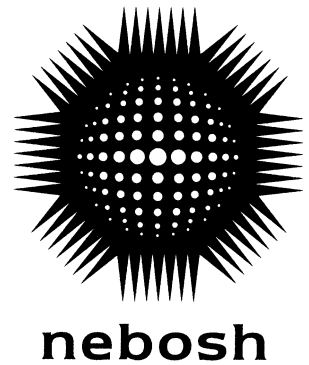


NEBOSH

**KNOW – WORKPLACE HEALTH AND SAFETY
PRINCIPLES (INTERNATIONAL)**



UNIT DI1:

For: **NEBOSH Level 6 International Diploma for Occupational Health and Safety
Management Professionals**

PAPER 2 OF 2

Guidance to learners

There are **two** question papers for this assessment. This paper (**Paper 2 of 2**) has 200 available marks.

All the activities in all parts of the assessment are mandatory.

You will have 4 weeks (20 working days) to complete **both papers**.

Please refer to your registration confirmation email for the upload deadline.

Please note that NEBOSH will be unable to accept your assessment once the deadline has passed.

You **must** use the answer template for **Paper 2**.

This assessment is not invigilated, and you are free to use any learning resources to which you have access, eg your course notes, or the HSE website, etc.

By submitting this completed assessment for marking, you are declaring it is entirely your own work. Knowingly claiming work to be your own when it is someone else's work is malpractice, which carries severe penalties. This means that you must **not** collaborate with or copy work from others. Neither should you 'cut and paste' blocks of text from the Internet or other sources.

Information for learners

This paper includes activities that:

1. You must carry out in your chosen workplace;
2. require you to reflect on your practices.

Typically, the chosen workplace will be the workplace in which you normally work. However, if your workplace is not suitable (for example it does not provide sufficient scope), you can choose any suitable workplace, provided you can access the information you need to complete the activities in this part.

The reflective practice activity(s) aim is for you to reflect on transferable leadership and/or professional skills that you may already have and/or need to develop. These skills could have been acquired through your work life (whether in health and safety or some other work activities) or your personal life.

For instance, you may want to draw on examples where you have been chairing a meeting, or being required to make decisions under pressure. Alternatively, you may carry out voluntary work and want to draw on this for your examples. The examples can be from any element of your working or personal life.

Workplace-based activities

Activity 1: Create an organisation risk profile of your chosen organisation

This section is very important. It describes the main risks that your organisation faces. The answers you give to the remaining activities in this paper must be consistent with the information you provide here (unless otherwise stated). For example, if the risks that you give here relate to the banking or insurance sectors, it would be unusual to later describe a situation where welding contractors are repairing a chemical storage tank in your own organisation.

- 1 The British Health and Safety Executive (HSE) has identified risk profiling as a core element for managing health and safety in their guidance document *'Managing for Health and Safety'* (HSG65).

Produce a risk profile of your chosen organisation that outlines **FOUR** significant risks.

(20)

Note: You **must** use the Activity 1 format table provided in the answer sheet to record your answers.

Activity 2: Preparing a brief research report on benchmarking health and safety performance

2 Prepare a **brief research report** that

- critically reviews your chosen organisation's approach to benchmarking health and safety performance.
- evaluates the effectiveness of your chosen organisation's approach/use of benchmarking health and safety performance.
- makes **TWO** recommendations for improving the use of benchmarking health and safety performance in your chosen organisation.

(50)

Your research report must be presented in the following format (see marking descriptors for further information)

- Executive summary.
- Introduction – containing aims/objectives, methodology and introduction to the topic.
- Critical review – which briefly, but critically, reviews how benchmarking of health and safety performance is carried out. This must draw from a range of reliable reference sources such as authoritative guidance, expert opinions, and other evidence. References for the cited evidence should use a recognised referencing style (Harvard, Vancouver, OSCOLA, etc). The learner can choose which style to use, but the style must be used consistently throughout the report.
- Brief analysis of the effectiveness of your chosen organisation's approach of benchmarking health and safety performance. This is a brief gap analysis or commentary comparing your organisation to good practice/effective insights that you have determined from your critical review. It should include examples from the workplace to support the analysis.
- Conclusion – a summary of findings that includes
 - A clear outline of **TWO** recommendations for improving health and safety performance benchmarking in your chosen organisation.
 - A justification for **EACH** of your recommendations. The justifications must include links back to the research carried out in the introduction to show that they logically follow, and that they would most likely be effective.
 - List of Reference sources cited.

