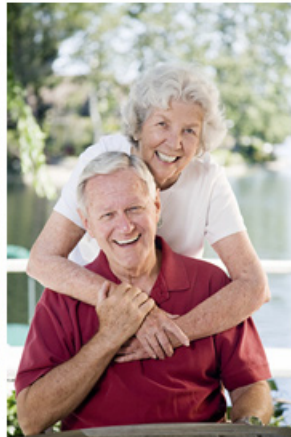


Nursing Homes Essential Health and Safety Training Pack



Safecon

A Training and Consultancy company
for all your Health and Safety needs.

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Essential
Health and Safety
Training Pack

Welcome to Safecon Training and Consultancy

Safecon's client base expands across Ireland's leading private sector organisations, including numerous public and Government departments to small firms with a handful of employees. We make no distinction in terms of quality of service provided to our cliental.

With offices in Dublin, Limerick, Galway and further resources through out the country, our Training & Consultancy Division is well positioned and ready to meet any requirement our clients may have. We offer a wealth of experience and provide bespoke and cost effective solutions for all your health & safety needs.

As an innovative and forward thinking company we continually dedicate time & resources toward product & services research & development.

Did you know?

The Safety Health & Welfare at Work Act 2007 and General Application Regulation 2007, places "General Duties" on every employer to provide:

- Information for employees.
- Instruction, training & supervision of employees.
- Provisions for handling emergencies & serious & imminent dangers.
- Protective & preventative measures such as – Hazard Identification & Risk Assessment, Safety Statement, Health Surveillance,
- Medical Fitness to Work, Joint Safety & Health Agreements.
- The "General Duties" must cover persons other than their employees.
- Obtaining where necessary the services of a "Competent" person (whether under contract of employment or otherwise) for the purpose of ensuring so far as reasonably & practicable the safety health & welfare at work of his or her employees.

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1.0 FETAC Health and Safety at Work

Course Details:

This module is designed to provide the learner with the skills and knowledge to promote and maintain safety and health in the working environment. The module should be delivered in the context of the learner's chosen vocational area

Objective:

The main aim is for them to promote safe working practices by being familiar with the Safety, Health and Welfare at Work Act 2005 and subsequent legislation which has had an enormous impact on workplace safety.

Programme:

Learners who successfully complete this module will:

- understand the concepts of safety and health
- recognise the factors that influence health, safety and welfare
- apply the principles and procedures of health and safety to the workplace
- understand the importance of hazard identification and risk assessment
- promote safe working practices and procedures
- be familiar with core legislation in area of safety, health and welfare

Who should attend?

Safety Representatives
Health and Safety Officers and Managers
Office Managers/Administrators Management and supervisory staff

Pre-Course Requirements:

None

Certification:

Level 5 FETAC certification

Duration:

5 Days

Participation:

Maximum of 12

1.1 Manual Handling

Course Details:

To comply with current Health and Safety legislation, SHW at Work (General App) Regulations 2007, Part 2 Workplace and Work Equipment, Chapter 4 “Manual Handling of Loads” and Amendment Regulations 2007.

Staff engaged in manual handling must be given training in safe lifting techniques. This training will show your staff how to lift correctly and therefore avoid back injuries. By training your staff how to lift safely you can avoid costly compensation claims.

Objective:

On completion of the course participants will be able to:

- Perform specific Manual Handling tasks competently to a recognised standard.
- Complete essential risk assessment prior to completing manual handling tasks.
- Identify Ergonomic factors associated with their work activities.
- Complete a series of exercises designed to improve strength, endurance and flexibility, the key components of physical fitness.

Programme:

- Legislation (Common Law, 2005 SHWW Act, Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2, Chapter 4)
- Anatomy of the spine and mechanism of injury
- Fitness and flexibility requirements for safe Manual Handling
- Specific Manual Handling hazards relevant to the workplace
- Risk Assessment for Manual Handling Tasks
- Individual Risk Factors
- Practical Manual Handling Training & Techniques
- Procedures for dealing with unfamiliar loads
- Ergonomics: Practical application to workplace environment

Who Should Attend:

All staff engaged in lifting loads during their working day

Pre-Course Requirements:

None



Assessment / Certification:

Each participant will be assessed on their practical lifting techniques.
A certificate of awareness will be issued to the various participants.
A completed manual handling assessment form for each participant will be supplied to their employer.

