, the components of a behavioural program and potential blockers to the successful implementation of a behavioural programme.

K9: How to plan for Safety, Health or Environmental emergencies – e.g. accidents, exposure to hazardous substances, fire, pollution.

K10: Theories for incident causation and prevention such as James Reason's Swiss Cheese model, Heinrich and Hertzberg theories (Domino, Competency Matrix) including behavioural considerations and implications on business risk (fines, reputation, lost work etc).

K11: How to write and present a business justification e.g. cost/benefit analysis to influence managers.

Skills

S1: Presents and holds an audience's attention, for example when delivering SHE training, toolbox talks, inductions or presenting data or investigation findings to the workforce or management team. Shows they can sell the SHE message, have personal impact, deal with challenge, reflect on personal performance, use appropriate language for the audience.

S2: Assists the management team in the development, management, implementation and monitoring of the Safety, Health and Environmental Management System by updating systems in line with changes in legislation or best practice, delivering training, coaching operational teams and undertaking workplace inspections

S3: Advises on the practical implementation of the company's SHE policies and processes by applying generic industry guidance into the context of the workplace.

S4: Identifies the hazards and evaluates: 1. workplace instructions that are relevant to the individual's job 2. working practices in the individual's job that may harm themselves or others 3. aspects of the individual's job that could harm themselves or others 4. which of the potentially harmful working practices and aspects of the individual's work present the highest risks to themselves or others 5. how to deal with hazards in accordance with workplace instructions and legal requirements

S5: Supports the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products

S6: Supports the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support.

S7: Undertakes and/or assists with the monitoring, analysis and reporting of SHE performance.

S8: Prepares and maintains records relating to safety, health and environmental matters that comply with legal and workplace requirements and are accessible to those who are authorised to use them. E.g. records associated with Provision and Use of Work Equipment Regulations, Lifting Operation and Lifting Equipment Regulations, Noise at Work Regulations, Hand Arm Vibration Regulations or Environmental Permitting Regulations.

S9: Assists the management team in establishing, managing and maintaining relationships with external stakeholders such as local authorities, Health and Safety Executive, Environment Agency, Occupational Health, Occupational Hygienists and others as required and directed.

S10: Researches Safety, Health and Environmental Issues and best practices and reviews updates of health and safety regulations e.g. changes to Construction, Design and Management Regulations or updates to the Control of Substances Hazardous to Health along with workplace instructions, making sure that information is from reliable sources.

S11: Assists and/or manages the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.

S12: Recognises where decisions have a financial cost and contributes to developing a budget.

S13: Recognises situations where the activity will benefit from contributions and expertise of other internal departments such as HR, Finance, IT or Occupational Health.

Behaviours

B1: Communicates in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way.

B2: Works with others (colleagues, suppliers, clients and the public) and leads by example in a collaborative and non-confrontational way, and adjusts to change in relation to the requirements of the organisation.

B3: Challenges behaviour that is inconsistent with a positive SHE culture and respects the culture and values of others in contributing a positive SHE culture. Positively influences behaviour in others to achieve desired outcomes and resolve conflicts.

B4: Be able to identify areas for improvement and suggest sustainable innovative solutions.

B5: Use their professional judgement to work within own level of competence, and knows

when to seek advice from others.

B6: Applies the code of ethics to work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Able to resist pressures to allow others to utilise unsafe working practices.

B7: Applies attributes of equality and diversity to meet the requirements of fairness at work.

B8: Identifies own professional development needs and take action to meet those needs. Uses own knowledge and expertise to help others when requested.

Duty	OTJ days
D1: Maintain the company health & safety and environmental policies and processes and statutory requirements as they affect a company's operations and ensure that the requirements are implemented.	15
D2: Assist in providing advice on the practical implementation of the company's she policies and processes	15
D3: Inform operational and functional management teams with advice on the prevention of accidents, incidents and ill health.	10
D4: Provide advice and guidance for when to obtain legal consents, licenses and exemptions such as discharge consents, abstraction licenses and waste management licenses as and when required and as directed.	5
D5: Assist with and undertake she visits, inspections and audits where required of operational sites.	10
D6: Research safety, health and environmental issues and best practices	5
D7: When directed, assist with the preparation of she risk assessments and method statements	10
D8: Monitor, analyse of and report she performance as directed	15
D9: Assist in the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents	15
D10: Support the setting of standards and lead by example in the management of she	5

Entry requirements

No entry requirements specified

Professional recognition

Professional body	Level	Full or partial recognition	What further requirements are needed for full recognition
Institution of Occupational Safety and Health (IOSH)	TechIOSH	Full	—

Progression routes

No progression routes specified

Notice period

60 days

Notice period comments

This will allow time for the EPAO to redesign materials for the amended EPA method (test)