
CONTENTS

ACKNOWLEDGEMENTS	Prelims–vii
FOREWORD	Prelims–ix
PREFACE	Prelims–xi
HOW TO USE THIS TRAINING MANUAL	Prelims–xiii
INTRODUCTION	Introduction–i
TABLE OF ABBREVIATIONS	Tables–i

Part 1 *Training Theory*

SECTION 1A

Benefits of Training

INTRODUCTION	[1]
BENEFITS OF HEALTH AND SAFETY TRAINING	[2]

SECTION 1B

Theory of Training

INTRODUCTION	[1]
LEARNING DOMAINS	[2]

SECTION 1C

The Learning Cycle

KOLB'S LEARNING CYCLE	[1]
-----------------------	-----

SECTION 1D

Factors Affecting the Learning Process

INTRODUCTION	[1]
LEARNING STYLE	[2]
AGE	[3]
ABILITY	[4]
GENERAL BACKGROUND	[5]
MOTIVATION	[6]
RECOGNITION OF KNOWLEDGE ACQUISITION	[7]

SECTION 1E

Monitoring the Learning Process

MONITORING THE LEARNING PROCESS	[1]
---------------------------------	-----

SECTION 1F

Retention of Training

INTRODUCTION	[1]
--------------	-----

OVERTRAINING	[2]
METHOD OF TRAINING	[3]
TIME INTERVALS	[4]
DEGREE OF PRACTICE	[5]
ABILITY OF THE TRAINEE	[6]
FEEDBACK	[7]
MOTIVATION	[8]

SECTION 1G

Training Techniques

INTRODUCTION	[1]
LECTURES	[2]
DEMONSTRATIONS	[3]
ACTIVE TUITION	[4]
DISCUSSION	[5]
TOOLBOX TALKS	[6]
ROLE PLAYING	[7]
PROJECT WORK	[8]
ON-THE-JOB TRAINING	[9]
COACHING (TUTORIAL)	[10]
OPEN LEARNING	[11]
COMPUTER-BASED TRAINING (CBT)	[12]
BLENDED LEARNING	[13]
SUMMARY	[14]

SECTION 1H

Understanding the Legislation

INTRODUCTION	[1]
HEALTH AND SAFETY AT WORK ETC ACT 1974	[2]
UNDERSTANDING THE REQUIREMENTS OF REGULATIONS	[3]
APPROVED CODES OF PRACTICE	[7]
GUIDANCE NOTES	[8]
CASE-LAW	[9]

Part 2

Training Practice

SECTION 2A

Ensuring a Trained and Competent Workforce

INTRODUCTION	[1]
UNDERSTANDING THE LEGAL REQUIREMENTS FOR COMPETENCE	[2]
ENSURING THE COMPETENCE OF EMPLOYEE REPRESENTATIVES	[10]
ENSURING THE COMPETENCY OF 'COMPETENT PERSONS'	[11]

SECTION 2B***Contractor Training and Competence***

CONTRACTOR TRAINING AND COMPETENCE [1]

SECTION 2C***Identifying Training Needs***

INTRODUCTION [1]

INDIVIDUAL TRAINING NEEDS [2]

TYPICAL ORGANISATIONAL TRAINING NEEDS [3]

ESTABLISHING THE CURRENT LEVEL OF TRAINING [4]

PRIORITISING TRAINING NEEDS [5]

REFRESHER TRAINING [6]

SECTION 2D***Developing a Training Strategy***

INTRODUCTION [1]

THE TRAINING STRATEGY [2]

DEVELOPING PEOPLE WITHIN THE ORGANISATION [7]

SECTION 2E***Planning the Training Programme***

INTRODUCTION [1]

TARGETING THE TRAINING [2]

TIMING [3]

METHOD [13]

LOCATION [14]

SECTION 2F***Implementing the Training Programme***

IMPLEMENTING THE TRAINING PROGRAMME [1]

SECTION 2G***Reinforcing the Training***

INTRODUCTION [1]

PROVIDING PRACTICAL EXPERIENCE [2]

ACTION PLANS [3]

SECTION 2H***Evaluating the Effectiveness of Training***

INTRODUCTION [1]

LEVEL 1: EVALUATING THE RESPONSE TO THE TRAINING [2]

