

Level 4 Award in Health and Safety in the Workplace Syllabus

A Health and safety management

Candidates should understand the principles and techniques of health and safety management and be able to:

- i Describe the main elements of a health and safety management system.
- ii Describe the purpose and content of a health and safety policy.
- iii Explain the requirements for and methods of effective communication, implementation and review of a health and safety policy.
- iv Describe the principles and techniques of risk assessment and explain how a risk assessment programme should be established.
- v Outline the 'general principles of prevention' and describe, with examples, a hierarchy of measures for controlling risk.
- vi Describe the procedures for the development and implementation of safe systems of work.
- vii Identify the role of personal protective equipment and explain how it should be selected and managed in the workplace.
- viii Describe the legal and practical requirements for reporting and recording work-related injuries, diseases and dangerous occurrences, both internally and externally.
- ix Describe the process of incident investigation, identifying the persons who may need to be involved.
- x Distinguish between active and reactive monitoring of health and safety performance and give examples of each type of measure.
- xi Describe the principles and techniques of health and safety inspection and auditing.
- xii Specify the records and other documentation required for health and safety purposes.
- xiii Describe the arrangements needed to ensure the safety of contractors and other non-employees in the workplace

B Health and safety culture

Candidates should understand the factors that influence safe practice and behaviour at work and be able to:

- i Identify the ways in which a positive health and safety culture in the workplace can be developed and maintained.
- ii State the requirements for and explain the benefits of providing information, instruction, training and supervision with respect to health and safety.
- iii Describe the factors to be considered in the development and provision of effective health and safety training in the workplace and explain the need for feedback and evaluation.
- iv State the requirements for and describe the rights and functions of trade union and non-trade union employee representatives with respect to health and safety.
- v Outline the legal and practical requirements for safety committees.
- vi Identify the factors that determine an employee's competence with respect to health and safety.

C Workplace and work equipment

Candidates should understand the requirement to provide and maintain workplaces and work equipment that are safe and without risk to health and be able to:

- i Describe the general features of work premises designed to ensure the health, safety and welfare of occupants.
- ii Describe the welfare facilities required for employees.
- iii Describe the factors that should be considered in deciding appropriate arrangements for first-aid provision.
- iv Identify the factors that should be considered in the selection of work equipment.
- v Describe ways of eliminating or minimising the risks from the use of machinery.
- vi Describe the requirements for ensuring the safe use of electrical equipment.
- vii Describe ways of eliminating or minimising the risks from work at height.
- viii Describe ways of eliminating or minimising the risks from vehicles in the workplace.
- ix Identify the controls required to provide adequate fire safety.
- x Describe the arrangements that should be in place for emergency situations and events of serious and imminent danger.

D Hazardous agents

Candidates should understand the requirement to control the risks from hazardous agents in the workplace and be able to:

- i Define the term 'occupational health' and outline, with examples, the categories of health hazard in the workplace.
- ii Outline the types of risk and the factors that determine the level of risk from hazardous substances.
- iii Describe how hazardous substances can enter the human body and outline the body's responses to such substances.
- iv Describe the procedures and precautionary measures necessary when handling and using hazardous substances.
- v Explain the roles of environmental monitoring and occupational exposure limits in the control of health hazards.
- vi Explain the role of medical health screening and health surveillance for employees.
- vii Describe the health effects of noise and the methods of controlling noise in the workplace.
- viii Describe the health effects of vibration and the methods of controlling vibration in the workplace.
- ix Identify occupational sources of ionising and non-ionising radiation and describe the methods of control.
- x Outline the health problems associated with manual handling operations, repetitive work and the use of display screen equipment and describe ways of minimising the risks.
- xi Explain how excessive stress can affect an individual and describe an appropriate control strategy.

E Legislation

Candidates should understand the main requirements of health and safety legislation and be able to:

- i Describe the role and influence of the European Union with respect to health and safety legislation in the UK.
- ii Describe the legal status of and relationships between Acts of Parliament, regulations, approved codes of practice and official guidance.
- iii Outline the general duties imposed on employers, self-employed persons, persons in control of premises, employees and persons involved with supply with respect to the health and safety of persons at work or affected by work activities.
- iv Describe the UK regulatory system with respect to health and safety.
- v Outline the role and powers of, and the enforcement actions available to, health and safety enforcement officers.
- vi Describe the possible consequences of non-compliance with health and safety law.
- vii State the legal requirement for appointing competent persons to assist employers in complying with their legal duties and outline the possible roles of such persons.



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