

# Highfield Level 3 End-Point Assessment for Safety, Health and Environment (SHE) Technician

## Written Submission Sheet

This document should be used to map the apprentice's project report to the SHE Technician standard and should accompany the project report and presentation when submitted to Highfield Assessment.

<b>Apprentice Name:</b>	
<b>Employer:</b>	
<b>Training Provider:</b>	
<b>Confirmed Word Count:</b>	

### Project appendix

Appendix name	Appendix ref

Ref	Knowledge, Skills & Behaviours	Appendix Ref	Location/Page in report/ appendix
<b>Company Health &amp; Safety and Environmental Policies including Culture</b>			
S2	Assists 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 (C5, C7)		
S3	Advises on the practical implementation of the company's SHE policies and processes by applying generic industry guidance into the context of the workplace (C6, C7)		
B2	Works with others (colleagues, suppliers, clients and the public) and leads by example in a collaborative and non-confrontational way, and adjusts to change in relation to the requirements of the organization (C6)		
B3	Challenges behaviour that is inconsistent with a positive SHE culture and respects the culture and values of others in contributing a positive SHE culture. Positively influences behaviour in others to achieve desired outcomes and resolve conflicts (C6)		
B7	Applies attributes of equality and diversity to meet the requirements of fairness at work (C6)		
<b>Hazards</b>			
S4	Identifies the hazards and evaluates: <ol style="list-style-type: none"> <li>1. workplace instructions that are relevant to the individual's job</li> <li>2. working practices in the individual's job that may harm themselves or others</li> <li>3. aspects of the individual's job that could harm themselves or others</li> <li>4. which of the potentially harmful working practices and aspects of the individual's work present the highest risks to themselves or others</li> <li>5. how to deal with hazards in accordance with workplace instructions and legal requirements (H4, H5)</li> </ol>		
<b>Presentation and Communication</b>			
S1	Presents and holds 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. Shows they can sell the SHE message, have personal impact, deal with challenge, reflect on personal performance, use appropriate language for the audience (P1, P3)		
K11	How to write and present a business justification e.g., cost/benefit analysis to influence managers (P2)		
B1	How to write and present a business justification e.g., cost/benefit analysis to influence managers (P2)		
<b>Financial Implication</b>			
S12	Recognises where decisions have a financial cost and contributes to develop a budget (F1)		

### Apprentice Declaration

*I confirm that the evidence contained within this project is all my own work and any assistance given and/or sources used have been acknowledged.*

<b>Apprentice signature:</b>		<b>Date:</b>	
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Please ensure this Project Submission Form is submitted with your project and that all appendices submitted are saved in one of the following file formats:

<i>.docx</i>	<i>.xlsx</i>	<i>.pptx</i>
<i>.pdf</i>	<i>.jpg</i>	<i>.png</i>
<i>.mp3</i>	<i>.mp4</i>	<i>.m4a</i>

### Employer Declaration

*I confirm that the project submitted is the apprentice's own work.*

<b>Employer representative name:</b>			
<b>Employer signature:</b>		<b>Date:</b>	