

CIEH Level 3 Award Health & Safety in the Workplace

Course Code:	3HSW
Course Duration:	1 Day
Level:	3
QCA Accredited:	YES
Target Audience:	All Employees

Course Overview

Supervisors have both a legal and moral responsibility to look after the health and safety of employees. This qualification will enable managers and supervisors to improve the health and safety culture of their organisation, whatever its size or activity. This course is specifically designed for; Supervisors, owners, team leaders or managers responsible for health and safety.

Outline Programme

The qualification covers the following topics:

- Concept of health and safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions (UK only)
- Health and safety organisation and management
- Supervising health and safety

CIEH – Chartered Institute for Environmental Health

The CIEH as an awarding body provides qualifications in food safety, health and safety, and environmental protection. The CIEH works closely with Ofqual and Sector Skills Councils to develop qualifications and training courses that meet the national demand for various skill levels. CIEH safety training courses are set at differing levels to ensure you get

the exact training course you require, this course is set at Level 3 aimed at those in the workplace who require safety training courses in activities related to the subject area and who also have a related supervisory role. The qualification equates to the intermediate qualification. Examples are team leaders, supervisors and junior managers.

Course Syllabus

Introduction to health and safety

Candidates should appreciate the role of health and safety in the workplace and be able to:

- State the potential direct and indirect costs of poor standards of workplace health and safety both to individuals and to the employer.
- Define the terms 'hazard', 'risk', 'control measure', 'accident' and 'near-miss'.
- Identify the range of persons who might be affected by workplace hazards.
- Outline the elements of a managed approach to controlling workplace hazards.
- Explain the roles of occupational, environmental and human factors in health and safety and how these can be used to structure inspections, investigations and audits.



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Legislation

Candidates should be aware of the scope of UK health and safety legislation and associated guidance and be able to:

- Explain the roles of primary and secondary legislation in health and safety law.
- State the duties placed on employers, employees and others by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Explain the legal status and practical application of approved codes of practice, guidance and other publications in assisting employers to fulfil their health and safety duties.
- Outline the powers of enforcement officers in respect of health and safety.
- Outline the enforcement actions that might be taken, and the penalties that can be imposed, for breaches of health and safety law.

Accidents in the workplace

Candidates should appreciate the scope of work-related accidents, understand the roles that accident reporting and investigation play in accident prevention and be able to:

- Identify the range of common workplace accidents and link these to human, occupational and environmental factors.
- Describe the relationship between incidents of varying severity with reference to the 'accident triangle' concept.
- Describe the legal requirements and organisational needs with respect to the reporting and recording of accidents and near-misses.
- Outline the main principles involved in carrying out an incident investigation.

- Identify the safety hazards and select suitable control measures to prevent accidents with respect to:
 - the workplace
 - work equipment
 - fire and explosion
 - electricity
 - work at height
 - vehicles
 - violence
 - alcohol and drugs.

Health in the workplace

Candidates should appreciate the scope of work-related ill health, understand methods for its identification and prevention and be able to:

- Describe the characteristics of common work-related ill health conditions and give examples of their causes in terms of work exposure and activities.
- Distinguish between acute and chronic health effects.
- Describe the routes of entry of harmful agents into the human body.
- Describe the legal requirements and organisational needs with respect to the reporting of incidents of work-related ill health.
- Identify the health hazards and select suitable control measures with respect to:
 - hazardous substances
 - noise and vibration
 - ergonomics
 - manual handling
 - stress.
- Outline the role of health surveillance in the control of work-related ill health.
- Describe the requirements for welfare and first-aid provision in the workplace.



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Health and safety organisation and management

Candidates should appreciate the need for a structured management approach to health and safety, understand the key factors in implementing health and safety policy and be able to:

- Explain the meaning of the term 'health and safety culture' and identify the characteristics of a positive health and safety culture in the workplace.
- Outline the requirements and means for providing health and safety information to employees.
- State the requirements for employee representation and consultation on health and safety matters and outline the role of effective communication in the workplace.
- Describe the process of risk assessment and identify the circumstances when a risk assessment should be reviewed.
- Identify the situations where specific risk assessments are required.
- Identify the competencies required of risk assessors.
- Outline the processes of monitoring and auditing workplace health and safety and identify how the results of inspections and audits can be used positively to prevent accidents and ill health.
- State the main requirements for keeping records on matters relating to health and safety.

The role of supervisors

Candidates should understand the key role that supervisors play in communicating, implementing and monitoring health and safety policy and be able to:

- Describe the role of supervisors and managers in promoting good standards of health and safety, and compliance with organisational and legal requirements.
- Explain the role of PPE in controlling hazards and the supervisor's role in ensuring its effectiveness.

- Describe procedures for monitoring the effectiveness of control measures.
- Identify methods for motivating staff to work safely and to contribute to the development of a positive health and safety culture.
- Identify staff training needs and select appropriate methods to deliver health and safety training to employees.
- Identify appropriate methods for dealing with conflict and disputes relating to health and safety.
- Outline the actions required and the supervisor's

Course materials

Each student will receive:

- Full joining Instructions
- Access to the student forum where you can review pre-course material, complete quizzes and finally download a copy of your certificate for safe keeping.
- Updates on changes issued by the CIEH / Health & Safety Executive

Assessment

You will be assessed on your knowledge by completion of a multiple choice question paper at the end of the course.

Certification

You will receive a certificate endorsed by the CIEH on successful completion of the course. Please remember to keep it in a safe place; you may need to produce it at an interview as proof of achievement.

