



# Level 2 Award in Health and Safety in the Workplace

## Syllabus

### Part 1 Introduction to health and safety at work

#### A Introduction

Candidates should appreciate the nature of health and safety and be able to:

- i State the consequences of poor health and safety standards and the benefits of good standards.
- ii Give common types and causes of work-related accidents and ill health.
- iii Give examples of occupational, environmental and human factors that can affect health and safety.
- iv Understand the importance of risk assessment in maintaining a healthy safe environment.

#### B Health and safety law

Candidates should understand the scope of legislative requirements and be able to:

- i Outline the legal responsibilities under the Health and Safety at Work etc. Act, 1974, of employers, employees and the self-employed.
- ii Give examples of specific safety issues covered by regulations including risk assessments, competent persons, and employee consultation.
- iii Briefly describe how the law is enforced, the enforcement agencies and the powers and actions available to their officers.
- iv State the possible consequences of non-compliance.

#### C Health

Candidates should understand the importance of preventing work-related ill health and be able to:

- i State the types of health hazard with reference to the occupations with which they are commonly associated.
- ii Understand that health hazards should be risk assessed and give examples of effective control measures.
- iii Describe the roles of specific occupational health specialists and understand that specialised risk assessments may be required in certain circumstances.
- iv Appreciate the need to follow procedures and instructions, and report early signs of possible problems.

#### D Safety

Candidates should understand the principles of accident prevention and be able to:

- i Define the term 'accident' and state the reasons why accidents are recorded and the legal requirements for accident reporting.
- ii Describe the factors that contribute to slips, trips and falls in the workplace and methods to prevent them.
- iii Give examples of methods for improving electrical safety including portable appliance testing and visual inspection.
- iv State the key aspects of dealing with electric shock.
- v Describe common causes of fire and give examples of preventative measures.
- vi State the action to be taken in case of fire, including evacuation procedures and the safe use of extinguishers.

## E Welfare

Candidates should understand the risks associated with poor welfare and be able to:

- i Outline the welfare facilities, drinking water and rest facilities.
- ii State how smoking, alcohol and drugs can affect the health, safety and welfare of those at work and how risks can be minimised.
- iii State the main effects of stress and give examples of how it can be reduced.
- iv State that incidents of violence, harassment and bullying must be reported and give examples of how the likelihood can be reduced.
- v Explain the requirement for first aid provision including an understanding of the role of an 'appointed person' and a 'first aider'.

## Part 2 Workplace specific health and safety

### F The workplace and work equipment

Candidates should be aware of the hazards and risks associated with the workplace and work equipment and be able to:

- i Describe health and safety aspects of the building structure, design layout and services.
- ii Explain the importance of good storage, stacking, maintenance and housekeeping.
- iii State how work equipment can cause injuries and describe suitable control measures including:
  - correct design and construction
  - suitable working environment
  - safe working procedures
  - training and authorisation
  - use of PPE
  - maintenance.

### G Risk assessment

Candidates should understand that risk assessment is an important technique for accident and ill health prevention and be able to:

- i Define what is meant by the terms 'hazard' and 'risk' and give examples.
- ii Describe the factors that are likely to increase the level of risk.
- iii Define the term 'control measure' and give examples of their varying degrees of effectiveness.
- iv Outline the risk assessment process and identify that specialised assessments are required in certain circumstances.

### H Manual handling

Candidates should understand the risks associated with manual handling and be able to:

- i Outline the responsibilities of the employer and the employee under the Manual Handling Operations Regulations.
- ii Give examples of manual handling injuries.
- iii State the need to minimise manual handling where possible and for manual handling activities to be properly assessed.
- iv Describe methods to reduce the risk of injury from manual handling including correct lifting techniques and the use of mechanical aids.

### I Hazardous substances

Candidates should appreciate the nature and risks of hazardous substances and be able to:

- i Give examples of the hazardous substances commonly found in the workplace and understand the routes of entry.
- ii Understand that hazardous substances should be risk assessed.
- iii Describe suitable control measures to prevent exposure to hazardous substances.
- iv Explain the need for training and authorisation of personnel.

## J Ergonomics and workstation design

Candidates should understand how workplace equipment and task design affect health and safety and be able to:

- i Give examples of the types of injuries that can be caused by poor work station design.
- ii Explain how musculoskeletal disorders can be caused or aggravated by work activities and workstation design.
- iii Describe the key features of task and workstation design and adjustment that can reduce the risk of musculoskeletal disorders.
- iv Appreciate the need for risk assessment and to follow recommendations made as a result, and report early signs of possible problems.

## M Noise and vibration

Candidates should understand the potential long and short-term effects of exposure to noise and vibration and be able to:

- i State that noise is an unwanted sound that may cause annoyance, stress, distraction and hearing damage or loss.
- ii Describe methods of noise reduction and control.
- iii State that hearing protection is a last resort but, where necessary, its use at all times is essential.
- iv Understand the need for specialist risk assessments in certain environs.

## K Working at heights

Candidates should understand the hazards and risks associated with working at heights and be able to:

- i Give examples of common tasks that give rise to working at height.
- ii Describe the factors that contribute to persons and objects falling from height.
- iii Describe the methods and controls to reduce the risk of falls from height.
- iv Describe access equipment and safe methods of access, e.g. mobile towers, mobile elevated work platforms, ladders, fixed scaffold.

## L Transport and vehicles

Candidates should understand the hazards and risks associated with working with vehicles and be able to:

- i Give examples of common accidents associated with vehicles and transport.
- ii Describe the factors that contribute to transport and vehicle injuries.
- iii Describe the methods and controls to reduce the risk of accidents involving transport/vehicles.
- iv Understand preventative measures for pedestrian-vehicle conflict.

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