

SAFETY, HEALTH AND ENVIRONMENT TECHNICIAN APPRENTICESHIP STANDARD

Standard Code ST0550
Course Level 3
Work based
Funding Level £5000
Duration 27mths including EPA

Course Description

The SHE Technician will be able to work in organisations of varying size and industry; the role could be based in one location or may involve travel across a range of contracts. The role will be partly office based and partly at the work front providing 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 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. The SHE Technician will engage with all aspects of the organisation to support 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. This will be achieved by inspiring and influencing others to see the benefit of working responsibly, understanding the legal framework and showing how safety, health and environmental management can enhance operational activities.

Off the Job Training

A key requirement of an Apprenticeship is Off-the-job training. This must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's

planned training period. Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours.

The new learning must be documented and reflected on through the Learner Journal on their e-portfolio.

Entry Requirements

The Apprentice will need to be in a relevant role and show a willingness to undertake the knowledge, skills and behaviours required. They will also need to have Level 2 Maths and English (GCSE at Grade 4/C or above or equivalent) or be prepared to attend a block study period for Maths and English if this is required.

Apprentices may be required to attend an interview and undertake relevant skills assessments.

Once they have been accepted on to the programme all apprentices will be required to attend a Lincoln College Induction. Apprentices will require access to a tablet/computer to access their e-portfolio.

Knowledge, Skills and Behaviours

KNOWLEDGE

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

- The difference between occupational hygiene, health surveillance and health and wellbeing campaigns and methods for implementing these in the workplace.
- How to plan and have systems in place to manage change during an activity relevant to the working environment.
- 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.
- How to plan for Safety, Health or Environmental emergencies – e.g. accidents, exposure to hazardous substances, fire, pollution.
- 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).
- How to write and present a business justification e.g. cost/benefit analysis to influence managers.

SKILLS

- Present and hold 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. Show they can sell the SHE message, have personal impact, deal with challenge, reflect on personal performance, use appropriate language for the audience.
- Assist 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.
- Provide advice on the practical implementation of the company’s SHE policies and processes applying generic industry guidance into the context of the workplace.
- Identify the hazards and evaluate:
 - Workplace instructions that are relevant to the individual’s job.
 - Working practices in the individual’s job that may harm themselves or others.
 - Aspects of the individual’s job that could harm themselves or others.
 - Which of the potentially harmful working practices and aspects of the individual’s work present the highest risks to themselves or others.
 - How to deal with hazards in accordance with workplace instructions and legal requirements.

- Support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.
- Support and assist in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support.
- Undertake and/or assist with the monitoring, analysis of and reporting of SHE performance.
- Prepare and maintain 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.
- Assist 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.
- Research Safety, Health and Environmental Issues and best practices. Review 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.
- Assist and/or manage the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.
- Recognise where decisions have a financial cost and assisting to develop a budget.
- Recognise situations where the activity will benefit from contributions and expertise of other internal departments such as HR, Finance, IT or Occupational Health.

BEHAVIOURS

- **Communicate effectively:** Be able to contribute effectively in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way.
- **Work effectively in a team:** Be able to work with others (colleagues, suppliers, clients and the public) and lead by example in a collaborative and non- confrontational way. Be able to adjust to change in relation to the requirements of the organisation.
- **Contribute to a positive SHE culture.** Challenge behaviour that is inconsistent with SHE culture, respect the culture and values of others in contributing a positive SHE culture. Positively influence behaviour in others to achieve desired outcomes and resolve conflicts.
- **Drive Innovation:** Be able to identify areas for improvement and suggest sustainable innovative solutions.
- **Use their Professional Judgement:** Be able to work within own level of competence, know when to seek advice from others.

- Apply the code of ethics: Work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Be able to resist pressures to allow others to utilise unsafe working practices.
- Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.
- Continue their professional development: Identify own development needs and act to meet those needs. Use own knowledge and expertise to help others when requested.

Assessment

Assessment is done through a combination of practical tasks, written assignments, oral discussions and online tests throughout the programme. To ensure that we can support you to meet these, we will complete an in-depth initial skills analysis to ensure that we can tailor our delivery to meet these unique requirements. We will then use the most relevant delivery methods to support your learners which include:

- One to one coaching from a dedicated, professional assessor/instructor allocated to the learner for the duration of the programme.
- Work based assignments and projects to be completed in an e-portfolio. Case studies and in College course days as and when required for each learner.
- Job shadowing and mentoring.
- Review of progress every 4 – 10 weeks.
- Employer led in house training.
- Independent learning and research as directed by the assessor/instructor.

End Point Assessment

There will be an End Point Assessment (EPA) as the final stage of an Apprenticeship. The Apprentice must demonstrate their learning to an independent end point assessor and the overall grade available is distinction, merit, pass or fail.

End-Point Assessment includes:

Knowledge exam - Knowledge of core standard tested using multiple-choice and open answer questions.

Work Project Report and presentation of this. - Demonstration of skills and behaviours through presentation/ question and answer session on set work project relevant to job role. A report of this work project will be completed by the apprentice and submitted for end point assessment. It is envisaged the work project report will take place within the six months following the gateway meeting and the work project requirements will be agreed between the apprentice and their employer prior to the work project commencing. The work project report will be sent to the independent assessor, in advance of the presentation.

Professional discussion - Based on the portfolio, the discussion will cover skills and behaviours that have been applied and can be evidenced across the standards.

Progression

Upon completion learners will be able to join the Institution of Occupational Safety and Health (IOSH) at TechIOSH level. They will also be eligible to join the Institute of Environmental Management and Assessment (IEMA) at Affiliate level.

Fees

As an Apprentice, you will pay no course fees. However, your employer may have to pay towards your training as well as providing you with a wage. All Apprentices must receive a minimum wage of £4.30 per hour within their first year of training from their employer, although they can, and often do, pay more. In the second and subsequent years of an Apprenticeship programme, the national minimum wage for your age would apply.

If you are an employer and want to find out more information regarding employer contributions and any further costs related to the Apprenticeship programme, please contact our dedicated Apprenticeship team at employers@lincolncollege.ac.uk

Business Benefits

Employers have designed the Apprenticeship Standards to meet the needs of the sector and industry. Ensuring they include:

- Relevant Knowledge, skills and behaviours ensure that the Standard is relevant to the occupation.
- Widening participation Apprenticeship standards provide opportunities to employees that may not previously have been available.
- Development tools A cost effective way to train your employees to undertake specific roles in your business.
- Return on Investment On average, an apprentice who has completed their course will increase business productivity by £214 per week (CEBR, 2015).