

IOSH ‘Managing Safely’ Distance Learning Course

Customer Notes

The purpose of this document is to provide more information on the IOSH approved ‘Managing Safely’ distance learning training course.

These notes provide a summary of modules, including syllabus outlines and topics covered.

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Summary of Modules

All Modules

The modules can be provided in electronic format and are accessible from the online administration website. Each module is concluded with either a questionnaire and/or exercise. Each completed questionnaire is returned to **ALM Safety Training Ltd** for marking. Candidates must score 70% or more for successful completion of each module. The completion of modules 1-10 will result in a 'Certificate of Successful Completion' being issued for the course.

Where modules 1-10 are successfully completed the candidate can then complete the examination paper and workplace project to gain the IOSH Managing Safely Certificate.

Module1 – Introducing Managing Safely

Awareness of safety responsibilities to oneself and others; how to prevent accidents and incidents; understanding the implications of the cost of safety to people and the company.

Topics covered include:

- Introduction to Managing Safety
- Introduction to IOSH
- Further Sources of Information
- Definitions
- What is Safety?
- What is Loss?
- Safety Costs
- Basic Reasons for Safety
- Safety Consciousness
- Attitudes to Safety
- Roles and Responsibilities of Members of a Safety Team
- Responsibilities of Managers
- How Do Accidents Happen?
- Conclusions

Module 2 – Accidents and Incidents – Cause, Effects, and Investigation Techniques

This module explains how accidents are caused through a chain of events; describes types of loss; and reviews root causes, indirect causes and direct causes.

In addition it provides the background for a successful accident/incident investigation. The information provided shall help people who are either doing the investigation or are witnesses in an accident or incident investigation.

Topics covered include:

Cause and Effects of Accidents and Incidents

- Introduction
- Loss Causation Chain
- Potential Loss
- Actual Loss
- Accident and Incident – The Definitions
- Direct Causes
- Indirect Causes
- Root Causes

Accident and Incident Investigation Techniques

- Purpose
- Investigation Team
- Qualifications of the Team Members
- Team Leader
- Equipment Requirements
- Determining the Facts
- Evidence
- Interviewing Tips
- Questioning Techniques
- The Investigation Report
- Aide-Memoir

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Module 3 – Safety Management Systems

Background to Safety Management Systems; the assessment and control of risks through a systematic approach; and the structure of a typical Safety Management System and how it works.

Illustrates the need for planning of work so as to improve safety, and to identify the need for contingency planning when things do not go as intended.

Describes the various types of safety audits and inspections normally carried out together with information on what to do and how to do it, including reporting.

Topics covered include:

Safety Management Systems

- The Background to Safety Management Systems
- Cullen Report
- Offshore Regulations
- The Safety Case
- HS(G)65 – Successful Health & Safety Management
- Assessment of Risk
- SMS – How It Works
- Communication
- Commitment and Involvement
- Structure
- The Importance of Risk Assessment
- SMS – Safety Management Systems
- SMS – A Typical Structure
- SMS in Stages

Planning

- The Links in the Planning Chain
- Failure of Plans
- Key Events
- Critical Path Analysis (CPA)
- Other Considerations

Fire Safety Management

- Introduction
- The Theory and Science of Fire
- Fire Safety Procedures

Module 4 – Effective Supervision, Communication and Committees

This module demonstrates that effective supervision is achieved through the application of clear policies, setting and monitoring realistic targets and objectives, and the visible commitment to safety by supervisors and managers. The cause of many accidents and incidents is a failure in communication. This module also describes how safety can be improved through good communication.

Topics covered include:

Effective Supervision & Communication

- Visible Supervisory Commitment to Safety
- Sound Safety Policy
- Safety is a Management Responsibility
- Competent Safety Advisers
- Clear Safety Standards
- Techniques to Measure Safety Performance
- Realistic Safety Targets and Objectives
- Audits of Safety Standards and Practices
- Effective Safety Training
- Thorough Investigation of Accidents/Incidents
- Effective Motivation and Communication

Safety Representatives & Safety Committees

- Definitions
- Safety Representatives
- Constituencies
- Elections and Nominations
- Functions of the Safety Representative
- Powers of Safety Representatives
- Safety Committees
- Safety Committee Meetings
- Functions of the Safety Committee
- The Duties of Installation Owners, Managers and Employers
- Information and Documents
- Time Off and Training

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Module 5 – Health & Safety Law and Legislation

This module is an overview of the way in which EC and UK legislation interacts together, with an analysis of some of the key UK regulations that have resulted from EC legislation.