LEVEL 2: DETERMINING WHETHER THE TRAINEE HAS UNDERSTOOD THE KEY
LEARNING POINTS [3]

LEVEL 3: DETERMINING WHETHER KNOWLEDGE HAS BEEN APPLIED TO THE JOB [4]

LEVEL 4: DETERMINING WHETHER THERE ARE ANY BENEFITS ATTRIBUTABLE TO
THE TRAINING [11]

DETERMINING THE RESOURCE INPUT INTO EVALUATION [12]

SECTION 2I

Planning Changes

PLANNING CHANGES [1]

SECTION 2J

Providing Information and Training to Employees with Learning Disabilities

PROVIDING INFORMATION AND TRAINING TO EMPLOYEES WITH LEARNING DISABILITIES [1]

SECTION 2K

Selecting and Working with an External Trainer

INTRODUCTION [1]
UNDERSTANDING TRAINING REQUIREMENTS [2]
SELECTING THE RIGHT TRAINER [3]
DISCUSSING THE TRAINING OBJECTIVES [4]
EVALUATING THE TRAINING [5]

Part 3
Training Session

SECTION 3A

Planning and Running Training Session

INTRODUCTION [1]
BEFORE THE TRAINING SESSION [2]
DURING THE TRAINING SESSION [6]
AT THE END OF THE TRAINING SESSION [20]

Part 4
Reference

SECTION 4A

Introduction

INTRODUCTION [1]

SECTION 4B

Control Sheets

CONTROL SHEET TRAINING 1: CONTRACTOR LIAISON [2]
CONTROL SHEET TRAINING 2: TRAINING NEEDS ANALYSIS [3]
CONTROL SHEET TRAINING 3: GAP ANALYSIS [4]
CONTROL SHEET TRAINING 4: MANAGING CONTRACTORS [5]
CONTROL SHEET TRAINING 5: RECORD OF COMPETENT PERSONS [6]
CONTROL SHEET TRAINING 6: RECORD OF ELECTED SAFETY REPRESENTATIVES [7]
CONTROL SHEET TRAINING 7: SELECTION OF CONTRACTORS [8]
CONTROL SHEET TRAINING 8: TRAINING EVALUATION FORM [9]

CONTROL SHEET TRAINING 9: TRAINING VALIDATION FORM	[10]
CONTROL SHEET TRAINING 10: TRAINING OBJECTIVES: DESIGN SHEET	[11]
CONTROL SHEET TRAINING 11: EMPLOYEE TRAINING RECORD	[12]
SECTION 4C	
<i>Training Organisations</i>	
CONTACT DETAILS	[1]
SECTION 4D	
<i>Additional Health and Safety Resources – Internet</i>	
HEALTH AND SAFETY ON THE INTERNET: USEFUL WEBSITES	[1]
SECTION 4E	
<i>Additional Resources: Subject-specific Information</i>	
HEALTH AND SAFETY LEGISLATION	[1]
SECTION 4F	
<i>Health and Safety Management</i>	
BRITISH STANDARDS	[1]
HEALTH AND SAFETY EXECUTIVE	[2]
SECTION 4G	
<i>Risk Assessment</i>	
HEALTH AND SAFETY EXECUTIVE	[1]
SECTION 4H	
<i>First Aid and Accidents</i>	
HEALTH AND SAFETY EXECUTIVE	[1]
SECTION 4I	
<i>Asbestos</i>	
HEALTH AND SAFETY EXECUTIVE	[1]
SECTION 4J	
<i>Display Screen Equipment</i>	
BRITISH STANDARD	[1]
HEALTH AND SAFETY EXECUTIVE	[2]
SECTION 4K	
<i>Electrical Safety</i>	
HEALTH AND SAFETY EXECUTIVE	[1]
SECTION 4L	
<i>Fire Safety</i>	
BRITISH STANDARDS	[1]
HEALTH AND SAFETY EXECUTIVE	[2]
LIQUEFIED PETROLEUM GAS ASSOCIATION	[10]

SECTION 4M

Manual Handling

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4N

Mechanical Handling and Lifting Equipment

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4O

Noise

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4P

Personal Protective Equipment

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4Q

Substances Hazardous to Health

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4R

Vibration

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4S

Work Equipment

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4T

Workplace Safety

HEALTH AND SAFETY EXECUTIVE [1]

