

COURSE CONTENT OVERVIEW

# Basic Health and Safety Training



Everyone present in the workplace has some health and safety responsibilities that they must meet. Although employers have the most legal duties, employees must follow the precautionary measures and procedures that their employer has put in place.

This Basic Health and Safety Training course explains the common hazards found in workplaces, including those associated with manual handling, slips, trips, and falls, and workplace stress. Learners will understand what health and safety measures and precautions their employer should implement and what duties workers have. This knowledge will help to ensure that workplace accidents and incidents are kept to a minimum, protecting workers from potential hazards to their health, safety and wellbeing.

### **Module One: Introduction to Health and Safety**

This module offers an introduction to health and safety in the workplace, including the definitions of hazard and risk, types of hazards, and the importance of upholding health and safety.

- What is health and safety at work?
- The importance of health and safety
- Hazard and risk
- Defining hazards
- Defining risks
- Common types of ill health
- Common causes of ill health
- Factors affecting health and safety
- Health and safety law
- Employer responsibilities
- Employee responsibilities

### **Module Two: Controlling Workplace Hazards and Risks: Part 1**

This module is the first part of two which outlines how employers and employees can manage and control hazards and risks in the workplace. It explains how accidents and incidents can occur when certain workplace activities aren't carried out correctly and safely.

- Slips, trips, and falls on the same level
- Working at height
- The Work at Height Regulations 2005 (WAHR)
- Working at height - your responsibilities
- Manual handling
- Manual handling regulations
- Reducing manual handling risks
- Hazardous substances
- Controlling hazardous substances

### **Module Three: Controlling Workplace Hazards and Risks: Part 2**

This module explains further common workplace hazards and risks that need to be controlled in order to ensure everyone is kept safe.

- Using machinery safely
- Vehicle safety
- Control measures for work vehicles
- Electrical safety
- Electrical hazards and precautions
- Fire safety
- Fire safety precautions
- Workplace stress
- Managing workplace stress

### **Module Four: Workplace Conditions**

This module details how certain aspects of a work environment can compromise health and safety. In addition, it outlines the duties employers have under the Workplace (Health, Safety and Welfare) Regulations 1992 to avoid unsafe working conditions, and the responsibilities employees have to comply with the information and instruction they are given.

- Cleanliness and housekeeping
- Hygiene and welfare
- Lighting
- Ventilation and heating
- Safety signs
- Mandatory signs
- Warning signs
- Prohibition signs
- Emergency escape & first aid signs
- Firefighting signs
- The benefits of maintaining good working conditions

### **Module Five: Workplace Procedures**

This final module outlines the importance of reporting accidents and hazards to your employer, as well as procedures they should have in place in the event of an accident. It also explains what PPE is and when employees may be required to wear it at work.

- Reporting accidents and incidents
- First aid arrangements
- Personal protective equipment (PPE)

## Aims of the training

Upon completion of the training, you will:

- Know the definition of workplace health and safety and why it's important.
- Understand the common work-related risks that can cause accidents and ill health.
- Recognise your and your employer's responsibilities for upholding health and safety.
- Know the welfare facilities your employer should provide.
- Understand the health and safety measures and procedures your employer will have put in place and your responsibilities to uphold them.