NOTES ON WORD COUNT:

*Your report must be **no more than 2500** words in total and approximately 10% of these (ie 250 words) **must** be used for the executive summary.*

*If your answer exceeds the word count NEBOSH reserves the right **to not mark any of your work beyond***

- 275 words (250 words + 10% tolerance) of the executive summary, and/or
- 2475 words (2250 words + 10% tolerance) of the rest of the report.

Marks will be awarded as follows:

Criteria	Marks
Executive summary	3
Introduction	3
Critical review	15
Analysis	10
Conclusion	3
A clear outline of the two recommendations (3 marks for each recommendation)	6
Justification for recommendations (5 marks for each recommendation)	10

† Marks will be allocated using the descriptors on the following pages.

† Descriptors

Criteria	Level 1	Level 2	Level 3	Level 4
Executive summary [max 3]	3	2	1	0
Coherent and logical format giving clear information	<p>A clear, logical format gives clear information.</p> <p>Adequately and concisely summarises main findings, conclusions and the two recommendations.</p> <p>Provides a persuasive case for implementing recommendations.</p>	<p>The format is generally good but does not flow in some areas and some information appears to be missing.</p> <p>Summarises main findings, conclusions and the two recommendations, but some of these may not be adequately covered or they are unclear.</p> <p>Provides a case for implementing recommendations, but this may not be very persuasive.</p>	<p>The format is poor, and the information is unclear.</p> <p>Main findings, conclusions and recommendations are not well summarised.</p> <p>The case for implementation of the recommendations is not persuasive.</p>	<p>An executive summary has not been included.</p>
Introduction [max 3]	3	2	1	0
Clear and concise introduction containing all the necessary elements	<p>The aims and objectives are clearly stated and relate to the task brief.</p> <p>The topic is clearly and succinctly introduced.</p> <p>A clear description of the methodology used to carry out the research.</p>	<p>The aims and objectives are given, but the detail in some areas is brief or unclear. The aims and objectives generally relate to the task brief.</p> <p>The topic is introduced but the detail in some areas is brief or unclear.</p> <p>A methodology has been outlined but this is brief or unclear in some areas.</p>	<p>The aims and objectives are described poorly. The aims and objectives do not relate to the task brief.</p> <p>The topic is poorly introduced/the detail is poor.</p> <p>A methodology is given but this is poor/unclear.</p>	<p>The aims and objectives have not been included.</p> <p>The topic has not been introduced.</p> <p>A methodology has not been given.</p>

Critical review [max 15]	15-11	10-6	5-1	0
Critical review of the organisation's approach to benchmarking health and safety performance	<p>Draws from a wide range of relevant authoritative sources that are effectively used and cited to support assertions.</p> <p>Critically reviews the organisation's approach to benchmarking health and safety performance (it does not just report/describe but also analyses/discusses pros and cons and applicability).</p> <p>Recognised citation referencing system used consistently.</p>	<p>Draws from a range of relevant authoritative sources that are mostly effectively used to support assertions.</p> <p>Good attempt at critical review of organisation's approach to benchmarking health and safety performance, but these may not be well-argued (ie although goes beyond simple report/description from sources, the analysis is simplistic).</p> <p>Recognised citation referencing system used in most areas.</p>	<p>Draws from a very narrow range of relevant authoritative sources.</p> <p>Basic attempt at a critical review of the organisation's approach to benchmarking health and safety performance. This may be mostly simple reporting of the work from sources with little attempt to analyse or apply.</p> <p>Citation referencing is not a recognised system and/or is used inconsistently throughout.</p>	<p>This may be a simple opinion piece that does not make any attempt to critically review the organisation's approach to benchmarking health and safety performance. Some sources may have been accessed, but these may not be relevant nor authoritative.</p> <p>A recognised citation referencing system has not been used.</p>
Analysis [max 10]	10-8	7-4	3-1	0
Commentary on the effectiveness of the organisation's approach to benchmarking health and safety performance	Good, clear and detailed commentary, drawing on findings from review, with many relevant examples given to illustrate.	Commentary is generally clear but is unclear or lacking in detail in some areas. Examples are given and the majority of these are relevant.	Commentary is poor, being unclear or lacking detail in many areas. Few relevant examples given.	No commentary and no examples given.