LP GAS ASSOCIATION [15]

SECTION 4U

Stress

HEALTH AND SAFETY EXECUTIVE [1]

SECTION 4V

Violence in the Workplace

HEALTH AND SAFETY EXECUTIVE [1]

Part 5
Presentations

SECTION 5A

Health and Safety for Directors

AIMS OF THE TRAINING SESSION [1]

TRAINING TIPS AND AIDS	[2]
SLIDE 2: SESSION OVERVIEW	[3]
SLIDE 3: THE BUSINESS CASE	[4]
SLIDE 4: OUTLINE BUSINESS CASE	[5]
SLIDE 5: CAN YOU AFFORD IT?	[6]
SLIDE 6: HIDDEN COSTS OF ACCIDENTS	[7]
SLIDE 7: POTENTIAL COSTS	[8]
SLIDE 8: THE EFFECT OF ACCIDENTS	[9]
SLIDE 9: LEADERSHIP	[10]
SLIDE 10: YOUR ROLE	[11]
SLIDE 11: LEADERSHIP	[12]
SLIDE 12: WHAT DEBENHAMS GAINED	[13]
SLIDE 13: HOW THEY ACHIEVED IT	[14]
SLIDE 14: FUNCTIONS OF MANAGEMENT	[15]
SLIDE 15: WHAT DO WE WANT TO ACHIEVE?	[16]
SLIDE 16: OBJECTIVES SHOULD BE SMART	[17]
SLIDE 17: OBJECTIVES	[18]
SLIDE 18: POSSIBLE SUBJECTS FOR OBJECTIVES	[19]
SLIDE 19: ORGANISE	[20]
SLIDE 20: MOTIVATE	[21]
SLIDE 21: HOW CAN I MOTIVATE THE WORKFORCE?	[22]
SLIDE 22: MOTIVATION	[23]
SLIDE 23: MOTIVATION	[24]
SLIDE 24: DEVELOPMENT	[25]
SLIDE 25: COMMUNICATION	[26]
SLIDE 26: COMMUNICATION	[27]
SLIDE 27: MEASUREMENT AND ANALYSIS	[28]
SLIDE 28: METHODS OF MEASUREMENT AND ANALYSIS	[29]
SLIDE 29: HOW CAN WE COMPLY WITH THE LEGAL AND MORAL REQUIREMENTS?	[30]
SLIDE 30: ESSENTIAL HEALTH AND SAFETY LEGISLATION	[31]
SLIDE 31: AIM OF HEALTH AND SAFETY LEGISLATION	[32]
SLIDE 32: LEGISLATIVE OVERVIEW	[33]
SLIDE 33: WHO HAS A DUTY UNDER THE HEALTH AND SAFETY AT WORK ETC ACT 1974?	[34]
SLIDE 34: WHAT ARE THE DUTIES?	[35]
SLIDE 35: SO FAR AS IS REASONABLY PRACTICABLE	[36]
SLIDE 36: IS THERE ANY OTHER LEGISLATION THAT I SHOULD BE AWARE OF?	[37]
SLIDE 37: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999	[38]
SLIDE 38: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999	[39]
SLIDE 39: CAPABILITIES AND TRAINING	[40]
SLIDE 40: HEALTH AND SAFETY ASSISTANCE	[41]
SLIDE 41: OTHER SOURCES OF ASSISTANCE	[42]
SLIDE 42: RISK ASSESSMENT	[43]
SLIDE 43: RISK ASSESSMENT – WHAT YOU MUST DO	[44]
SLIDE 44: GETTING IT WRONG	[45]

SLIDE 45: WHAT HAPPENS IF I GET IT WRONG?	[46]
SLIDE 46: WHAT HAPPENS IF I GET IT WRONG?	[47]
SLIDE 47: THE COSTS CAN BE HIGH	[48]
SLIDE 48: WHAT ABOUT LEGISLATION SPECIFIC TO DIRECTORS?	[49]
SLIDE 49: GETTING IT RIGHT	[50]
SLIDE 50: POTENTIAL BENEFITS	[51]
SLIDE 51: COST SAVINGS	[52]
SLIDE 52: EFFECTIVE HEALTH AND SAFETY MANAGEMENT	[53]
SLIDE 53: SENSIBLE HEALTH AND SAFETY	[54]
SLIDE 54: ACTION PLANNING	[55]
SLIDE 55: YOUR ACTION PLAN	[56]
ACTION PLAN	[57]
PRESENTATION	[58]