Topics covered include:

Health and Safety Legislation

- Introduction
- The Health and Safety at Work Act 1974

European Community Legislation**The Six Pack**

- Management of Health and Safety at Work
- Workplace Health, Safety and Welfare
- Work Equipment
- Personal Protective Equipment
- Manual Handling
- Display Screen Equipment

Fire Safety Legislation**Additional Legislation**

- The Employers Liability Insurance Act (1969)
- Common Health and Safety Law
- Safety Signs and Signals Regulations

Authority of Inspectors

- HSE Inspectors
- Local Authority Inspectors
- Fire Authority Inspectors

Potential Results from Breaches in Health and Safety Law

- Offences Committed by Companies and Local Authorities
- Offences Committed by Other Corporate Persons

Financial Implications of Accidents and Ill Health**Insured Costs**

- General and Special Damages
- Compensation to Injured People
- Repair of Damage to Property
- Public Liability Claims
- Product Liability Claims

Uninsured Costs

- Insurance Excesses
- Disruption to Production
- Replacement of Staff
- Missed Deadlines
- Loss of Reputation
- Quality Fluctuations
- Possible Fines
- Legal Fees
- Investigation Time and Costs
- Court Appearances

Module 6 – Occupational Health and Safety

Safety is not only concerned with injury from 'hardware' it is also about the effect of the working environment on the human body. This module is designed to give an understanding of the risks to health from noise, vibration, dust, chemicals, and other harmful substances.

Topics covered include:

- Noise
- Vibration
- Working at Height
- Temperature
- Chemical Hazards
- The Skin
- The Lungs
- Cancer
- Food Hygiene
- Occupational Hygiene
- Health Surveillance

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Module 7 – Control of Substance Hazardous to Health

This module describes the COSHH regulations; how to assess, control and monitor harmful substances; and the duties and responsibilities of employers and employees.

Topics covered include:

- COSHH Regulations
- Substances Hazardous to Health
- Aims of COSHH
- Requirements of COSHH
- Assessment
- Control Measures
- Personal Protective Equipment (PPE)
- Maintenance, Examination & Testing of Control Measures
- Monitoring Exposure
- Workplace Exposure Limits (WEL)
- Informing the Workforce
- Information on Substances
- Health Surveillance
- Permits to Work
- Emergencies – Be Prepared
- COSHH, CLP and REACH
- CLP Regulation
- REACH
- Principals of Good Control Practice
- Frequently Asked Questions

Module 8 – Risk Assessment

This is a key module in the course as Risk Assessment is fundamental to the successful management of safety. This module covers the identification of hazards; the process of risk assessment leading to preventive and protective measures, including employees' duties within the process.

Topics covered include:

Risk Assessment

- Introduction
- Hazard Identification
- Hazard Identification by Area
- Hazard Identification by Job Analysis
- Hazard Identification by Process
- Common Workplace Hazards
- Entrances and Exits
- Aggression, Bullying and Violence
- Chemicals and Solvents
- Computer Work Stations
- Electricity
- Housekeeping
- Fire and Emergency Procedures
- Manual Handling
- Noise and Vibration
- Lighting
- Vehicles
- Machinery and Equipment
- Slips, Trips and Falls
- Stress
- Working at Height
- Temperature and Welfare
- Summary of Common Hazard

Risk Assessment Process

- Introduction
- Outline of the Process
- Step 1: Identify work Tasks
- Step 2: Identify the Hazards and Risks
- Step 3: Estimate the Risks
- Step 4: Evaluate the Risks
- Step 5: Record your Findings
- Step 6: Review your Findings
- Risk Assessment Matrix
- Risk Assessment Form

Hazard and Risk Control

- Introduction
- Control Options
- Management Controls
- Cost of Controls

Fire Risk Assessments**Changes to Processes or New Processes****Example of Risk Assessment**

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Module 9 – Measuring Performance, Auditing and Inspections

This module describes how Safety Inspections and Audits are used to prevent accidents; how to go about carrying out Safety Inspections and Audits; and the purpose and use of Performance Measurement statistics.

Topics covered include:

Module Objectives

- Safety Inspection and Observation Techniques
- Auditing
- Performance Measurement

Safety Inspection & Observation Techniques

- Definitions
- Methods of Recording Information for a Safety Inspection
- Carrying Out the Safety Inspection
- People Observation
- Observation Techniques
- Reports
- Follow Up and Analysis

Auditing, Inspection and Observation Skills

- Definitions
- Carrying Out the Audit
- Preparation
- Notice
- Opening Meeting
- Conducting the Audit
- Closing Meeting
- Report

Performance Measurement

- Introduction
- How Checking Performance Improves Health and Safety
- Purpose of Key Performance Indicators
- Reactive Measurement and its Limitations
- Proactive Measurement and its Limitations
- Injury Frequency Rate Systems

Module 10 – Protecting Your Environment

This module deals with the environment, and the affects that businesses can have on it. It attempts to provide awareness and an understanding of basic responsibilities regarding the environment.

Topics covered include:

- What is meant by Environment?
- Waste Examples
- Waste Hierarchy
- Pollution Examples
- How Can Business Help Reduce Pollution and Waste
- Environmental Management Systems
- Benefits of an Environmental Management System
- Environmental Management Standards
- How an EMS Fits Within Your Business Operations