



IOSH Working Safely Course Outline

Overview

The 'Working Safely' course is designed to train employees to ensure that their actions contribute to health and safety in the workplace and that individual responsibilities are clearly understood.

Aims

To make employees, at all levels, aware of their responsibilities for safety toward themselves, colleagues and others affected by work activities.

Delegate prerequisites

None

Duration

One Day

Certification

An IOSH Working Safely certificate is awarded to all those who attend the course and successfully complete both the written and practical assessments.

Understanding of the course material is evaluated by means of a 20 minute written assessment paper consisting of 10 multi-choice questions and a practical assessment, eg hazard identification.

Learning Objectives

On successful completion of the course, delegates should be able to:

- ✓ identify the hazards and evaluate the risks in their workplace
- ✓ use appropriate workplace precautions for specific risks or seek advice on workplace precautions
- ✓ assist managers in preparing written risk assessments
- ✓ following their organisation's health and safety policy
- ✓ co-operate and communicate on safety matters
- ✓ carry out work activities without undue risk to themselves or others
- ✓ report relevant accidents and incidents
- ✓ monitor their own activities and assist managers in active monitoring.

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Programme

Module 1 – Introducing Working Safely <ul style="list-style-type: none">• Introduction• Course aims & objectives• Assessment details• IOSH certification	Module 2 – Defining Hazard & Risk <ul style="list-style-type: none">• Definition of ‘working safely’• Identification of hazards associated with work activities• Using appropriate workplace precautions for specific risks or seeking advice on workplace precautions• Assisting managers in preparing written risk assessments
Module 3 – Identifying Common Hazards <ul style="list-style-type: none">• Fire• Electricity• Work equipment• Movement of people• Vehicles• Poor housekeeping• Manual handling• Display screen equipment• Noise• Chemicals and substances	Module 4 – Improving Safety Performance <ul style="list-style-type: none">• Commenting on the health and safety policy• Complying with requirements for control in safety management• Co-operating with managers on safety activities• Communicating with fellow workers and managers on safety matters• Identifying competencies required to carry out work safely• Reporting accidents and incidents• Monitoring work activities and assisting managers in active monitoring
Module 5 – Protecting Our Environment <p>This module is flexible; course trainers/authors may include specific health and safety topics that are relevant to the organisation.</p>	

NOTE: Listings in all modules are not necessarily fully comprehensive. Authors may add any subjects that they think may be relevant to the specific sector.

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