PowerPoint Slides: Health and Safety for Directors

SECTION 5B

Health and Safety for Managers

AIMS OF THE TRAINING SESSION	[1]
TRAINING TIPS AND AIDS	[2]
SLIDE 2: SESSION OVERVIEW	[3]
SLIDE 3: THE IMPORTANCE OF HEALTH AND SAFETY	[4]
SLIDE 4: THE MORAL CASE	[5]
SLIDE 5: THE BUSINESS CASE	[6]
SLIDE 6: THE LEGAL CASE	[7]
SLIDE 7: MAKING SENSE OF HEALTH AND SAFETY MANAGEMENT	[8]
SLIDE 8: HEALTH AND SAFETY MANAGEMENT	[9]
SLIDE 9: COMPANY POLICY AND OBJECTIVES	[10]
SLIDE 10: ORGANISING	[11]
SLIDE 11: PLANNING	[12]
SLIDE 12: PERFORMANCE MANAGEMENT	[13]
SLIDE 13: AUDITING AND REVIEWING	[14]
SLIDE 14: LEGISLATIVE OVERVIEW	[15]
SLIDE 15: AIM OF LEGISLATION	[16]
SLIDE 16: LEGISLATION	[17]
SLIDE 17: LEGISLATIVE OVERVIEW	[18]
SLIDE 18: WHO HAS A DUTY UNDER THE ACT?	[19]
SLIDE 19: EMPLOYER'S DUTIES	[20]
SLIDE 20: 'SO FAR AS REASONABLY PRACTICABLE'	[21]
SLIDE 21: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999	[22]
SLIDE 22: HOW CAN I MANAGE TO FULFIL MY DUTY?	[23]
SLIDE 23: CONSIDER HOW YOU CAN DEAL WITH THE FOLLOWING	[24]
SLIDE 24: PRACTICALITIES OF HEALTH AND SAFETY MANAGEMENT	[25]
SLIDE 25: ACCIDENT PREVENTION	[26]
SLIDE 26: ACCIDENT DEFINITION	[27]
SLIDE 27: ACCIDENT PREVENTION	[28]

SLIDE 28: CAUSATION	[29]
SLIDE 29: HOW DO WE PREVENT ACCIDENTS?	[30]
SLIDE 30: PROACTIVE V REACTIVE	[31]
SLIDE 31: ACCIDENT INVESTIGATION	[32]
SLIDE 32: ACCIDENT INVESTIGATION	[33]
SLIDE 33: ACCIDENT INVESTIGATION	[34]
SLIDE 34: RISK ASSESSMENT	[35]
SLIDE 35: WHY ASSESS RISKS?	[36]
SLIDE 36: RISK ASSESSMENT – WHAT THE LAW REQUIRES	[37]
SLIDE 37: WHAT ELSE NEEDS TO BE ASSESSED?	[38]
SLIDE 38: HOW IS IT DONE?	[39]
SLIDE 39: CONTROL PRINCIPLES	[40]
SLIDE 40: WHO DOES IT?	[41]
SLIDE 41: FURTHER ACTION	[42]
SLIDE 42: KEEPING THINGS IN PROPORTION	[43]
SLIDE 43: WHAT THEY SAY ...	[44]
SLIDE 44: SENSIBLE HEALTH AND SAFETY	[45]
SLIDE 45: SAFE SYSTEMS OF WORK	[46]
SLIDE 46: SAFE SYSTEMS OF WORK	[47]
SLIDE 47: TRAINING	[48]
SLIDE 48: TRAINING	[49]
SLIDE 49: MAINTENANCE	[50]
SLIDE 50: MAINTENANCE	[51]
SLIDE 51: CONTRACTORS	[52]
SLIDE 52: CONTROL OF CONTRACTORS	[53]
SLIDE 53: SAFETY RULES	[54]
SLIDE 54: MONITORING	[55]
SLIDE 55: MONITORING AND MEASURING	[56]
SLIDE 56: OBJECTIVES SHOULD BE SMART	[57]
SLIDE 57: MEASURING	[58]
SLIDE 58: WAYS OF MONITORING	[59]
SLIDE 59: METHODS OF MONITORING	[60]
SLIDE 60: HEALTH AND SAFETY ASSISTANCE	[61]
SLIDE 61: HEALTH AND SAFETY ASSISTANCE	[62]
SLIDE 62: OTHERS SOURCES OF ASSISTANCE	[63]
SLIDE 63: GETTING IT WRONG	[64]
SLIDE 64: GETTING IT WRONG	[65]
SLIDE 65: ENFORCEMENT	[66]
SLIDE 66: PROSECUTION	[67]
SLIDE 67: WHO IS PROSECUTED?	[68]
SLIDE 68: GETTING IT RIGHT	[69]
SLIDE 69: EFFECTIVE HEALTH AND SAFETY MANAGEMENT	[70]
SLIDE 70: ACTION PLANNING	[71]
SLIDE 71: YOUR ACTION PLAN	[72]

