

IOSH MANAGING SAFELY COURSE OUTLINE

Waste Wise

Training ~ Consultancy ~ Health & Safety

WHO IS IT FOR?

Managing Safely is a course for managers in any sector and any organisation. It enables them to review their own departmental systems for safety including introducing new controls or implementing changes as appropriate to ensure safety in the workplace.



COURSE STRUCTURE

The course lasts for four days in total which can be taken consecutively or in two day sessions spread over 2 weeks. This flexible, interactive programme covers all the main health and safety topics as well as a practical risk assessment session and writing and presenting toolbox talks.



The course will be interactive and include:

- presentations
- discussions
- DVD's
- questions
- activities including quizzes and games
- written test to demonstrate knowledge



Modules covered are:

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'. Risk assessments and a simple scoring system are introduced, and delegates carry out a practical risk assessment.



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.

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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 manual handling. This session finishes with the writing and presentation of toolbox talks.

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.



OUTCOMES

By the end of the course you should be able to:

- Appreciate your Managing Safely role and your accountability for your team
- Assess risks and prepare risk assessments
- Use the techniques provided to control risks
- Understand your responsibility within the demands of the law
- Identify hazards
- Have some understanding of investigating accidents and incidents
- Measure performance and understand management systems to improve health and safety
- Write and present a toolbox talk