Duration:

4 Hours

Participation:

Maximum of 12

1.2 Patient Handling

Course Details:

To comply with current Health and Safety legislation, SHW at Work (General App) Regulations 2007, Part 2 Workplace and Work Equipment, Chapter 4 “Manual Handling of Loads” and Amendment Regulations 2007.

In organisations today we need to look after the health safety and wellbeing of their people. Those involved in the Manual Handling of people is a key part of that responsibility.

Objective:

On completion of the course participants will be able to:

- Lift and handle loads safely
- Recognise a load which is too heavy or awkward
- Understand the limitations of the spine and muscular system

Programme:

Module 1

Provides care and nursing staff with the knowledge to facilitate compliance with legislative and workplace arrangements relating to manual handling.

- Introduction to Manual Handling
- Manual Handling
- Legislation
- Work Place Arrangements
- Factors affecting manual handling

Module 2

Provides nurses & care staff with the knowledge to undertake the handling of patients safely – for themselves and for the patient.

- Introduction
- Normal Human Movement
- Patient Handling Aid & Technique

Module 3

Practice and support facility policies and procedures for identifying, assessing and controlling patient handling risks.

Promote and support participative arrangements and communication strategies for managing patient handling risks.

Module 4

Provides nurses & care staff to demonstrate the practice and skill to undertake the handling of patients safely – for themselves and for the patient

The trainer/assessor may gather evidence of competency through successful completion of the Assessment Practical for the particular skill required.

Who Should Attend:

All staff engaged in lifting and handling patients during their working day.

Assessment / Certification:

Each participant will be assessed on their practical lifting techniques.
A certificate of awareness will be issued to the various participants.
A completed manual handling assessment form for each participant will be supplied to their employer.

Duration:

1 Day

Participation:

Maximum of 12

1.3 Manual Handling Instructor

Course Details:

This course is ideal for people who wish to become qualified in the delivery of Top Class Manual Handling Training courses nationwide. It is very important that prospective candidates ensure that they attend courses that have the track record and reputation in the area of Safety. There are several reputable providers in this area but there are also some who are not.

Objective:

On completion of the course participants will be able to:

- Assess the relative danger or safety of manual handling tasks
- Recommend preventive measures which can reduce the risk of injury.
- Lift and handle loads safely.
- Identify ergonomic risks and recommend control measures.
- Instruct others on the theory and techniques of safe manual handling.

Programme:

Welcome & Introduction

Course objectives and overview
Why are we here?

Legal Aspects of manual handling

Statutory and Common Law
Implications of the Safety, Health and Welfare at Work Act 2005
Implications of the Safety, Health and Welfare at Work (General Application) Regulation 2007

The Manual Handling Regulations

Duty to avoid manual handling where possible
Risk reduction and assessment when manual handling is unavoidable
The duty to provide training and information to employees

Demonstration of manual handling training session

Review of Legislation
Danger of careless work materials
Principles of levers and the law of motion
Anatomy of the spine
How to protect your back
Practical
Lifting

Pushing
Pulling
Assessing participants

Practical- Dealing with different types of load

Lifting from the floor
Lifting from the table
Lifting from low to high
Handling sacks and drums
Pushing and pulling

Ergonomics and Manual Handling Risk Assessment

Introduction to Ergonomics and Anthropometrics
Review of Part 2, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007
Ergonomic Assessment and Auditing Techniques
Reduction of Risks
Case study and Assessment
Checklist for Manual Handling Assessment

Train the Trainer Module

Theory
Practical

Working physiology

How various parts of the body function when lifting, pushing and pulling
The energy required to do certain tasks
The effects of carrying out a heavy task e.g. lifting

Fitness and Flexibility

Flexibility as a basic requirement in the prevention of injury
Physical capabilities

