



MHG Training

# NVQ Level 6 Diploma in Occupational Health & Safety

## Suggested Evidence

You would generally need to supply around 150 pieces of evidence. This list is just examples, you can use other documents from your workplace and do not need to include the documents listed.

1. Accident - claims record
2. Accident - communication with insurance company
3. Accident - communication with legal / solicitor
4. Accident - enforcing authority report
5. Accident - first aiders report
6. Accident - follow up report
7. Accident - minutes of meetings
8. Accident - photographic evidence
9. Accident - reporting system
10. Accident - reports to key stake holders
11. Accident - risk assessment (post)
12. Accident - risk assessment (pre)
13. Accident - witness report
14. Accident / near miss report
15. Accident book record
16. Accident investigation - use of event and causal factor analysis
17. Accident investigation - use of fault tree analysis
18. Accident investigation flow chart
19. Accident Investigation Reports
20. Accident investigation system
21. Accident reporting and investigation training
22. Accident statistics - minutes of meetings
23. Accident Statistics – Numerical
24. Accident Statistics - Pictorial Representations
25. Accident statistics – trends
26. Accident Statistics Reports
27. Accident statutory report F2508 / F2508A
28. Action Plan – Current
29. Action Plan – Reviewed
30. Air Monitoring Records
31. Asbestos Surveys / Reports
32. Audit - Action Plan
33. Audit - Arrangements Within Health and Safety Policy
34. Audit - Checklists Used
35. Audit - Completed Checklists
36. Audit - Correspondence with Directors/Managers
37. Audit - Evaluation Reports
38. Audit - Meeting Minutes
39. Audit - Programme Details
40. Audit – Responsibilities
41. Audit – Training



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42. Audit Plan
43. Audit Report External
44. Audit Report Internal
45. Audit Results Reports
46. Audit System
47. Audit-List of Trained Auditors
48. Awards for Achievements in Health and Safety Management
49. Biological Hazards List
50. Board Meeting Minutes
51. Board Report Minutes
52. Board Report on Outcomes of Review of Management System for Health and Safety
53. Business Continuity Plans
54. CDM Notification Records
55. Cleaning Schedules
56. Communication and Correspondence with Contractors
57. Communication and Correspondence with Enforcement Agencies Following Accidents
58. Communication and Correspondence with Insurers / Company / Brokers
59. Communication and Correspondence with Legal Advisors
60. Communication with Approval Organizations
61. Communication with Environmental Agency
62. Communication with Fire Authority
63. Communication with Government Departments
64. Communication with Head Office
65. Communication with Other Organizations
66. Communication with Trade Associations
67. Communication with Waste Contractors
68. Company Handbook
69. Company Newsletter
70. Company Notice Board – Photo
71. Consultancy Needs Analysis
72. Consultative Document Responses
73. Continual Professional Development (CPD) Information
74. Continuing Professional Development Information
75. COSHH - Health Surveillance Records
76. COSHH - Information and Signage
77. COSHH - Local Exhaust Ventilation System and Test Records
78. COSHH - MSDS For Sample Assessments
79. COSHH - Personnel Protective Equipment – Policy
80. COSHH - Personnel Protective Equipment – Specification
81. COSHH - Purchasing Policy
82. COSHH - Sample Risk Assessments
83. COSHH - Substance List
84. COSHH - Substances Classified Under (DSEAR)
85. COSHH - User Training
86. Cost / Benefit Analysis for Health & Safety
87. Development Proposals Meeting Minutes
88. Display Screen Equipment - Eye Test Policy and Implementation
89. Display Screen Equipment - Policy (Equipment and Furniture)
90. Display Screen Equipment - Sample Risk Assessments
91. Display Screen Equipment - Training Records



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92. Display Screen Equipment - Users List
93. Emergencies - Alarm Testing Procedure
94. Emergencies - Alarm Testing Records
95. Emergencies - List of Potential Sources
96. Emergencies - Out-of-hours Call Out Names, Key Holders
97. Emergencies - Past Records
98. Emergencies - Photos of Notices and Equipment
99. Emergency Action Plan
100. Emergency arrangements - Dangerous Occurrences
101. Emergency arrangements - Environmental Impact
102. Emergency arrangements - Fatalities/Injuries/Accidents
103. Emergency arrangements - Fire and Explosion
104. Emergency arrangements - Ionising Radiation Incident
105. Emergency arrangements - Major Disaster
106. Emergency arrangements – Rescue
107. Emergency arrangements - Security Alert
108. Emergency arrangements - Toxic Release
109. Emergency Arrangements in Health & safety policy
110. Emergency Equipment Checks and Inspections Records
111. Emergency Evacuation Records
112. Emergency Response Reports
113. Enforcement Agency Registration Records
114. Examples of at least two areas of work where risk has been reduced by new Information - Accident Prevention
115. Examples of at least two areas of work where risk has been reduced by new Information – Administration
116. Examples of at least two areas of work where risk has been reduced by new Information - Control of Contractors
117. Examples of at least two areas of work where risk has been reduced by new Information – Emergencies
118. Examples of at least two areas of work where risk has been reduced by new Information – Production
119. Examples of at least two areas of work where risk has been reduced by new Information – Training
120. Examples of at least two areas of work where risk has been reduced by new Information - Ware Housing/ Storage
121. Examples of at least two areas of work where risk has been reduced by new Information - Work Equipment
122. External Awards
123. Fire Marshals – List
124. Fire Marshals - Training Certificates
125. Fire marshals - Training Records
126. First Aiders – List
127. First Aiders - Sample of Training Certificates
128. First Aiders - Training Records
129. Food Hygiene Requirements/Actions
130. Hazard Spotting Procedures and Hazard Spotting Records
131. Health & Safety Management System Outline
132. Health & Safety Awards
133. Health & Safety Committee - Constitution and Make up



