

Course Objective

- This course is designed to reflect the needs of today's employers giving learners everything they need to know and do to make their workplace safer.
- Relevant to every workplace, it is ideal for managers, supervisors, and anybody with health and safety management responsibilities. It's also perfect for those embarking on a health and safety career and gives you a stepping stone to success.

It can help to:

- Minimize workplace injuries and illness
- Boost employee wellbeing
- Demonstrate your commitment to health and safety, which can win business

Activities

- Classroom (Theoretical) + Risk Assessment conducted by the candidate at a workplace of his choice + Group discussion + Case studies + videos + recorded videos by our approved trainers + exam preparation workshops + mock exams
- 4 Exam preparation activities

Prior to the exam/project submission date, we also provide additional exam preparation workshops, as follows:

Duration: over 2 days for classroom training & over 4 days for virtual training mode

- IG1 Past exam paper group discussion workshop
- IG1 Mock exam2 answers discussion and feedback workshop
- IG2 Summary tips for common hazards at the workplace and common mistakes in completing IG2 NEBOSH project – workshop
- IG2 Self-marking workshop

- Course duration: 10 Days in-Person + 2 days review ONLINE before the exam (these 2 days are free of charge)

- Pass requirements: Pass BOTH open book exams and risk assessment report

Topics Covered

Qualification Technical Content:

- Qualification Elements
- Assessment Coverage
- Why we should manage workplace health and safety
- Open book examination (OBE)
- Unit IG1: Management of health and safety
- How health and safety management systems work and what they look like
- Managing risk – understanding people and processes
- Health and safety monitoring and measuring
- Introduction to Open Book Exam
- Introduction to IG2 Risk Assessment
- Physical and psychological health
- Practical assessment
- Unit IG2: Risk assessment
- Musculoskeletal health
- Chemical and biological agents
- General workplace issues
- Work equipment Safety
- Fire Safety
- Electricity Safet

Audience

- This qualification is designed for anyone (managers, supervisors, and workers) in any type of organization
- It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively
- Many people take the International General Certificate in Occupational Health and Safety (IGC) as the first step in a career in health and safety
- It gives a valuable overview and is a sound basis for further professional study

Prerequisite

- If taking the course in English, a Good level of English Language if taking the course in English There are no entry requirements for this qualification, however, it is important that learners have a suitable standard of English language in order to understand and articulate the concepts contained in the syllabus.

- NEBOSH recommends that learners undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher in IELTS tests.
- Pass requirements: Pass BOTH open book exams and risk assessment report

Activities

Day 1

Day 1 – Why we should manage workplace H&S

- Session 1 Morals and money
- Moral argument – poverty and unsafe working conditions?
- Financial argument – iceberg
- Insured and uninsured costs
- Accident statistics- Group discussion about accident statistics
- Why there is more focus on accident prevention compared to occupational illness?
- Discussion
- Session 2 – Regulating H&S
- Civil Law
- Criminal Law
- ILO C155 Convention
- ILO R164 recommendations
- National standards
- The activity of comparison between civil & criminal court
- Session 3 – Who does what in organizations
- Duties of employers
- Duties and rights of employees
- H&S duties of other parties; contractors, suppliers, visitors, etc...
- Case study and group discussion
- Session 4 - Introduction to open book exam
- What does it cover?
- How does it work?
- Tips
- Common mistakes
- Samples paper
- Q&A

Day 2

Day 2 – How H&S Management Systems (HSMS) Work and What they Look Like

- Session 1 – What they are and what is their benefit
- The common approach of all ISO Standards (plan-do-check-act)
- Examples and group discussion
- Session 2 – What good H&S Management System look like
- ISO model
- ILO model
- External content
- Internal content
- Potential benefits of formal HSMS
- Q&A & group discussion

Day3

Day 3 –Managing Risk – Understanding people & processes

- Session 1- H&S culture
- What does it mean?
- What are in indicators of good/poor H&S culture
- Peer group effect and influence on H&S culture
- Q&A & group discussion
- Session 2- Improving H&S Culture
- Commitment
- Promotion
- Workers, competence
- Communication – benefits, and limitations of different methods
- Cooperation
- Training – when it is needed?
- Q&A & group discussion
- Session 3- Human factors influence of H&S culture
- Organizational factors
- Job factors
- Individual factors
- Q&A & group discussion
- Session 4- Assessing Risk
- 5 steps of risk assessment
- Hazard identification
- Identify people at risk
- Risk evaluation - Likelihood and consequence
- Hierarchy of risk control measures
- Recording the findings
- Reasons to review risk assessment

- Risk assessment for specific cases
- Practical activity/ group discussion
- Session 5- Management of change in the workplace that could impact safety
- Emergency procedures
- Appointment of competent person
- Welfare provision
- Review of change
- Safe systems of work
- Permit to work
- Q&A & group discussion

Day4

Day 4 –H&S Monitoring and Measuring

- Session 1- active and reactive monitoring
- The difference between them
- Lessons learned from past events
- Leading and lagging indicators
- Case studies – group discussion
- Session 2- investigating accidents
- Levels of investigation
- Steps of accident investigation
- How occupational diseases are recorded and notified by the organizations
- Group discussion
- Session 3- H&S Auditing
- Definition of audit, types of audit Why audit H&SMS?
- Negative/positive results of the audit
- Difference between audit and inspection Stages of audit
- Group discussion Q&A
- Session 4- review of H&S performance
- Why need to review?
- What to consider in review?
- Different review methods
- Legal requirements for review
- Group discussion – Q&A