Biomechanics

The mechanics of bodily movement
Principles of levers
Muscle action

Working Safely

Principles of lifting and moving techniques
Safe and efficient techniques
Workplace organisation to avoid obstructions to safe handling

Examples of Lifting and Moving Techniques

Identifying the main risks associated with manual handling operations
Developing lifting and moving techniques to overcome the identified risks

Anatomy

Structure and functions of the spine
How different postures can adversely effect the spine

Instructional Skills

What makes us learn
Teaching Strategies
How to structure a training module
Use of learning aids and other support materials

Presentation By Participants on Manual Handling modules

Assessment of Instructional Skills
Written Examination
Practical Assessment

Mechanisms Used to assimilate Knowledge

The course is highly participative and interactive. Participants practice the techniques of instruction as well as those of safe manual handling. Syndicate exercises, demonstrations and ergonomic assessments also form a major part of the programme.

Audio Visual Materials

Overheads
Slides
Training Videos
Video Recording will be used during the instructional skill

Assessment / Certification:

Participants are examined by means of a written examination. Participants are also required to prepare and deliver a short presentation. Full Safecon certification is provided on successful completion of the course.

Duration:

5 Days

Participation:

Maximum of 12

1.4 Emergency First Aid

Course Details:

This is a first aid course which provides participants with grounding in the principles of emergency first aid. This course fulfils compliance with the SHW at Work (General App) Regulations 2007, Part 7 "Safety Signs and First Aid". The certificate is valid for 2 years.

Objective:

On completion of this course, participants will be able to demonstrate practical First Aid skills required in both routine and emergency situations.

Please note that participants who have completed this course will not meet the Occupational First Aider requirements under current legislation.

Programme:

- Introduction - Chain of Survival / Scene Safety / Responsibilities of First Aider
- Unconsciousness - Examination of unconscious casualty / Recovery position
- Resuscitation - Practical Demonstration and Class Practice
- Asphyxia / Heart attack / Approach and Treatment
- Bleeding and Wounds - Control of bleeding & wounds including amputation / Wounds with a foreign body / Internal bleeding
- Assessment of fractures and appropriate treatment
- Injuries - Examination of the eye/ Treatment of foreign bodies and chemical splashes in the eye
- Burns and scalds Poisoning / causes and treatment
- Epilepsy / Asthma / Crush injuries: approach and treatment

Who Should Attend:

The course is suitable for anyone who requires a basic understanding of first aid and guidance on what procedures to follow in emergency situations.

Pre-Course Requirements

None

Assessment / Certification

Certificate of Attendance

Duration:

1 Day

Participation:

Maximum of 12

1.5 FETAC Occupational First Aid

Course Details:

Occupational First Aid deals with the types of injuries that would be likely to occur at your workplace. Courses are designed to train employees in the correct response to any workplace emergency. This course fulfils compliance with the SHW at Work (General App) Regulations 2007, Part 7 “Safety Signs and First Aid“. The certificate is valid for 2 years.

Objective:

- Provide necessary first aid within the workplace
- Deal with emergencies while awaiting the arrival of emergency services
- Implement essential life saving skills if required

Programme:

Day 1

Responsibilities of a first- aider
Diagnosis and principles of treatment
The Nervous System
Head Injuries
Shock – Fainting
Unconsciousness
Patient Approach
Examination of Casualty
Recovery Position
Asphyxia and its causes
Cardio-pulmonary resuscitation practical
Treatment of foreign bodies
Examination of the eye
Poisoning

Day 2

Burns and Scalds
Corrosive injuries
Chemical splashes
Blood and the circulation
Wounds and bleeding
Control of bleeding
Dressings and bandages
Fractures – causes, types, signs and symptoms
Sprains, strains and dislocation
Crush injuries

General rules for treatment
Handling & Transport, including improvisation

Day 3

Dressing and bandaging fractures
Epilepsy, Asthma and Diabetes
Emergency First Aid Kits – contents
Revision – practical; any requested subject

Who Should Attend:

Any interested party interested in obtaining a nationally recognised 'First Aid Responder' qualification .