ACTION PLAN	[73]
PRESENTATION	[74]

PowerPoint Slides: Health and Safety for Managers

SECTION 5C

Risk Assessment

AIMS OF THE TRAINING SESSION	[1]
TRAINING TIPS AND AIDS	[2]
SLIDE 2: SESSION OVERVIEW	[3]
SLIDE 3: WHAT IS RISK ASSESSMENT?	[4]
SLIDE 4: WHAT RISK ASSESSMENT ISN'T	[5]
SLIDE 5: WHAT IS IT?	[6]
SLIDE 6: OR BETTER STILL	[7]
SLIDE 7: THE 'WHY AND HOW' OF RISK ASSESSMENT	[8]
SLIDE 8: WHY DO IT?	[9]
SLIDE 9: THE LEGISLATION	[10]
SLIDE 10: RISK ASSESSMENT – WHAT YOU MUST DO	[11]
SLIDE 11: RISK ASSESSMENT – WHO DOES IT?	[12]
SLIDE 12: 5 STEPS	[13]
SLIDE 13: HAZARD V RISK	[14]
SLIDE 14: WHAT IS A HAZARD?	[15]
SLIDE 15: WHAT IS A RISK?	[16]
SLIDE 16: DEFINITION – HAZARD V RISK	[17]
SLIDE 17: HAZARD V RISK	[18]
SLIDE 18: HAZARD V RISK – SOME SUGGESTIONS	[19]
SLIDE 19: STEP 1 – LIST THE HAZARDS	[20]
SLIDE 20: CHECK BY	[21]
SLIDE 21: IDENTIFY THE HAZARDS – CHECK FOR	[22]
SLIDE 22: STEP 2 – WHO IS AT RISK?	[23]
SLIDE 23: STEP 2 – WHO MAY BE AFFECTED (AND HOW MANY)	[24]
SLIDE 24: STEP 3 – ASSESSING THE LEVEL OF RISK	[25]
SLIDE 25: LEVEL OF RISK	[26]
SLIDE 26: ASSESSING THE LEVEL OF RISK	[27]
SLIDE 27: SCORING	[28]
SLIDE 28: RISK RATING	[29]
SLIDE 29: RISK RATING – EXAMPLE	[30]
SLIDE 30: PRIORITY TABLE	[31]
SLIDE 31: WORKPLACE PHOTOGRAPHS	[32]
SLIDE 32: EVALUATE THE RISKS AND DECIDE WHETHER THE CONTROL MEASURES ARE ADEQUATE	[33]
SLIDE 33: CONTROL MEASURES	[34]
SLIDE 34: SO FAR AS IS REASONABLY PRACTICABLE	[35]
SLIDE 35: CONTROL MEASURES	[36]
SLIDE 36: REMEMBER SPECIFIC ASSESSMENTS	[37]
SLIDE 37: RECORD THE FINDINGS	[38]

