



# IOSH Working Safely Syllabus

## Who should go on *Working safely*?

*Working safely* is for people at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that.

## What will staff get out of it?

What they need to know – and are perhaps reluctant to learn about – in a refreshingly informal way.

*Working safely* isn't supposed to turn delegates into safety experts. It focuses on why health and safety is important, and how individuals can make a real difference to the wellbeing of themselves and others through changing their behaviour.

## What will employers get out of it?

- nationally recognised and respected certificated training for their teams
- peace of mind offered by training that's designed and quality-controlled by the Chartered body for health and safety
- minimum disruption to working days and shifts – the one-day programme includes the assessment, so there's no need to free up further time for a test after the course
- *Working safely* meets the government's guidelines for introductory health and safety training and is a 100 per cent match to the Health and Safety Executive's 'passport' syllabus
- two key areas – health and safety *and* environmental basics – are covered in a single self-contained session

## Timetable 1 Full day

Part one – Introducing working safely

Part two – Defining hazard and risk

Part three – Identifying common hazards

Part four – Improving safety performance

Part five – Protecting our environment

## **Part one - Introducing working safely**

Its not unusual for delegates coming on an introductory course to think that accidents only happen to “other people”. This module stresses the reality of the human suffering behind the statistics and emphasises the importance of personal responsibility

## **Part two – Defining hazards and risk**

This module puts “hazard” and “risk” into everyday language, and uses familiar examples to show what can happen. It makes it clear that even something that is very simple or repeated over and over again can go wrong, with serious consequences.

Focusing on the six broad hazard groups, delegates are asked to think about the hazards and risks they come across in their own work. “Risk assessment” is demystified; delegates learn that we all carry out informal assessments day in, day out.

## **Part three – Identifying common hazards**

All the main issues are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. Each area is backed up by crystal clear examples and recognisable scenarios, and useful summaries, which reinforce the key learning points.

## **Part four – Improving safety performance**

This module deals with systems and processes; making sure that any jargon is explained in easily understood terms. The session bridges the gap between management and workforce, encouraging delegates to play a part in processes that are commonly seen as just down to their manager or supervisor. Other areas – including contract work, inspections, safe systems and permits, protective equipment, signage, emergency procedures, reporting and health checks – are all focused on from the delegates point of view

## **Part five – Protecting our environment**

A short but effective introduction to waste and pollution leads into a look at how organisations and individual team members can get involved in reducing environmental impacts. Memorable and thought provoking facts and figures help drive the point's home

## **Certification**

For delegates who attend the course and successfully complete the written and practical assessments, there is an IOSH Working Safely certificate or Safety Passport.