Day5

Day 5 – Exam preparation interactive workshop on IG1- Mock exam 1 (Open book exam)

- view of a past sample question paper
- Review of candidates' answers to each part
- Discuss the tips for good answers and commonly made mistakes
- Group discussion – Q&A

Day6

Day 6 - IG2- Workplace Hazard Management

- Session 1 IG2
- Standard NEBOSH Templet – guidance and group discussion
- Session 2
- Element 5 –Physical and psychological health
- Noise
- Physical and psychological effects of exposure to noise
- Important definitions
- Noise measurement
- Evaluation of exposure limits
- Noise control
- Group discussion
- Vibration
- Whole body vibration
- Hand-arm vibration
- Effects and Exposure limits
- Control measures
- Case study
- Session 3:
- Radiation
- Types
- Occupational sources
- Effects and control measures
- Q/A
- Mental ill-health
- Stress – types, effects, controls
- Violence at work – occupations at risk, effects, and controls
- Group discussion
- Substance abuse at work
- Types, effects, and controls – Q&A

Day7

Day 7

- Session 1:
- Element 6 – Musculoskeletal health
- Work-related upper limb disorders
- Occupations, risk factors, control measures
- Display screen equipment
- Case study
- Manual handling
- Task, individual, load, environment
- Good handling techniques
- Video
- Session 2:
- Load handling equipment
- Types, Limitations, Controls, Video
- Group discussion / Q&A
- Session 3:
- Element 7 -Chemical and biological agents
- Hazardous substances
- Forms of chemical agents, Forms of biological agents
- Acute and chronic effects
- Case study
- Assessment of health risks
- Routes of entry into the body
- Factors to be considered when assessing the risk
- Role and limitation of hazardous substances monitoring
- Group discussion
- Occupational; exposure limits
- Purpose of exposure limits
- Limitations of exposure limits
- Video
- Session 4:
- Control measures
- Hierarchy, limitation of each type
- LEV – local exhaust ventilation
- PPE
- Q/A
- Specific agents
- Asbestos, Carbon Monoxide
- Dust: wood dust silica, cement
- Biological agents: legionella, Leptospira
- Case study

Day8

- Session 1:
- Element 8 – Health, Welfare, and work environment
- Health and welfare
- Drinking water, washing facilities, sanitary conveniences, resting and eating areas, changing areas and lockers
- Exposure to extreme temperature: heat and cold, effects and controls
- Group discussion
- Session 2:
- Working at height
- Working at height, fragile roofs, falling objects, unprotected edges
- Access equipment: ladders, scaffolds, other types
- Control measures and factors to be considered
- Session3:
- Safe working in a confined space
- Types, general requirements video
- Lone working
- Types, factors to be considered, and control measures
- Case study Slips and trips
- Causes and factors, housekeeping, control measures Group discussion
- Session 4:
- Safe movement of people and vehicles in the workplace
- Design of routes at the workplace, factors, and control measures
- Video

Day 9

- Element 9- work equipment
- Session 1:
- Hand-held tools
- general requirements
- group discussion
- Session2:
- providing suitable equipment
- preventing access to dangerous parts of machinery – types of guards and limitations of each – video
- provision of information, instruction, training, and supervision about specific hazards to users, maintenance staff, and managers
- importance of maintenance – group discussion
- Session3:
- emergency control in machinery and the importance of labeling and lighting for safe operation
- video and group discussion

Day 10

- Session 1:
- Element 10- Fire safety
- Fire principles – fire principles
- Classification of fires, Principles of heat transmission, and fire spread
- Common causes of fire in workplaces, Consequences of fire
- Video and group discussion
- Preventing fire and fire spread
- Storage of flammable liquids
- Structural measures to prevent fire and smoke spread in the building
- Video
- Fire alarm and fire-fighting
- Common fire detection and alarm systems
- Portable fire fighting equipment and their working principles
- Video
- Fire evacuation
- Requirements for means of escape, assembly points, emergency evacuation plans, and procedures
- Group discussion
- Session 2:
- Element 11-Electricity
- Hazards and risks
- Secondary effects
- Group discussion
- Working near HV power lines and Working near underground HV power cables
- Video
- Factors to be considered
- Control measures and protection systems
- Group discussion and video

Day11

- Additional Exam preparation 4 workshops (before the NEBOSH Exam):
- Duration: over 2 days for classroom training & over 4 days for virtual training mode
- IG1 Workshop
 - IG1 Past exam paper group discussion workshop
 - IG1 Mock exam2 answers discussion and feedback workshop

Day12

- Additional Exam preparation 4 workshops (before the NEBOSH Exam):
- Duration: over 2 days for classroom training & over 4 days for virtual training mode
- IG2 Workshop
- IG2 Summary tips for common hazards at the workplace and common mistakes in completing the IG2
- NEBOSH project – workshop
- IG2 Self-marking workshop