Pre-Course Requirements

None

Assessment / Certification

On completion of the course, attendees' knowledge and skills will be examined by an examiner registered with the National Ambulance Training School. If successful, attendees will receive a **FETAC Occupational First Aid Certificate**.

Duration:

3 Days

Participation:

Maximum of 8

1.6 Occupational First Aid Refresher

Course Details:

Occupational First Aid Certificates are valid for 2 years - it is essential therefore that First Aiders receive regular refresher training in order to ensure their certificate is in date and to comply with the SHW at Work (General App Regulation 2007), Part 7 "Safety Signs and First Aid". This course will keep a current First Aid Certificate in-date. This fulfils an employer legal obligation as outlined by the SHW at Work (General App Regulation 2007), Part 7 "Safety Signs and First Aid".

Objective:

On completion of this course participants will be able to:

- Demonstrate up-to-date practical skills
- Explain new developments in First Aid

Programme:

- Introduction
- Approach and priorities
- Shock
- Unconsciousness
- Examination of unconscious casualty
- Recovery position
- Resuscitation
- Brief anatomy and physiology of the heart
- Definition, signs and causes of asphyxia
- Asphyxia video
- Heimlich manoeuvre
- Expired air resuscitation including external chest compressions
- Heart attack

Who Should Attend:

Any qualified Occupational First Aider whose certificate is less than two years old.

Pre-Course Requirements

FETAC Occupational First Aid Certificate



Assessment / Certification

Participants complete a practical and theoretical exam

On successful completion of the exam participant's certificates will be validated for a further two years from their original expiry date.

Duration:

1 Day

Participation:

Maximum of 12

1.7 Basic Fire Safety

Course Details:

This half day course is designed to raise awareness of fire hazards and how to act safely in the event of an emergency fire situation.

Objective:

On completion of this course participants will be able to:

- Describe the chemistry of fire
- Identify fire hazards in the workplace
- Use and maintain portable fire extinguishers and hydrants
- Test evacuation procedures

Programme:

- Introduction
- Means of summoning the fire brigade
- Course Objectives
- Action on hearing the fire alarm
- Causes/Costs of fire
- Evacuation procedures
- Fire Safety Legislation (Overview)
- Tackling the fire
- Understanding Fire
- Role of the fire warden
- Physics and Chemistry of fire
- Assisting the fire brigade
- Development and spread of fire
- Course Review and Close
- Action in the event of fire
- A practical demonstration of fire extinguishers
- Means of raising alarm

Who Should Attend:

This course is suitable for anyone who is required to enhance their fire safety knowledge.

Pre-Course Requirements

- Fire extinguishers can either be supplied by you or hired through Safecon at an extra fee.
- Please note that the use of fire extinguishers during this training requires a wide-open space where a practical demonstration can take place safely.



Assessment / Certification

Safecon Certificate of Awareness in Basic Fire Safety

Duration:

4 Hours

Participation:

Maximum of 12

1.8 Fire Warden

Course Details:

This one-day Fire Wardens training course trains participants to deal with fire on an emergency basis. It emphasises the dangers of fire, the importance of prevention, and the necessity of urgent action when fire breaks out. The course has been tailored to meet the requirements of both the 1981 Fire Services Act and Regulation 9 of the SHW at Work Act, 2005.

Objective:

On completion of this course participants will be able to:

- List their duties as fire wardens
- Describe the chemistry of fire
- Identify fire hazards in the workplace
- Assist in the management of evacuation procedures and drills

Programme:

- Course introduction and objectives
- Theory of fire and fire extinction
- Chemistry of fire
- Practical demonstrations of fire hazards
- Spread of fire
- Smoke behaviour
- Classification of fires
- Fire prevention evacuation procedures
- How to make evacuation realistic
- Duties of a Fire Warden
- End of course discussion and review

Who Should Attend:

Appointed fire wardens/fire marshals from all types of organisations.

Pre-Course Requirements

- Fire extinguishers can either be supplied by you or hired through Safecon at an extra fee.
- Please note that the use of fire extinguishers during this training requires a wide-open space where a practical demonstration can take place safely.



