
Overview

What is this standard about?

Achievement of this standard demonstrates your competence in gathering, analysing and disseminating information on safety, health, and environmental hazards and risks, aspects and impacts. You will be able to assess and validate information to enable informed decisions, using appropriate methodologies in your analysis. You will manage data, produce and communicate reports, and learn from others or adopt best practice.

Who is this standard for?

This standard is applicable to anyone at a supervisory or managerial level approved to carry out this function working in the mineral extraction sector.

Performance criteria

You must be able to:

1. Conduct your work in line with relevant regulation, legislation, and industry best practice
2. Identify verifiable sources of information to learn from others or adopt best practice
3. Assess the accuracy, relevance and sufficiency of information to enable informed decisions
4. Resolve issues of contradiction, ambiguity and inadequacy in order to improve the accuracy of the data
5. Identify the objectives of any analysis
6. Select the best **methodology** for the analysis of relevant information
7. Review patterns and trends in data
8. Manage data effectively
9. Produce reports according to your organisations' policies and procedures
10. Review and implement improvements to systems and procedures, involving stakeholders where necessary
11. Communicate relevant information to all stakeholders within organisational timescales
12. Review methods for collecting, communicating and storing information to facilitate continuous improvements

Knowledge and understanding

You need to know and understand:

1. Relevant regulation, legislation, best practice and company policies, procedures and values, and particularly how these affect the collection, storage and dissemination of information
2. **Methodologies** for analysing trends in data
3. The efficient and effective use of resources
4. How new sources of information are identified
5. The difference between facts, viewpoints and opinions
6. Methods for gathering information
7. The importance and application of information management
8. The information access hierarchy
9. Issues of confidentiality and its maintenance
10. The importance of effective communication
11. Methods of communicating and disseminating information
12. When to use your own initiative
13. How feedback is sought and acted upon.
14. How recommendations on improvements to information can be made

Scope/range

Methodologies, such as:

Quantitative: Numerically based can be:

1. Descriptive – mainly observational, with no null-hypothesis

- Control observation
- Case study
- Survey

2. Correlational – mainly observational, exploring statistical relationships

- Naturalistic observation
- Archival data

3. Quasi-Experimental – establishes a cause-effect relationship but with no randomisation

- Time series
- Non-equivalent group design
- Regression-discontinuity design

4. Experimental – uses scientific method to establish a cause-effect relationship with all variables controlled for, it should be systematic, randomised, and replicable

Qualitative: Textually based can be:

1. Observation

- Complete observer
- Observer as participant
- Participant as observer

2. Interview

3. Focus Groups

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