

Working safely

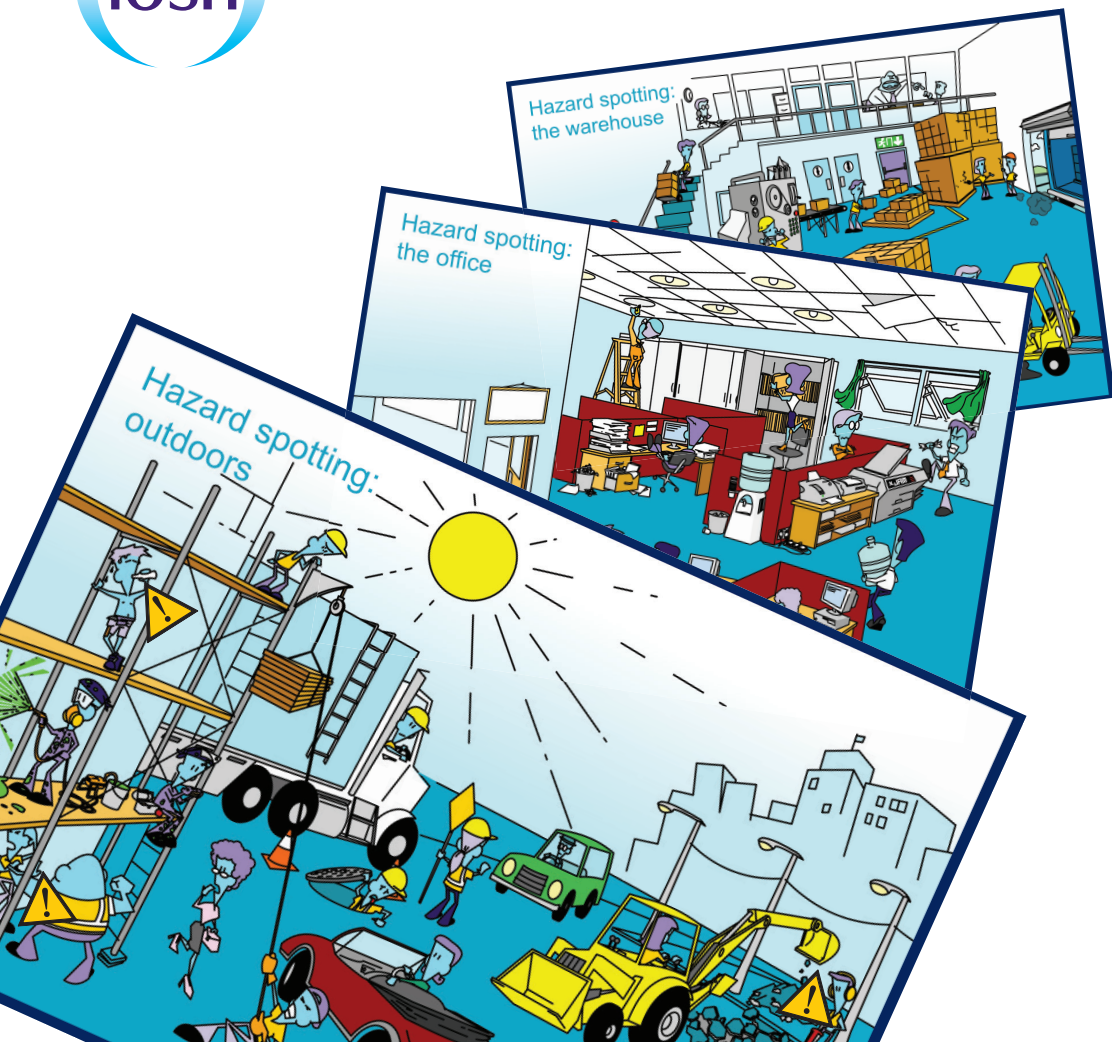
Bringing safety and health *to life!*



Hazard spotting:
the warehouse

Hazard spotting:
the office

Hazard spotting:
outdoors



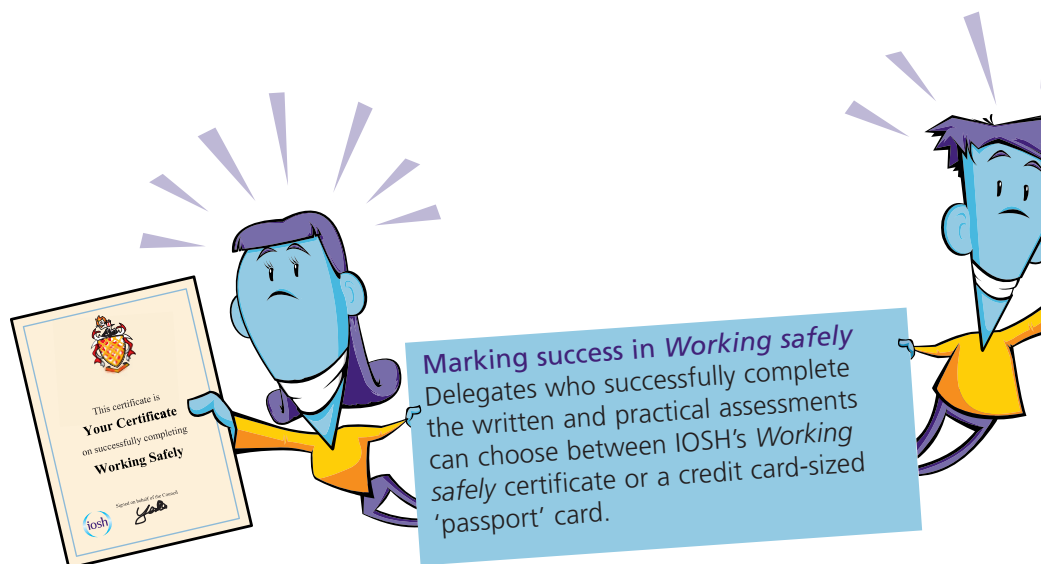
It's not about teaching, it's about learning