Assessment / Certification

Safecon Certificate of Awareness in Fire Warden Duties

Duration:

1 Day

Participation:

Maximum of 12

1.9 DSE / VDU Assessor

Course Details:

VDU Assessors - This course is designed to provide the underpinning knowledge necessary for participants to be able to carry out assessments of workstations that comply with the requirements of the Regulations and help ensure safety of computer users.

Objective:

To give candidates the knowledge and confidence required to be able to carry out practical assessments on VDU equipment, and to be familiar with the main legal responsibilities of employers, employees and others on health and safety with regard to these.

Programme:

- Definition of user and operator
- Assessment procedure
- Analysis of work stations
- Lighting requirements
- Eye defects
- Health & Safety (Display Screen Equipment) Regulations

Who Should Attend:

This VDU Assessors training is intended for employees / office managers who have a good understanding of Health and safety in the workplace and wish to conduct Visual Display Unit Assessments in accordance with the requirements of the 2007 General Application Regulations.

Pre-Course Requirements:

None

Assessment / Certification

On successful completion of this course, delegates will receive an IOSH VDU Assessor Certificate

Duration:

1 Day

Participation:

Maximum of 12

1.10 Safety Officer Essentials:

Course Details:

This course is designed to address with the Health and Safety Officer participants the practical activities that need to be undertaken to both make their workplaces safe and meet the legislative requirements on themselves, their employer and fellow employees. It also allows the participants to communicate on issues of concern to them not only with their trainers but also with others in like circumstances.

Objective:

By the end of this session participants will be able to:

- Review the responsibilities and requirements for health and safety outlined in the Irish legislation.
- Develop a hazard reporting and risk management process and investigate differing risk assessment methods.
- Using job safety analysis to develop safe systems of work.
- Participate in formal accident investigations.
- Access and utilise internal and external sources of health and safety information, including positive and negative performance indicators.
- Plan and conduct workplace inspections and interpret results.
- Develop and review safety statements.
- Demonstrate appropriate communication methods on a one-to-one basis as well as for work group communication meetings.
- Describe and develop elements of a health and safety management system.

Programme:

- Introduction to Health and Safety.
- Legislation.
- Risk Management.
- Job Safety Analysis.
- Accident Investigation in expectation of legal action.
- Internal and external sources of health and safety information and statistics.
- Workplace inspections.
- Safety Statements.
- Effective communication.
- Health and safety management systems.

Who Should Attend:

Only those persons who have recently become Health and Safety Officers or Managers/Supervisors who are expected to take on such roles. The course is not suitable for an established health and safety professional at managerial level unless that person has low experience levels.

Pre-Course Requirements

Participants would be expected to have some knowledge and understanding of the relevant legislation.

Assessment / Certification

Successful participants will be awarded a Safecon Certificate of Achievement. Each participant will be required to be involved in the course discussions and to actively assist their group in carrying out any group activities.

Duration:

2 days

Participation:

Maximum of 12

1.11 Office Safety

Course Details:

Recent Guidelines published by the Health and Safety Authority on the health and safety of office workers provide practical advice on the principle office hazards that should be controlled. This one-day course outlines how this should be achieved and gives practical guidance on maintaining a safe working environment. The training will meet all the requirements for office safety as outlined by the SHW at Work (General App), 2007, Chapter 5 and the SHW at Work Act, 2005.

Objective:

On completion of the programme participants will be able to:

- Know the requirements of the Safety, Health and Welfare at Work Act 2005
- List the requirements of the Display Screen Equipment Regulations 1993
- Identify Health and Safety hazards in offices
- Use their knowledge of hazards to make the working environment safer
- Investigate accidents and make recommendations to avoid recurrence
- Contribute to the development of the organisations Safety Statement

Programme:

- Health and safety law relating to offices
- Consultation: Safety Committees and Safety Representatives
- Ergonomics and visual display units
- Office environment (lighting, air quality)
- Fire safety and electrical hazards
- Hazard identification in the office
- Lighting and ventilation
- Health and safety management
- Safety Statements
- Final discussion and review

Who Should Attend:

Managers and supervisors responsible for office safety.

Pre-Course Requirements

None.

