

Managing safely (IOSH certificate)

Overview

This course follows the Institute of Occupational Safety and Health's certificated syllabus. It aims to ensure that safety requirements are appreciated by line managers, and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace.

Training objectives

On successful completion of the course, participants will be able to:

- Explain 'working safely'
- Explain the component parts of a recognised safety management system such as HSG65, BS 8800 or OHSAS 18001
- Identify the data and techniques required to produce an adequate record of an incident and demonstrate the procedure for an accident investigation, recognising the human factors involved
- Describe statutory requirements for reporting and procedures for checking for non-reporting
- Describe methods of basic trend and epidemiological analysis for reactive monitoring data
- Define 'hazard' and 'risk', and describe the legal requirements for risk assessment
- Demonstrate a practical understanding of a quantitative risk assessment technique and the data required for records
- Describe workplace precaution hierarchies
- Prepare and use active monitoring checklists and implement schedules for active monitoring, recording results and analysing records
- Outline the main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999
- Outline relevant health and safety legislation, codes of practice, guidance notes and information sources such as the Health and Safety Executive

Audience

The course is intended primarily for line managers, ie, those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

Format

A four-day course involving formal presentations, videos and workshop exercises. An additional one-day module can be developed to focus on specific client activities or undertakings. The inter-active nature of the programme requires that it be limited to no more than 16 participants.

Special features – IOSH certification

Understanding of the course material is evaluated by means of a 45-minute written assessment paper consisting of 20 multi-format questions and a practical assessment.

An IOSH *Managing Safely* certificate is awarded to all those who attend the course and successfully complete the written and practical assessments.

Note that it is possible to tailor this course to a particular organisation's requirements yet still satisfy the requirements of the IOSH syllabus.

The expert trainer

Martin is a Senior Health and Safety Consultant at one of the UK's leading health and safety consultancies. With a background of over 15 years in the management, design and construction of civil engineering and building projects, Martin has practical experience of providing a variety of health and safety services, including fulfilling the role of Planning Supervisor, undertaking workplace inspections and audits and providing advice and expertise to clients in the construction and manufacturing sectors. Martin is retained by a number of construction contractors to regularly audit their construction sites and assist in the ongoing improvement of their site management systems through procedural development and training.

Drawing on this background, and with the benefit of the wider range of experience that his switch to consulting inevitably generated, Martin has assisted both public and private sector clients by designing and delivering a range of health and safety training courses nationally, to high acclaim:

'Encouraged to answer questions and voice my findings because our tutor gave us 110% support and made us feel at ease at all times.'

'Excellent course, excellent tutor.'

'Good – friendly atmosphere, good use of humour, thank you, you made it fun.'

'The speaker was very confident and very well informed.'

Course outline

DAY ONE

Note: Items in italics are in addition to the standard IOSH syllabus.

1 Introduction and overview

- Course aims and overview
- Assessment details
- IOSH certification
- Introduction to the concept of a safety management system, eg HSG65, either of the systems described in BS 8800, or the system described in OHSAS 18001, including the role of risk assessment

2 Reactive monitoring

- Statutory requirements for reporting
- Methods of checking for non-reporting
- Data required for an adequate record of an incident
- Methods of basic trend and epidemiological analysis of reactive monitoring data
- The procedure for accident investigations
- The human factors information required for an adequate investigation
- Investigation techniques, including interviewing and recording details of the site
- Techniques of report writing
- *The accident triangle, Hale and Hale model, Domino theory*
- *RIDDOR reporting*
- *Improving reporting and recording*

3 Risk assessment and risk control

- The legal requirements for risk assessment
- The meaning of 'hazard' and 'risk'
- *The meaning of 'reasonably practicable'*
- The data required for an inventory and techniques of inventory preparation
- Hazard identification techniques
- The human factors information required for effective hazard identification
- A basic numerical risk rating technique
- Types of workplace precaution and workplace precaution hierarchies
- Criteria to be used in selecting workplace precautions

- Data required for an adequate record of a risk assessment
- Risk assessment review procedures

DAY TWO

4 Health and safety legislation

- Source of complete listings of all health and safety legislation
- The use of Approved and other codes of practice, guidance and other information resources
- Means of access to sources of advice and guidance, including the HSE
- The main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999
- *Civil and criminal law*
- *Statute and common law*
- *Key legal phrases*
- *Enforcement*

5 Common hazards

- *The nature of the harms arising from typical hazard sources and the causal mechanisms for these harms*
- Fire
- Electricity
- Work equipment
- Movement of people
- Vehicles
- Poor housekeeping
- Manual handling
- Display screen equipment
- Noise
- Chemicals and substances
- *Specific hazard identification and risk assessment techniques as appropriate*
- *The most effective workplace precautions for specific risks and how these are implemented*
- *Specific monitoring requirements*
- *Relevant legislative requirements*

DAY THREE

6 Active monitoring

- The purposes and techniques of active monitoring
- The methods of developing and maintaining checklists and *aides-mémoire*
- The methods of developing and maintaining schedules for active monitoring
- Data required for an adequate record of active monitoring
- Methods of basic trend and epidemiological analysis of active monitoring data

DAY FOUR

7 Safety management systems

- The elements of a safety management system
 - *HSG 65 'Successful health and safety management'*
 - *Safety representatives and safety committees*
- The nature, purposes and techniques of management review
 - *The requirements for an in-house Health and Safety Policy*
 - *The role of control in effective safety management*
 - *Areas of safety management requiring co-operation and arrangements for co-operation*
 - *The need for, and techniques of, communication on safety matters*
 - *What is meant by competence in the context of safety?*
 - *How to identify competence needs*
- The nature, purposes and techniques of health and safety audit

DAY FIVE (OPTIONAL)

8 Client-specific issues

- This module is flexible; it may include specific health and safety topics that are relevant to the organisation

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<http://www.in-house-training.com>

Email: info@in-house-training.com