SLIDE 38: MONITORING AND REVIEWING	[39]
SLIDE 39: MONITORING AND REVIEWING	[40]
SLIDE 40: DO'S AND DON'TS	[41]
SLIDE 41: REMEMBER WHEN CONDUCTING RISK ASSESSMENTS – DO	[42]
SLIDE 42: REMEMBER WHEN CONDUCTING RISK ASSESSMENTS – DON'T	[43]
SLIDE 43: PRACTICAL SESSION	[44]
SLIDE 44: SENSIBLE HEALTH AND SAFETY	[45]
SLIDE 45: ACTION PLANNING	[46]
SLIDE 46: YOUR ACTION PLAN	[47]
PRESENTATION	[48]

PowerPoint Slides: Risk Assessment

SECTION 5D

Accident Investigation

SLIDE 1: ACCIDENT INVESTIGATION	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: DEFINITIONS	[3]
SLIDE 4: OUTCOMES	[4]
SLIDE 5: ACCIDENT HIERARCHY	[5]
SLIDE 6: WHY INVESTIGATE ACCIDENTS	[6]
SLIDE 7: ACCIDENT INVESTIGATION	[7]
SLIDE 8: ACCIDENT INVESTIGATION (2)	[8]
SLIDE 9: ACCIDENT INVESTIGATION (3)	[9]
SLIDE 10: ACCIDENT INVESTIGATION (4)	[10]
SLIDE 11: ACCIDENT INVESTIGATION (5)	[11]
SLIDE 12: CHECKLIST	[12]
SLIDE 13: OTHER PERSONS WHO MAY GET INVOLVED	[13]
SLIDE 14: ACCIDENT RECORDING	[14]
SLIDE 15: ACCIDENT REPORTING	[15]
SLIDE 16: RIDDOR	[16]
SLIDE 17: POWERS OF INSPECTORS	[17]
SLIDE 18: POWERS OF INSPECTORS (2)	[18]
SLIDE 19: HANDLING A VISIT	[19]
SLIDE 20: POST-INVESTIGATION	[20]
SLIDE 21: SUMMARY	[21]
SLIDE 22: ACTION PLANNING	[22]
PRESENTATION	[23]

PowerPoint Slides: Accident Investigation

SECTION 5E

Accident Prevention

SLIDE 1: ACCIDENT PREVENTION	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: DEFINITIONS	[3]
SLIDE 4: DIRECT CAUSES OF ACCIDENTS	[4]

SLIDE 5: INDIRECT CAUSES OF ACCIDENTS	[5]
SLIDE 6: WHY PREVENT ACCIDENTS	[6]
SLIDE 7: GENERAL PRINCIPLES OF ACCIDENT PREVENTION	[7]
SLIDE 8: IDENTIFYING AND REMOVING HAZARDS	[8]
SLIDE 9: RISK ASSESSMENTS	[9]
SLIDE 10: ROBUST MANAGEMENT SYSTEMS	[10]
SLIDE 11: ATTITUDES AND BEHAVIOURS	[11]
SLIDE 12: SUMMARY	[12]
SLIDE 13: ACTION PLANNING	[13]
PRESENTATION	[14]

PowerPoint Slides: Accident Prevention

SECTION 5F

Fire Safety

SLIDE 1: FIRE SAFETY	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: CONSEQUENCES	[3]
SLIDE 4: CONSEQUENCES (2)	[4]
SLIDE 5: STATISTICS	[5]
SLIDE 6: FIRE TRIANGLE	[6]
SLIDE 7: IGNITION SOURCES	[7]
SLIDE 8: FUEL SOURCES	[8]
SLIDE 9: OXYGEN	[9]
SLIDE 10: SMOKE	[10]
SLIDE 11: FIRE PREVENTION – IGNITION SOURCES	[11]
SLIDE 12: FIRE PREVENTION – FUEL SOURCES	[12]
SLIDE 13: FIRE PREVENTION – ARSON	[13]
SLIDE 14: USE OF FIRE EXTINGUISHERS	[14]
SLIDE 15: FIRE EVACUATION	[15]
SLIDE 16: DUTIES OF MANAGERS	[16]
SLIDE 17: SUMMARY	[17]
SLIDE 18: ACTION PLANNING	[18]
PRESENTATION	[19]