Assessment / Certification

Successful completion of the course will require the presentation of a Certificate of Attendance

Duration:

1 day

1.12 Accident Investigation

Course Details:

Accident Investigation - This course is designed to address the reporting, investigation and record keeping required for accidents, from the very minor injury requiring a band aid to the more serious injuries that may result in fatality or serious injury or a lucky escape for both. The course will steer you through the skills and pitfalls involved from the in-house investigation to the investigation conducted in expectation of prosecution.

Objective:

On completion of the programme participants will be able to:

- List the components of an accident investigation
- Explain the role of accident investigation in safety management systems
- Apply the correct steps in conducting an accident/incident investigation
- Describe the legal implications with respect to accidents in the workplace

Programme:

- Introduction
- Legislation
- Accident Investigation
- Preserving the Scene
- Taking Witness Statements
- Site Measurements, sketches and drawings.
- Root Cause Analysis
- Accident Report Writing & Recording

Who Should Attend:

This course is intended for senior and middle management. It is also intended for any employee tasked with investigation on accident and incident situations resulting in loss by way of injury, death and damage to equipment, raw material, product or place of work.

Pre-Course Requirements

None.

Assessment / Certification

Successful completion of the course will require the presentation of a Certificate of Attendance

Duration:

1 day

Participation:

Maximum of 10

1.13 Managing Safely (IOSH)

Course Details:

The Institution of Occupational Safety and Health (IOSH) is the leading professional association of safety practitioners and are recognised internationally as the standard for the profession.

This IOSH Certified four-day Managing Safely course is for non-health and safety expert personnel who have to manage risk and resources. This course is also for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

Objective:

On completion of the programme participants will be able to:

- Explain the term 'Managing Safely'
- Identify the competent parts of a recognised Safety Management System such as BS 8800, HSG65 or OHSAS 14000 and gain an appreciation of risk assessment within the system
- Identify the data and techniques required to produce an adequate record of an incident.
- Describe statutory requirements for reporting and procedures for checking for non-reporting.
- Define hazards and risks and describe the legal requirements for risk assessment.
- Demonstrate a practical understanding of quantitative risk assessment techniques.
- Identify workplace precautions hierarchies and the criteria for types of workplace precautions and controls.
- Explain the purpose and techniques of a Health and Safety Audit.
- Outline the provisions of the Safety, Health and Welfare at Work Act 2005.
- Outline relevant health and safety legislation, Codes of Practice, HSA guidance notes and other information sources.
- Distinguish specific hazards both generally and from an organisational perspective.
- Prepare and use active monitoring checklists and effective recording keeping.

Programme:

- Module 1 – Introduction and overview.
- Module 2 – Risk Assessment and Risk Control
- Module 3– Health and Safety Legislation
- Module 4 Safety Management Systems
- Module 5 – Common Hazards
- Module 6 – Active Monitoring
- Module 7 – Hazards- Organisation- Specific.
- Module 8 –Reactive and Proactive Monitoring

Who Should Attend:

This course is for people who are responsible for managing resources and risk in compliance with their organisation's policy and best practice in health and safety.

Pre-Course Requirements

None.

Assessment / Certification

Participants complete a written exam and project. On successful completion of the exam participants will be awarded the IOSH Managing Safely Certificate.

Duration:

4 days

Participation:

Maximum of 20

1.14 Working Safely (IOSH)

Course Details:

This IOSH Certified 1 day Working Safely course is designed to train people to contribute to health and safety in the work place and to help people to understand their health and safety responsibilities

Objective:

On completion of the programme participants will be able to:

- Understand the need to work safely
- Explain the consequences to both the individual and their organisation if they fail to work safely
- Can define the terms 'hazard', 'risk' and 'risk controls'
- Explain the importance of risk assessment
- Give examples of risk assessment from everyday life
- Appreciate the role of workplace precautions
- Use appropriate workplace precautions
- Describe a health and safety management system
- Identify lines of communication with respect to health and safety in their place of work
- Identify safety signs and signals
- Use emergency and accident plans and procedures in their place of work
- Know how to report accidents, incidents and near misses, and who to report them to
- List ways in which individuals and organisations can minimise pollution and waste

Programme:

- Module 1 – Introducing working safely.
- Module 2 – Defining hazard and risk
- Module 3– Identifying common hazards
- Module 4- Improving safety performance
- Module 5 – Environmental awareness

Assessment / Certification

On successful completion of the exam participants will be awarded the IOSH Working Safely Certificate.

