



NEBOSH International General Certificate in Occupational Safety & Health

Why this course?

The National Examination Board in Occupational Safety and Health (NEBOSH) is the leading UK examination authority in this field rapidly gaining respect on a world stage.

This programme has been developed for multinational organizations in all sectors working in accordance with international standards or directives but adapting to local needs. This certificate is an internationally recognized qualification and provides an excellent basic grounding in the essentials of health and safety.

You will learn about effective policies, organizing your business, investigating loss, risk assessment and risk management. It's a practical programme, which illustrates common sense approaches to managing this vital function within a business. Find out how to deal with machinery safety, hazardous chemicals, noise, electricity, fire and radiation, and put effective safety management at your fingertips.

WHO SHOULD ATTEND?

The International Certificate is aimed at professionals, who have local responsibilities for health and safety and require an internationally recognised measure of competence in this field.

Course Objectives:

- identify and assess typical hazards in the workplace
- recommend remedial action to control workplace hazards
- investigate accidents and recommend preventative measures
- explain human and organisational influences on health and safety
- describe potential ill-health effects arising from work environments
- devise control strategies for substances hazardous to health

COURSE OUTLINE

Unit IGC1 Management of international health and safety

Element 1 - Foundations in Health & Safety

- Welcome Introduction
- Introduction to H&S/Key Terms
- Group exercise
- Moral/Social/Economic arguments for maintaining safety standards
- Typical frameworks for regulating H&S



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- International standards and conventions & the role of the ILO
- Group exercise
- Framework for managing H&S

Element 2 - Policy

- The importance of setting policy for health and safety
- Aims and objectives
- Questions & answers
- Targets
- The key features and appropriate content of an organisation's health and safety policy
- Explain the purpose of a health and safety policy

Element 3 - Organising for Health & Safety

- The health and safety roles and responsibilities of employers, managers, workers and other relevant parties
- Questions & answers
- The benefits of consulting with workers on health and safety issues and the means to achieve effective consultation
- Group exercise

Element 4 - Promoting a positive Health & Safety culture

- The concept of health and safety culture
- Definition
- Outputs
- Group discussion
- Indicators
- Negative culture
- Influences on culture
- How to assist in the development of a positive health and safety culture within an organisation
- Group exercise

Element 5 - Risk Assessment

- The process of risk assessment
- Risk assessment recording and reviewing procedures
- Identifying and categorising risk
- Evaluating risk, identifying risk, risk ranking, likelihood of harm, acceptable and tolerable risk, residual risk
- Qualitative and semi quantitative risk assessments
- Exercises on Risk Assessment
- Review

Element 6 - Principles of Control



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- Questions & answers
- Fundamental strategies for controlling hazards and reducing risk
- Prevention
- Hierarchy of control
- Safe systems of work
- Emergency procedures

Element 7 - Monitoring review and audit

- Active and reactive health and safety monitoring procedures
- Performance standards
- Inspections
- Safety sampling
- Checklists
- The scope and nature of a health and safety audit
- Effective reports
- Difference between audits and inspections
- Exam preparation

Element 8 - Occupational incident and accident investigation, Recording and Reporting

- The need for the organisation to have a system of internal reporting, recording and investigation
- Exam questions
- Definition of an accident
- Definition of an incident
- Why investigate?
- Is ill health an accident?
- Why record incidents and accidents
- Investigation
 - Interviews
 - Records
 - Physical evidence
 - Identify immediate cause
 - Identify root causes
 - Report and suggestion for action

Unit IGC2 Control of international workplace hazards

Element 1 - Movement of People & Vehicles - Hazards and Control

- The hazards presented by the movement of people and vehicles and the interaction between them
- The precautions necessary to control these hazards and to reduce the risks they present
- Group exercise
- Hazards to pedestrians



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- Vehicle operations
- Questions & answer

Element 2 - Manual and Mechanical handling - Hazards and Control

- The hazards involved in the movement of loads by physical and mechanical effort
- Types of manual handling
- Ergonomics
- Mechanical handling
- Questions & answers
- The risk reduction and preventative measures available
- The risks involved in the use of lifting and moving equipment

Element 3 - Working Equipment - Hazards and Control

- The hazards and risks from the use of work equipment
- Types of work equipment
- Hand held tools
- Machinery including office machinery
- Methods of protection
- The basic measures to be taken to minimize the risks
- Group exercise

Element 4 - Electrical Hazards and Control

- The hazards and risks associated with the use of electrical equipment and systems operating at mains voltage
- The measures that should be taken to minimise the risks
- Principles of electricity
- Hazards of electricity – electric shock, burns etc.
- Electrical fires and common causes
- Control measures
- Questions & answers

Element 5 - Fire Hazards and Control

- Basic fire hazards and risks in the workplace
- The fire triangle
- Classification
- Heat transmission
- Fire spread
- Control measures
- Questions & answers
- The main measures that should be taken to minimise fire risks
- Fire detection and warning

Element 6 - Chemical and Biological health hazards and control

- The ill health effects of exposure to chemical and biological hazards
- Forms of chemicals
- General classifications
- Workplace exposure limits – TLV, OEL, IOELV
- Group exercise
- The options to control these hazards in the workplace

Element 7 - Physical and Psychological health hazards and control

- The ill health effects of the physical process of work and the working environment
- Ergonomics
- Work environment
- Noise, heat, radiation
- Drugs, violence
- Stress
- Exam questions
- The available control options to combat these risks in the workplace

Element 8 - Construction activities -hazards and control

- The basic hazards and risks encountered in construction activities
- Building maintenance and demolition
- Storage and handling materials
- Working at height
- Excavations
- Exam questions
- The measures to be taken to minimise the risks

ASSESSMENT

Delegates are awarded the Certificate on successful completion of two 2-hour written examination papers covering Unit 1 'Management of International Health and Safety' and Unit 2 'Control of International Workplace Hazards' along with a practical assessment. The practical assessment requires candidates to undertake unaided a safety inspection of a workplace and identify common hazards and then prepare a written report with recommendations for action.