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134. Health & Safety Committee - Minutes of Meetings
135. Health & Safety Plan - Key People
136. Health & Safety Promotional Material
137. Health & Safety Promotional Plans
138. Health & Safety Promotions - Assessment Records
139. Health & Safety Promotions - European Health & Safety Week
140. Information Sources - Health & Safety Group Membership
141. Information Sources - HSE Website
142. Information Sources - Information Sources – General
143. Information Sources - Other Websites
144. Information Sources - Reference Library Material
145. Information Sources - Statutory Instruments Copies
146. Information Sources - Subscription to Professional Bodies
147. Innovations in Health & Safety
148. Inspection Reports
149. Inspection Reports – Statutory
150. Inspection Reports - Work Equipment
151. Inspection Reports – Workplace
152. Inspection Systems and Analysis Documentation
153. Insurance Claims Records
154. Internal Communications – Examples
155. Job Description
156. Job Safety/Task Analysis Documents
157. Legionella Survey/Report
158. Licence Certificates
159. Machinery Check List
160. Maintenance Records
161. Managed Meetings - Agenda and Minutes
162. Management Meeting Agendas and Minutes on Implementing Health & Safety Improvements
163. Management Reports
164. Management System for Health & Safety - Audit Arrangements
165. Management System for Health & Safety- Changes
166. Management System for Health & Safety-Overview
167. Management System for Health & Safety-Reviews
168. Measuring Equipment Usage Records
169. Method Statements
170. Near Miss Reporting Procedures
171. Near Miss Reporting Records
172. Noise Survey Records
173. NVQ Evaluation Report
174. Personal Appraisals
175. Personal Performance Reports
176. Personal Training Plans
177. Plans for Adopting to The New Legislation
178. Plant / Equipment Replacement Programmes
179. Plant and Equipment List
180. Portable Electrical Equipment Register
181. Procedural Changes
182. Products and Services - Evaluation Reports
183. Products/Service Developments



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184. Professional Body Meetings/Conferences Attendance Records
185. Professional Body Membership Records
186. Purchasing Policies - Substances, Materials, PPE
187. Purchasing Policies - Work Equipment
188. Reports on New / Proposed Legislation
189. RIDDOR Reports
190. Risk Assessment - Assessor Training
191. Risk Assessment – Biological
192. Risk Assessment - Ergonomic / Manual Handling
193. Risk assessment – Fire
194. Risk assessment - First Aid
195. Risk Assessment - Flow Chart
196. Risk Assessment - Monitoring Records
197. Risk Assessment – Noise
198. Risk Assessment – Procedures
199. Risk Assessment – Radiation
200. Risk Assessment – Responsibilities
201. Risk Assessment – Stress
202. Risk Assessment – Vibration
203. Risk Assessment Index
204. Risk Assessment Reviews
205. Risk Assessments - Construction Work
206. Risk Assessments – Electrical
207. Risk Assessments – Machinery
208. Risk Assessments - Work at Height
209. Safe Operating Procedures
210. Safe Working Procedures Recently Introduced
211. Safety Group Meeting Attendance Records
212. Safety Policy – Audit
213. Safety Policy - Audit Checklist
214. Safety Policy - Board Reports
215. Safety Policy - Communication Methods
216. Safety Policy - Communication Systems
217. Safety Policy – Correspondence
218. Safety Policy - Discussion Minutes
219. Safety Policy – Existing
220. Safety Policy - Feedback Records
221. Safety Policy - Implementation Plans
222. Safety Policy - Organisation and Responsibilities
223. Safety Policy – Review
224. Safety Policy - Review of Organisation and Responsibilities
225. Safety Policy - Revised Responsibilities
226. Safety Policy - Training Records
227. Smoking Policy
228. Statutory Testing Records - Lifting Equipment
229. Statutory Testing Records - Local Exhaust Ventilation
230. Statutory Testing Records - Power Presses
231. Statutory Testing Records - Pressure Systems
232. Statutory Testing Records - Process Emissions
233. Strategy Plan – Reviewed



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- 234. Strategy Plan – Current
- 235. Strategy Plan for Health & Safety
- 236. Stress Policy
- 237. Substance and Material List
- 238. Suggestion Box Information
- 239. Suppliers Information and Requirements
- 240. Technical Group Meeting Agendas and Minutes on Implementing Improvements
- 241. Toolbox Talks

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Trade Journals and Catalogues  
Trade Union Meeting Minutes  
Traffic Management Plans  
Training - Costed Needs Analysis  
Training - Directors  
Training - Health and Safety Representation  
Training - Induction  
Training - Management  
Training Assignments  
Training Awarding Body Audit Results  
Training Course Information  
Training Matrix  
Training Needs Analysis - Company  
Training Needs Analysis - Self  
Training Records - C S C S  
Training Records - Confined Spaces  
Training Records - COSHH  
Training Records - DSE Operators  
Training Records - Fire Marshals  
Training Records - First Aiders  
Training Records - FLT Operators  
Training Records - Manual Handling  
Training Records - Noise  
Training Records - Use of Work Equipment  
Training Records - Working at Heights  
Training/Presentation - Customer Feedback  
Use of Statutory Instruments  
Vibration Survey Records  
Visitors Information and Advice  
Warning Signs and Notices  
Websites Usage Information  
Welfare Issues / Reports