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## Overview

This standard covers the skills and knowledge needed to implement health, safety and environmental systems within an organisation. You will need to work in line with current legislation and organisational policies, assess risks using the appropriate methods, identify hazards, record findings and make recommendations for action. You will also follow monitoring and evaluation procedures, communicate your findings to colleagues and recognise the need to seek competent assistance.

This standard applies to you if you are a manager, technologist or consultant who has responsibility for the development of food and drink related health, safety and environmental systems. It is expected that you will work as part of a team to develop and implement the systems.

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## Performance criteria

*You must be able to:*

1. evaluate ideas for proactive health, safety or environmental management systems and identify clear objectives to be achieved
2. identify relevant operating conditions and incorporate these into realistic plans
3. develop accurate and realistic proposals and communicate these to the relevant people within agreed timescales in accordance with organisational requirements
4. establish resource requirements for implementation of health, safety and environmental management systems
5. agree planning and scheduling of proactive health, safety or environmental management systems with relevant people
6. implement systems within an agreed timescale in accordance with organisational requirements
7. work with others to ensure understanding and application of health, safety and environmental procedures
8. investigate incidents and any indications of factors which may lead to noncompliance with your company's health, safety and environmental systems
9. take personal responsibility for ensuring that your own work is performed within requirements of health, safety and environmental guidelines

## Knowledge and understanding

*You need to know and understand:*

1. principles of current legislation for health, safety and environment
2. relevant statutory body requirements
3. the enforcement structure of regulatory bodies
4. how to communicate with relevant people
5. how to give due recognition to ideas and views
6. how to make presentations
7. how to develop and maintain procedures
8. how to analyse, review and validate internal and external information
9. the importance of compliance with systems and legislation and the possible consequences of non-compliance
10. system requirements to monitor and maintain a healthy and safe environment
11. tangible and intangible benefits of healthy and safe working arrangements to the organisation and its external environment
12. methods of risk assessments
13. procedures for investigating and reporting
14. principles of organisational policies and systems
15. organisational procedures for health, safety and environmental systems of work, emergencies, environmental issues and health screening
16. organisational procedures for the prevention, investigation and reporting of incidents and accidents
17. how to report and record to best effect
18. the importance of compliance with systems and legislation and the possible consequences of non-compliance
19. system requirements to monitor and maintain a healthy and safe environment
20. implications of current health, safety and environmental legislation on the business and work undertaken by individuals
21. how to ensure compliance with current statutory requirements
22. how to carry out risk assessments
23. risks and hazards specific to your own area of responsibility/control
24. the need for involvement of health, safety and environmental specialists

IMPHS305

Implement health, safety and environmental management systems in food and drink operations



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**Developed by** Improve

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**Suite** Health, Safety and the Environment in Food Manufacture

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