

# Level 3 Award in Health and Safety in the Workplace Course Outline

This qualification provides a thorough understanding of health and safety, emphasising the importance of monitoring staff and controls. It also details the need for a structured management approach to health and safety and the key factors in implementing health and safety policy. This qualification is ideal for those in a supervisory role with responsibility for health and safety.

## **A 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.

## **B 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.

## **C 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.

## D Ill 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 in to 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.

## E 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.

## F 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