PowerPoint Slides: Fire Safety

SECTION 5G

Slips and Trips

SLIDE 1: SLIPS AND TRIPS	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: STATISTICS	[3]
SLIDE 4: TYPES OF INJURY	[4]
SLIDE 5: LEGISLATION	[5]
SLIDE 6: CAUSES OF SLIPS AND TRIPS	[6]
SLIDE 7: OTHER RISK FACTORS	[7]
SLIDE 8: RISK CONTROL – SLIPS	[8]

SLIDE 9: RISK CONTROL – TRIPS	[9]
SLIDE 10: DUTIES OF MANAGERS	[10]
SLIDE 11: DUTIES OF EMPLOYEES	[11]
SLIDE 12: SUMMARY	[12]
SLIDE 13: ACTION PLANNING	[13]
PRESENTATION	[14]

PowerPoint Slides: Slips and Trips

SECTION 5H

Manual Handling

SLIDE 1: MANUAL HANDLING	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: STATISTICS	[3]
SLIDE 4: DEFINITION	[4]
SLIDE 5: TYPES OF INJURIES	[5]
SLIDE 6: MANUAL HANDLING OPERATIONS REGULATIONS	[6]
SLIDE 7: LIFTING GUIDELINES	[7]
SLIDE 8: RISK CONTROL – THE TASK	[8]
SLIDE 9: RISK CONTROL – THE LOAD	[9]
SLIDE 10: RISK CONTROL – WORKING ENVIRONMENT	[10]
SLIDE 11: RISK CONTROL – INDIVIDUAL CAPABILITY	[11]
SLIDE 12: DUTIES OF MANAGERS	[12]
SLIDE 13: DUTIES OF EMPLOYEES	[13]
SLIDE 14: SUMMARY	[14]
SLIDE 15: ACTION PLANNING	[15]
PRESENTATION	[16]

PowerPoint Slides: Slips and Trips

SECTION 5I

Hazardous Substances

SLIDE 1: HAZARDOUS SUBSTANCES	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: STATISTICS	[3]
SLIDE 4: TERMINOLOGY	[4]
SLIDE 5: COSHH REGULATIONS	[5]
SLIDE 6: POTENTIAL HEALTH EFFECTS	[6]
SLIDE 7: ROUTES OF ENTRY	[7]
SLIDE 8: RECOGNISING HAZARDOUS SUBSTANCES	[8]
SLIDE 9: DETERMINING RISKS	[9]
SLIDE 10: CONTROL MEASURES	[10]
SLIDE 11: ELIMINATION	[11]
SLIDE 12: SUBSTITUTION	[12]
SLIDE 13: CONTROL	[13]
SLIDE 14: PERSONAL PROTECTIVE EQUIPMENT	[14]
SLIDE 15: ACCIDENTS AND EMERGENCIES	[15]

SLIDE 16: DUTIES OF MANAGERS	[16]
SLIDE 17: DUTIES OF EMPLOYEES	[17]
SLIDE 18: SUMMARY	[18]
SLIDE 19: ACTION PLANNING	[19]
PRESENTATION	[20]
HAZARDOUS SUBSTANCES WORDSEARCH	[21]

PowerPoint Slides: Hazardous Substances

SECTION 5J

Working at Height

SLIDE 1: WORKING AT HEIGHT	[1]
SLIDE 2: OVERVIEW OF SESSION	[2]
SLIDE 3: STATISTICS	[3]
SLIDE 4: DEFINITION	[4]
SLIDE 5: THE WORK AT HEIGHT REGULATIONS 2005	[5]
SLIDE 6: PLANNING	[6]
SLIDE 7: AVOIDING THE RISK	[7]
SLIDE 8: RISK CONTROL – PREVENTING FALLS	[8]
SLIDE 9: REDUCING THE EFFECTS OF FALLING	[9]
SLIDE 10: EMERGENCIES	[10]
SLIDE 11: LADDER SAFETY	[11]
SLIDE 12: FRAGILE ROOFS	[12]
SLIDE 13: DUTIES OF MANAGERS	[13]
SLIDE 14: DUTIES OF EMPLOYEES	[14]
SLIDE 15: SUMMARY	[15]
SLIDE 16: ACTION PLANNING	[16]
PRESENTATION	[17]
WORKING AT HEIGHT WORDSEARCH	[18]