Conclusions [max 3]	3	2	1	0
Clear and concise conclusion	Clear, concise conclusion that logically summarises the main findings.	Concise conclusion that summarises most of the important findings.	Conclusion summarises findings but misses out some key findings.	Conclusion does not summarise main findings but largely introduces new ideas or a conclusion has not been included.
Outline of two recommendations [3 each, max 6]	3	2	1	0
<i>Examiners' note: Use these levels to mark EACH of the recommendations.</i>				
Outline of the recommendation for improving the use of benchmarking health and safety performance in your chosen organisation	A good, clear outline of the recommendation has been given.	The outline of the recommendation is generally good, but more information could have been provided in some areas.	A poor/unclear outline of the recommendation has been given.	The recommendation has not been outlined.
Justification for each recommendation [5 each, max 10]	5	4-3	2-1	0
<i>Examiners' note: Use these levels to mark EACH of the recommendations.</i>				
Justification for the recommendation	<p>A good, clear justification has been given for the recommendation.</p> <p>The justification refers back to main body findings on the effectiveness of the organisation's approach to benchmarking health and safety performance.</p> <p>The justification is well-argued and is based on effectiveness as well as other business factors such as cost.</p>	<p>The justification given is generally clear.</p> <p>The justification mostly refers back to main body findings on the effectiveness of the organisation's approach to benchmarking health and safety performance organisation.</p> <p>The justification is based on effectiveness as well as other business factors such as cost.</p>	<p>The justification given is poor.</p> <p>The justification is simplistic, lacks detail in most areas and is not convincing. It is not clearly linked to the main body findings.</p>	A justification has not been given.

Activity 3: Stakeholder engagement

3 Effective stakeholder engagement requires

- understanding of stakeholder needs
- how to influence stakeholders.

Comment on the strengths and weaknesses of your approach to stakeholder engagement in **EACH** of these **TWO** requirements.

(20)

Notes: You should consider each of these aspects in your answer. You **must** give relevant examples to support your answers.

Your stakeholder engagement does **not** have to be health and safety-related; it can relate to a previous job or experience.

Activity 4: Health and safety culture evaluation and actions

4 (a) A range of indicators can be used to measure health and safety culture.

Evaluate your chosen organisation's health and safety culture against the following **FIVE** indicators of a positive health and safety culture

- visible commitment to safety by management
- workforce participation and ownership of safety problems and solutions
- trust between workers and management
- sufficient resources for health and safety
- effective reporting systems.

(15)

Note: You **must** give relevant examples to support your answers.

(b) Based on the outcome of your analysis in 4(a), identify **TWO** actions that could improve or sustain health and safety culture in your chosen organisation.

You **must**

- give an outline of the action
- describe what the action is intended to do (the anticipated outcomes).

(10)

Notes: You **must** use the Activity 4(b) format table provided in the answer sheet to record your answers.

There are 5 marks available for each action.

Activity 5: Analysing strengths and weaknesses against high reliability organisation (HRO) characteristics and recommendations for improvement

- 5 (a) Analyse your chosen organisation's *strengths and weaknesses* against **BOTH** of the following HRO characteristics
- mindful leadership
 - learning orientation. (10)
- Note:** *There are 5 marks available for each characteristic.*
- (b) Based on your analysis in 5(a), give details for **TWO** recommendations that improve reliability in your chosen organisation.
*You **must** justify why you have chosen **EACH** of the recommendations.* (10)
- Note:** *There are 5 marks available for each recommendation.*

Activity 6: Commenting on societal factors

- 6 Comment on how the following societal factors affect the management of health and safety in your chosen organisation.
- Government policy.
 - Industry risk profile.
 - Globalisation of business. (15)
- Note:** *There are 5 marks available for each factor.*

Activity 7: Behavioural aspects associated with consultation

- 7 Comment on how the following behavioural aspects may affect the consultation process in your chosen organisation
- peer group pressure
 - tokenism
 - conflicts. (30)
- Note:** *There are 10 marks available for each aspect.*

Activity 8: Worker engagement in the risk assessment process

- 8 Review how your chosen organisation engages workers at all levels in its risk assessment process. (20)
- Note:** *You **must** use suitable examples from your chosen organisation to illustrate your answer.*

End of assessment

Now follow the instructions on submitting your answers.

Disclaimer

This case study is entirely fictional. It has been crafted to simulate a realistic situation in order to assess your ability to apply theoretical knowledge to practical problems. Some details in this case study may reflect the author's real-world insights or experiences. However, for the purpose of assessment, factual details have been changed or fictionalised. No element of the content is intended as a factual representation of any specific person, organisation, or event.

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