

IOSH Managing Safely

5 Day Programme



Programme Outline:

The course is designed for those within the company who are required to manage safely and effectively in compliance with both company policy and best in practice in Health & Safety.

Who should attend:

Managing Safety's target audience are people in any organisation who have to manage risk and resources. The course's aim is to provide you with the competencies you require.

Programme Aim:

To ensure that safety requirements are appreciated by key staff employed as managers and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to make the department work more safely.

Programme Benefits:

On successful completion of the course you will be able to:

- Explain the component parts of a recognised safety management system such as HSG65 and appreciate the role of risk assessment within the system
- Compare safety management systems with other management systems and describe how to integrate systems successfully if appropriate
- Identify the data and techniques required to produce an adequate record of an accident and demonstrate the procedure for an accident investigation, recognising the human factors involved
- Describe statutory requirements for reporting and procedures for checking for non-reporting
- Describe methods of basic trend and epidemiological analysis for reactive monitoring techniques
- Define hazards and risks and describe the legal requirements for risk assessment
- Demonstrate a practical understanding of a quantitative risk technique and the data required for records
- Identify workplace precaution hierarchies and the criteria for types of workplace precautions and controls
- Prepare and use active monitoring checklists and implement schedules for active monitoring, recording results and analysing records
- Explain the purposes and techniques of a health and safety audit
- Outline the main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999
- Describe procedures and techniques used in management reviews
- Outline relevant health and safety legislation, codes of practice, guidance notes and information sources such as the Health and Safety Executive

Managing safely ...

1. Introducing managing safely

Some managers may see health and safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams, and makes a persuasive case for managing safely.

2. Assessing risks

This module defines and demystifies 'risk' and 'risk assessment' and a simple scoring system is introduced, and delegates carry out a series of assessments.

3. Controlling risks

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks, and how to choose the right method.

4. Understanding your Responsibilities

This module looks at the demands of the law and how the legal system works, and introduces a health and safety management system.

5. Identifying hazards

All the main issues any operation has to deal with are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and

6. Investigating accidents and Incidents

The session starts with why accidents should be investigated, and goes on to cover why things go wrong, and how to carry out an investigation when they do.

7. Measuring performance

This module explains how checking performance can help to improve health and safety. Delegates learn how to develop basic performance indicators, and get to grips with auditing and proactive and reactive measuring.

8. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual managers can get involved in cutting down environmental impacts.

Memorable and thought-provoking facts, figures and case studies help drive the points home over the whole course. Each module is backed by crystal clear examples and recognisable scenarios, and summaries reinforce the key learning points. The course includes checklists and other materials for delegates to try out and then use when they get back to work.