
Overview

What is this standard about?

Achievement of this standard demonstrates your competence in managing safety, health, and environmental culture and training. You will be able to communicate relevant information to all stakeholders, evaluate suggestions for improvements and provide feedback. Monitoring and reviewing training plans and provision, you will also develop plans as required.

Who is this standard for?

This standard is applicable to anyone at a managerial level able to carry out this function.

Performance criteria

You must be able to:

1. Conduct your work in line with relevant regulation, legislation, and industry best practice
2. Disseminate relevant safety, health, and environmental information to the workforce using approved channels of communication
3. Provide information about activities and achievements towards improving safety, health, and environmental aspects
4. Evaluate suggestions for improvements towards ensuring safety, health, and environmental aspects
5. Provide feedback from your evaluation process to all stakeholders within agreed timescales
6. Manage the monitoring and review process of the company's health, safety and environmental training provision
7. Develop SMART training plans in order to deliver and review improvements
8. Maintain accurate records of systems, plans, audits, inspections, and incidents
9. Develop and maintain your own knowledge, skills, and practice through Continual Professional Development (CPD)

Knowledge and understanding

You need to know and understand:

1. Relevant regulation, legislation, company policies and procedures, and industry best practice
2. The definitions of **relevant terminology**
3. Methods of effective communication
4. How to identify and consult specialists in order to learn from other sectors or implement best practices
5. Methods for measuring efficiency and effectiveness of current process or procedures
6. The importance of both teamwork and 'safer by competence'
7. The principles of safe working practice
8. The training that is both available and suitable
9. How to write SMART objectives in order to deliver and review improvements
10. When and why external reporting is necessary, and how it might differ from internal reporting

**Scope/range related
to knowledge and
understanding**

Relevant terminology, such as:

- Regulations
- Policy
- Sustainability
- Biodiversity
- Carbon-reduction
- QNJAC (Quarries National Joint Advisory Committee)
- PUWER (Provision and Use of Work Equipment Regulations)
- LOLER (Lifting Operations and Lifting Equipment Regulations)
- HSE (Health and Safety Executive)
- COSHH (Control of Substances Hazardous to Health)
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- SMART objectives (Specific, Measurable, Attainable, Relevant, Time-bounded)
- CPD (Continual Professional Development)

Developed by	MPQC
Version Number	1
Date Approved	August 2019
Indicative Review Date	August 2024
Validity	Current
Status	Original
Originating Organisation	MPQC
Original URN	MPQSHE08
Relevant Occupations	Environmental Management Officer; Environmental Manager; Health and Safety Managers; Manager in mineral processing and related occupations; Manager in Mining; Manager in precast or prestressed concrete and related trades; Operations Manager; Teaching Professionals; Learning Mentor; Education Workers; Education and training; Education and interpretation officer; Education Staff; Mentor
Suite	Health, Safety and Environmental Management in the Extractive and Mineral Processing Industries
Keywords	SHE; Health; Safety; Environmental; training; competence; MPQC