

CIEH Intermediate Certificate in Supervising Health & Safety

introduction

Introduction

Health and safety involves reducing the risks of accident and ill health associated with work activities, whether they affect employees, employers, the self-employed, visitors or the public.

Accidents and illnesses can result in permanent disability or death, as well as short term incapacity for work. The supervisor is in an ideal and very responsible position where employees can be influenced, monitored and trained, and managers can be informed, persuaded, encouraged or pressured into providing for better health and safety standards.

A supervisor has a legal and moral responsibility to look after the health and safety of employees, but needs to have the knowledge and skill to be able to do this effectively.

This training programme provides an opportunity to look more deeply into general health and safety from a supervisory perspective, and successful candidates will be able to help their organisation whatever the size or activity in improving the health and safety culture.

Aims

- A. To provide understanding of the main concepts of health and safety.
- B. To promote the benefits of health and safety culture.
- C. To clarify the roles and responsibilities of individuals, supervisors and management in health and safety.
- D. To provide an understanding of health and safety control and improvement strategies available to supervisors.



**Chartered
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Health**

syllabus

Objectives

On successful conclusion of the training programme, the student should be able to fulfill the following objectives.

1.0 CONCEPT OF HEALTH AND SAFETY

1.1 Who is at risk?

Understands the range of persons exposed to health and safety from work activities, and the need for different and appropriate strategies for each group.

1.2 Incidence of illness and accidents

Is familiar with the common workplace illnesses and accidents, and the incidence in key working sectors.

1.3 Health and safety factors and how to use them

Understands the various aspects of human, occupational and environmental factors and how they can be used to structure investigations, audits and inspections.

1.4 Costs of poor health and safety

Is aware of the potential costs involved in accidents and incidents, both personal and to the business.

2.0 ACCIDENTS IN THE WORKPLACE

2.1 Nature of accidents

Understands the nature of accidents and common causes linked to health and safety factors.

2.2 'Near misses' and the accident triangle

Understands the relationship between major and minor accidents in terms of frequency. Appreciates the value of incidents or 'near misses' being investigated.

2.3 Reporting and investigating

Knows the importance of reporting incidents including the legal duty. Understands the main principles involved in carrying out an incident investigation.

2.4 Key causes and prevention

Can identify potential hazards in the following common categories, and can determine or identify suitable control measures.

- ◆ Workplace
- ◆ Work equipment
- ◆ Fire
- ◆ Electricity
- ◆ Manual handling

3.0 ILL HEALTH IN THE WORKPLACE

3.1 Nature of illness and disease

Understands how illnesses and disease can arise from work activities.

Understands how harmful agents can enter and affect the human body.

Appreciates the characteristics of work induced illness.

3.2 Monitoring of health/illness

Describe the value of health monitoring.

3.3 Key causes and prevention.

Can identify potential hazards in the following common categories, and can determine or identify suitable control measures.

- ◆ Hazardous substances
- ◆ Noise
- ◆ Ergonomics
- ◆ Stress
- ◆ Violence at work

4.0 LEGAL PROVISIONS (UK ONLY)

4.1 Health and Safety at Work Act responsibilities

Is familiar with the duties placed on employers, employees and others to provide for health and safety.

4.2 Regulations and Codes of Practice

Can explain the role of regulations and approved Codes of Practice, and give examples.

4.3 Employees rights and responsibilities

Can describe the responsibilities of the employer to the employee, and of the employee to him/herself and others.

4.4 Penalties and enforcement powers

Can indicate the range of penalties and enforcement powers available for breaches of legislation.

4.5 Working with enforcement officers

Can determine appropriate methods for working with enforcement officers, and can demonstrate a positive attitude to co-operation.

4.6 Sources of information

Can describe examples of sources of information which can assist in developing health and safety systems.

5.0 HEALTH AND SAFETY ORGANISATION AND MANAGEMENT

5.1 Introduction to management

Appreciates the need for a management approach and system for health and safety.

5.2 Risk Assessment

Understands what is involved in the risk assessment process, who should do it, and the implications of a risk assessment programme.

5.3 Auditing and monitoring

Can describe how auditing and monitoring can be undertaken, and how audit results can be used positively.

5.4 Investigating incidents

Understands the importance, purpose and benefits of investigating incidents, and how it can be organised.

5.5 Keeping records

Knows why records must be kept, can give examples of how they can be used, and appreciates the importance of authority, training and consistency in connection with record keeping.

6.0 SUPERVISING HEALTH AND SAFETY

6.1 The role of a supervisor

Can describe the role of the supervisor in linking between employee and manager and ensuring health and safety on a day to day basis.

6.2 Monitoring Health and Safety

Can devise monitoring methods for various control measures.

6.3 Motivating and encouraging improvements

Understands how to motivate individuals and teams to improve health and safety standards and contribute to hazard spotting and risk assessments.

6.4 Training needs and techniques

Can identify potential training needs, and understands the importance of the correct techniques, whether one-to one or group training is being selected.

6.5 Working with employees

Understands the role of employee appointed safety representatives, both union and non-union appointed, and how to consult with employees.

6.6 Handling conflict

Appreciates that health and safety issues often raise conflicts and understands the key principles in dealing with such conflict.

6.7 Working with management

Is familiar with the needs of management and methods of working together to achieve good health and safety standards.



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