

Level 3 Award in Health and Safety in the Workplace

Syllabus

Introduction to Health and Safety

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

- i. State the potential direct and indirect costs of poor standards of workplace health and safety both to individuals and to the employer.
- ii. Define the terms 'hazard', 'risk', 'control measure', 'accident', and 'near miss'.
- iii. Identify the range of persons who might be affected by workplace hazards.
- iv. Outline the elements of a managed approach to controlling workplace hazards.
- v. 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.

Legislation

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

- i. Explain the roles of primary and secondary legislation in health and safety law.
- ii. 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.
- iii. 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.
- iv. Outline the powers of enforcements officers in respect to health and safety.
- v. 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:

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

III 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:

- i. Describe the characteristics of common work-related ill health conditions and give examples of their causes in terms of work exposure and activities.
- ii. Distinguish between acute and chronic health effects.
- iii. Describe the routes of entry of harmful agents in to the human body.
- iv. Describe the legal requirements and organisational needs with respect to the reporting of incidents of work-related ill health.
- v. Identify the health hazards and select suitable control measures with respect to:
 - Hazardous substances.
 - Noise and vibration.
 - Ergonomics.
 - Manual handling.
 - Stress.
- vi. Outline the role of health surveillance in the control of work-related ill health.
- vii. Describe the requirements for welfare and first-aid provision in the workplace.

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:

- i. Explain the meaning of the term 'health and safety culture' and identify the characteristics of a positive health and safety culture in the workplace.
- ii. Outline the requirements and means for providing health and safety information to employees.
- iii. State the requirements for employee representation and consultation on health and safety matters and outline the role of effective communication in the workplace.
- iv. Describe the process of risk assessment and identify the circumstances when a risk assessment should be reviewed.
- v. Identify the situations where specific risk assessments are required.
- vi. Identify the competencies required of risk assessors.
- vii. 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.
- viii. State the main requirements for keeping records on matters relating to health and safety.

Health and Safety Organisation and Management

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

- i. Describe the role of supervisors and managers in promoting good standards of health and safety, and compliance with organisational and legal requirements.
- ii. Explain the role of PPE in controlling hazards and the supervisor's role in ensuring its effectiveness.
- iii. Describe procedures for monitoring the effectiveness of control measures.
- iv. Identify methods for motivating staff to work safely and to contribute to the development of a positive health and safety culture.
- v. Identify staff training needs and select appropriate methods to deliver health and safety training to employees.
- vi. Identify appropriate methods for dealing with conflict and disputes relating to health and safety.
- vii. Outline the actions required and the supervisor's lead role in emergency situations.