Duration:

1 day

Participation:

Maximum of 12

1.15 The NEBOSH General Certificate in Safety & Health

Course Details:

Safecon provide our clients with the BEST available NEBOSH General Certificate in Safety and Health in Ireland today. The Safecon course and centres are fully approved by NEBOSH after going through a rigorous auditing process to ensure top class delivery of the course.

Objective:

To gain a broad understanding of health and safety issues in the workplace.

Programme:

Unit 1: Health and Safety Foundations

On completion of this Unit, the candidate will understand: The scope and nature of occupational safety and health.

The moral, legal and financial reasons for promoting good standards for health and safety within an organisation.

The legal framework for the regulation of health and safety.

The basis of a system for managing health and safety.

The legal and financial consequences of failure to manage health and safety.

Unit 2: Policy

On completion of this Unit, the candidate will understand:

The importance of setting policy in health and safety.

The key features and appropriate content of an organisation's health and safety policy.

Unit 3: Organising for Health and Safety

On completion of this Unit, the candidate will understand:

The health and safety roles and responsibilities of employers, managers, employees and other relevant parties.

Unit 4: Promoting a Positive Health and Safety Culture

On completion of this Unit, the candidate will understand:

The concept of health and safety culture and its various components.

How to assist in the development of a positive health and safety culture within an organisation.

Unit 5: Risk Assessment

On completion of this Unit, the candidate will understand:

The process of risk assessment.

Unit 6: Principles of Control

On completion of this Unit, the candidate will understand:

- Fundamental strategies for controlling hazards and reducing risks.
- The various hazard control and risk reduction methods available.

Unit 7: Movement of People and Vehicles - Hazards and Control

On completion of this Unit, the candidate will understand:

- The hazards presented by the movement of people and vehicles, and the interaction between them.
- The precautions necessary to control these hazards and reduce the risks they present.

Unit 8: Manual Handling and Mechanical Handling Hazards and Control

On completion of this Unit, the candidate will understand:

- The hazards involved in the movement of loads by physical and mechanical effort.
- The risk reduction and preventative measures available.
- The risks involved in those of lifting and moving equipment.

Unit 9: Work Equipment Hazards and Control

On completion of this Unit, the candidate will understand:

- The hazards and risks from the use of work equipment.
- The basic measures to be taken to minimise the risks.

Unit 10: Electrical Hazards and Control

On completion of this Unit, the candidate will understand:

- The hazards and risks associated with the use of electronic equipment and systems operating at mains voltage.
- The measures that should be taken to minimise the risks.

Unit 11: Fire Hazards and Control

On completion of this Unit, the candidate will understand:

- Basic fire hazards and consequential risks in the workplace.
- The main measures that should be taken to minimise fire risks.

Unit 12: Chemical and Biological Health Hazards and Control

On completion of this Unit, the candidate will understand:

- The ill-health effects of exposure to chemical and biological hazards.
- The options to control these hazards in the workplace.
- The scope and nature of a health and safety audit.

Unit 13: Physical and Psychological Health Hazards and Control

On completion of this Unit, the candidate will understand:

- The ill-health effects of the physical process of work and of the working environment.
- The available control options to combat these risks in the workplace.

Unit 14: Constructive Activities- Hazards and Control

On completion of this Unit, the candidate will understand:

- The basic risks and hazards encountered in constructive activities.
- The measures to be taken to minimise these risks.

Unit 15: Incident Investigation, Recording and Reporting

On completion of this Unit, the candidate will understand:

- The process and purpose of investigating incidents (accidents, cases of work-related ill health and other occurrences).
- The legal and organisational requirements for recording and reporting such incidents.

