

## **Health and Safety Skills etc (1) – Introduction**

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**The skills, expertise and experience of Company specialists involved in safety, environment, risk management and occupational health are considered a key ‘enabler’ to achieve excellence.**

**A ‘Health and Safety etc Skills Tool’ was developed in order to:**

- identify what skills etc exist**
- show where the skills exist e.g. by division, region etc**
- enable the effective deployment of skills when and where a need arises**
- identify training / development needs & opportunities**
- provide a framework for training / development planning**
- ensure improvement goals can be properly supported**
- help provide for career progression**

## Health and Safety Skills etc (2) – Sample List

### KEY CORE SKILLS

- Risk profiling
- Risk assessment
- Accident / problem investigation
- Training
- Action planning and monitoring
- Auditing
- Behavioural approach
- Law / legislative requirements
- Facilitation
- Programme and project management
- Business Excellence
- Lean tools and techniques

### SPECIFIC HAZARD TOPICS

- Air pollution
- Construction
- Contractors

### SPECIFIC HAZARD TOPICS SKILLS continued

- Electrical safety
- Energy management
- Ergonomics and manual handling
- Fire loss prevention
- Fork lift trucks and transport safety
- Hazardous substances
- High severity risks
- Industrial hygiene
- Lifting equipment
- Machinery safety
- Noise
- Occupational health
- Radiation
- Soil and groundwater contamination
- Waste management
- Other:

## Health and Safety Skills etc (3) – Skills Matrix

Two forms:  
 1. Key / Core Skills etc  
 2. Specific Hazard Topics

Forms completed by all with full-time or part time HSE/Risk roles

Company name	Risk profiling			Risk assessment			Accidents/ incidents investigation			Training others			Action planning		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<b>AEROSPACE</b>															
GKN Aerospace GmbH	*			*						*					
Aerospace Composite Technologies Ltd															
Engage Australia															
FPT Industries															
GKN Aerospace Services - Cowes	*			*			*			*			*		
Aerospace Services - Farnham															
GKN Aerospace Services - Yeovil															
Shurlopp															
GKN Aerospace Services - Alabama															

Organisational Skills Matrix Showing skill levels 1 - 5

Level 1	Level 3	Level 5
<b>Awareness / Basic Level</b>	<b>Operational Level</b>	<b>Expert Level</b>
<ul style="list-style-type: none"> <li>• Undergoing training</li> <li>• Working under guidance / supervision</li> <li>• Administrative role</li> <li>• Low risk environment</li> </ul>	<ul style="list-style-type: none"> <li>• Key implementation role</li> <li>• Some guidance / supervision</li> <li>• Application to suit local needs</li> <li>• Participation in development</li> <li>• Common risk situations</li> </ul>	<ul style="list-style-type: none"> <li>• Lead change / development</li> <li>• New / innovative solutions</li> <li>• Many / most risk situations</li> <li>• Training / mentoring other specialists</li> </ul>