

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 – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. 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 – are all focused on from 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.

The comprehensive *Working safely* package contains:

- full PowerPoint **presentation** featuring state-of-the-art animation
- clear **delegate workbook** with sections for notes and Q&A sessions, and plenty of simple, custom-designed illustrations – no clip art!
- user-friendly **trainer notes** including focused training tips and extra background information so that trainers can go into more detail in all the key areas
- a **board game** and **quizzes** to bring health and safety to life and maximise interactivity
- a bank of **assessments** – delegates' understanding of health and safety basics is evaluated using multi-format questions and a hazard-spotting exercise

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

Visit www.iosh.co.uk/enjoylearning to sample the course presentation – the graphics are in industry-standard PowerPoint with animated visuals. The packaged presentation incorporates a simple template so that trainers can add their own material if they need to.