Forget 'chalk and talk'. It's time to turn traditional training on its head. We need to inspire delegates, to get them engaged with safety and health. If learning is enjoyable and stimulating, we stand a better chance of getting vital safety and health messages across.

Easier said than done? Not if we work in partnership. We provide the tools, and our accredited trainers provide the training expertise.

Working safely has a very different approach to safety and health training

- a one-day course offering all the basics in a high-impact interactive package
- fantastic quality animated graphics created exclusively for the course
- a presentation that's designed to be fun and get people fully involved and interested
- first class, jargon-free technical content based on what people need to know in practice, not off-putting legal language
- clear scenarios drawn from genuine work situations to drive home practical points
- the very latest training tips and suggestions – from grabbing and retaining attention to maximising the training experience and making sure key points are taken on board
- assessments built into the day's training – no need for follow-on tests on separate days, taking up valuable work time



Working safely delivers...

Who should go on *Working safely*?

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

What will they 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 safety and health is important, and how individuals can make a real difference to the wellbeing of themselves and others through changing their behaviour.

What will their employer get out of it?

- nationally recognised and respected certificated training for their teams
- training recognised by CSCS as an equivalent to a level 1 Award in safety and health in a construction environment
- peace of mind offered by training that's designed and quality-controlled by the Chartered body for safety and health professionals
- 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 safety and health training and is a 100 per cent match to the Health and Safety Executive's 'passport' syllabus
- two key areas – safety and health *and* environmental basics – are covered in a single self-contained session

What will trainers get out of it?

- straightforward, high-quality training designed by a team of specialists
- a ready-to-go programme pack – we've done the hard work, saving trainers the headache and the hassle
- full back-up from our support team on every aspect of training, from advice on the training environment to guidance on marking assessments
- free technical updates



Working safely covers...

1. Introducing *Working safely*

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

2. Defining hazard and risk

This module puts 'hazard' and 'risk' into everyday language, and uses familiar examples to show what can happen. Importantly, 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.

3. Identifying common hazards

All the main issues are covered in this module – aggression and violence, asbestos, bullying, chemicals and harmful substances, computer workstations, confined spaces, drugs and alcohol, electricity, fire, getting in and out, height, housekeeping, lighting, manual handling, noise, personal hygiene, plant and machinery, slips and trips, stress, temperature, vehicles and transport and welfare facilities. Each area is backed by crystal-clear examples and recognisable scenarios, and useful summaries reinforce the key learning points.

4. 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 – all focus on the delegate's point of view.

5. 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 points home.

Working safely includes...

- full course **presentation** featuring high-quality animated graphics
- clear **delegate workbook** with sections for notes, Q&A sessions and custom-designed illustrations
- user-friendly **trainer notes** with focused training tips and extra background information
- a **board game** and **quizzes** to maximise interactivity
- a bank of **assessments** – delegates are evaluated using a multi-format question paper and a multi-choice hazard-spotting exercise.


The whole package fits into a sleek and robust carrying case.

You get access to IOSH's Course Management System to help you manage and deliver IOSH packaged courses through one central, web-based platform.

This new platform allows IOSH to keep its content up-to-date, with the best guidance. It also enables you to create personalised or translated versions of IOSH courses to address unique training needs. It's compatible on Windows with Internet Explorer version 10+, Google Chrome and Firefox (latest versions). It's also compatible on Mac with Safari and Google Chrome (latest versions).

Once you log in to the system, it's easy to run or manage your licensed courses, manage any other trainer users who are assigned to your training provider account and produce information on course usage. IOSH also has produced a dedicated extension for the Google Chrome browser for you to install, so that you can deliver IOSH courses offline – anytime, anywhere, without an internet connection.

Delivering Working safely



If you want to run *Working safely*, you will need to be, or nominate, a member of IOSH. It's the IOSH member's responsibility to oversee the course and act as the first line of quality control.

All trainers who deliver *Working safely* need to:

- be at least an Associate Member of IOSH. Where appropriate, all members' CPD must be in good standing

- have at least two years' practical safety and health experience
- have an adult training qualification at level 3 (QCF), such as an Award in Education and Training

OR

- two years' substantial, face-to-face, training delivery experience.

Call us on **+44 (0)116 257 3192** to talk through your training needs

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IOSH is the Chartered body for health and safety professionals. With more than 44,000 members in over 120 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

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