

COURSE CONTENT OVERVIEW

Health and Safety Training for Employees



This Health and Safety Training for Employees course provides an overview of workplace health and safety, focusing on your responsibilities and what to expect from your employer.

You'll learn how to identify and respond to common workplace hazards and risks. You'll explore the safety processes your employer should have implemented, such as risk assessments, control measures and emergency procedures. This will equip you with the knowledge to contribute to a safer work environment for yourself and others.

Module 1: Spotting Workplace Hazards

This module shows you how to spot common workplace hazards, focusing on the causes of slips, trips, falls and electrical incidents. You will learn to differentiate between a hazard, a risk, a near miss and an incident, and understand the actions you must take to keep yourself and others safe.

- Why health and safety is important.
- What are hazards and risks?
- Slips, trips and falls on the same level.
- What causes these accidents?
- What can you do?
- Electrical safety.
- Common causes of electrical incidents.
- What to expect from your employer.
- What should you do?
- Equipment checks, inspections and tests.
- Specific electrical risks.
- Hazards, near misses and incidents.

Module 2: Managing Your Safety

This module outlines the processes your employer uses to control risk, including risk assessments and the hierarchy of control. You will learn about the actions you must take to help maintain a safe work environment, such as reporting concerns, following good housekeeping practices and using control measures like personal protective equipment (PPE) correctly.

- The importance of reporting.
- Housekeeping and cleanliness.
- Risk assessments.
- The hierarchy of control.
- PPE.
- The importance of pre-use checks.
- What can you do?
- Identifying risks in your workplace.

Module 3: Maintaining a Safe Work Environment

This module covers the features of a safe work environment. It includes the welfare provisions your employer must provide, as well as optional sections on display screen equipment (DSE), noise, vibration and vehicle safety, which you can choose to view if they are relevant to your role.

- What is a safe work environment?
- Welfare provisions.
- Display screen equipment (DSE).
- DSE assessments and training.
- The impact of poor DSE set up.
- How to position DSE.
- Mobile DSE.
- Noise at work.
- Health and safety risks.
- Keeping safe.
- PPE and hearing protection zones.
- Hearing protection.
- Vibration at work.
- Hand-arm vibration.
- Whole-body vibration.
- Who is responsible?
- What can you do?
- Vehicle safety.
- Safe use of vehicles.

Module 4: Carrying Out Safe Work Activities

This module explores how to safely carry out work activities involving manual handling, working at height and using work equipment. There is additional content on using specific work at height equipment and operating dangerous machinery that you can view if this is relevant to your role.

- Manual handling.
- LITE: Identifying the hazards.
- Lifting and handling aids.
- Pushing and pulling a load.
- Lifting and carrying a load.
- What is working at height?
- What can you expect from your employer?
- Low-level access platforms.
- Ladders and stepladders.
- Pre-use checks of ladders and stepladders.
- Working safely on ladders.
- Mobile towers and MEWPs.
- What are the risks from work equipment?
- Work equipment safety.
- Dangerous parts of machinery.
- Mobile work equipment.

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Module 5: Handling Substances and Responding to Emergencies

This module examines how to safely handle hazardous substances and your role in preventing and responding to emergencies like fire. It also outlines the first aid provisions you should expect to find in your workplace.

- What are hazardous substances?
- Working with hazardous substances.
- The effects of hazardous substances.
- Safety data sheets.
- Hazard labelling and packaging.
- Administrative controls.
- Fire safety at work.
- The fire triangle.
- Dangerous substances.
- Preventing fires and explosions.
- Fire detection and warning systems.
- Fire doors.
- Fire signs.
- Evacuation procedures.
- Evacuation procedures for 'at-risk' people.
- First aid.
- First aid kit.
- First aid signs.

Module 6: Addressing Workplace Wellbeing and Conflict

This module explores workplace wellbeing and how conflict, stress, alcohol and drugs are risks you may encounter. You will learn about the support your employer should provide to manage these risks and what you can do as an employee.

- Resolving problems at work.
- Work-related conflict.
- Work-related stress.
- Drug and alcohol misuse.
- What to do if your employer doesn't respond?

Aims of the training

By the end of this course, you will be able to:

- Identify the risks and hazards present in your workplace and how to control them.
- Demonstrate an understanding of what your responsibilities are in keeping yourself and others safe at work.