Unit 16: Monitor, Review and Audit

On completion of this Unit, the candidate will understand:

- Proactive and reactive health and safety monitoring procedures.

Who Should Attend:

Managers, supervisors and staff from all types of organisations.

Pre-Course Requirements

None.

Assessment / Certification

Participants complete a written exam and project. On successful completion of the exam participants will be awarded the IOSH Managing Safely Certificate.

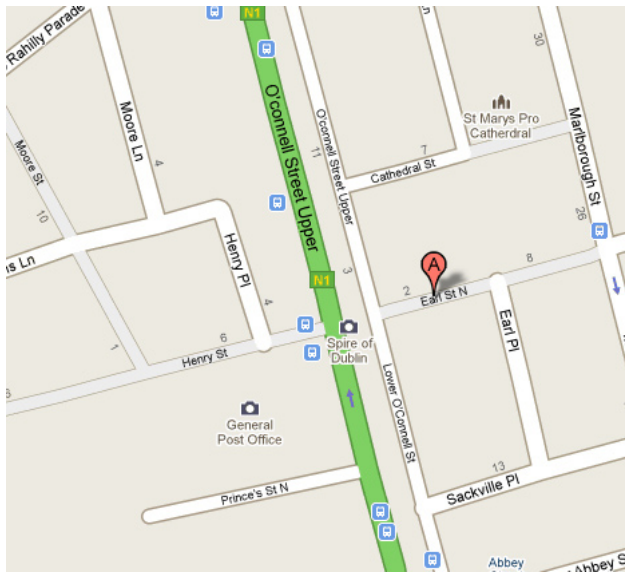
Duration:

10 days

Participation:

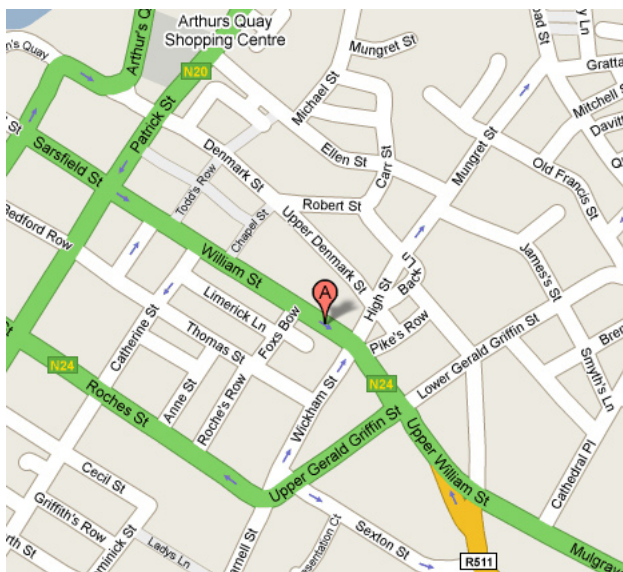
Maximum of 15

Safecon Offices:



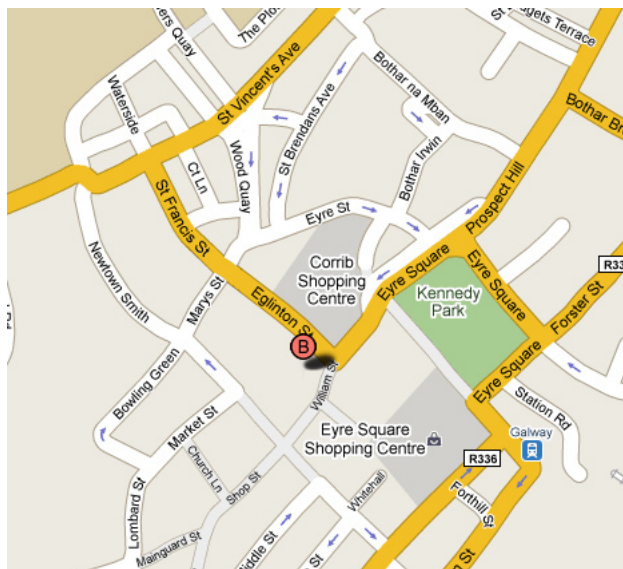
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