PowerPoint Slides: Working at Height

Part 6 Safety Training Talks

SECTION 6

Safety Training Talks

HOW TO USE THE SAFETY TRAINING TALKS	[1]
DERMATITIS	
FORMULATING YOUR OWN SAFETY TRAINING SESSION	[2]
SAFETY TRAINING TALK – CREATING YOUR OWN	
BLANK TEMPLATE FOR FORMULATING IN-HOUSE SAFETY TRAINING TALKS	
ABRASIVE WHEELS	[3]
ACCIDENT AND ILL-HEALTH REPORTING	[4]
ASBESTOS	[5]
BALERS AND COMPACTORS	[6]
BULLYING IN THE WORKPLACE – EMPLOYEES	[7]

BULLYING IN THE WORKPLACE – MANAGERS	[8]
CASH COLLECTING	[9]
CHARGING BATTERIES	[10]
CLEANING	[11]
COMPANY INDUCTION PROCEDURE	[12]
CONFINED SPACES	[13]
COUPLING AND UNCOUPLING OF LARGE GOODS VEHICLES	[13A]
DANGEROUS DOGS	[14]
DERMATITIS	[15]
DIESEL ENGINES EMISSIONS	[16]
DRILLING MACHINES: WORKING SAFELY	[17]
DRUM HANDLING	[18]
DSE – SELF-ASSESSMENT	[19]
DSE: HEALTH EFFECTS	[20]
ELECTRICAL EQUIPMENT – INSPECTING	[21]
ELECTRICAL EQUIPMENT – PORTABLE LIGHTS	[22]
ELECTRICAL APPLIANCES: SAFE USE OF PORTABLE	[23]
ELECTRIC SHOCK – EMERGENCY PROCEDURES	[24]
EMERGENCY FIRST AID	[25]
EMPLOYEE RESPONSIBILITIES	[26]
FALLS FROM VEHICLES: PREVENTING	[27]
FIRE EVACUATION PROCEDURES	[28]
FIRE EXTINGUISHERS	[29]
FIRE TRIANGLE: HOW FIRES START	[30]
FLAMMABLE SUBSTANCES	[31]
GAS CYLINDERS – STORAGE AND MOVING	[32]
GAS CYLINDER STORAGE	[32A]
GLASS AND GLAZING	[33]
GOOD HOUSEKEEPING	[34]
GOODS LIFTS	[35]
HAND-ARM VIBRATION	[36]
HAND TOOLS	[37]
HAZARDOUS SUBSTANCES	[38]
HAZARDOUS SUBSTANCES (COSHH)	[39]
HEALTH AND SAFETY GENERAL LAW	[40]
HEALTH SURVEILLANCE	[41]
LADDERS	[42]
LAPTOP COMPUTERS	[43]
LATEX GLOVES	[44]
LIFT TRUCKS: REFRESHER TRAINING	[44A]
LIFT TRUCKS: TRAINING FOR SUPERVISORS	[45]
LONE WORKING	[45A]
MACHINERY: WORKING SAFELY	[46]
MAINTENANCE OF EYE PROTECTORS	[47]

MATERIALS HANDLING: SUSPENDED LOADS	[48]
MANUAL HANDLING	[49]
MOBILE ELEVATED WORK PLATFORMS	[50]
MOTOR VEHICLE REPAIR	[51]
NOISE – PREVENTING HEARING DAMAGE: USE OF HEARING PROTECTORS	[52]
OXY-FUEL GAS EQUIPMENT – EMERGENCY PROCEDURES	[53]
OXY-FUEL GAS EQUIPMENT: SAFETY IN LIGHTING UP AND SHUTTING DOWN OF PEDESTRIAN-OPERATED TRUCKS	[54]
PERSONAL PROTECTIVE EQUIPMENT (PPE): EYE AND FACE PROTECTION	[56]
PERSONAL PROTECTIVE EQUIPMENT (PPE): FOOTWEAR	[57]
PERSONAL PROTECTIVE EQUIPMENT (PPE): HAND PROTECTION	[58]
PERSONAL PROTECTIVE EQUIPMENT (PPE): HEAD PROTECTION	[59]
PERSONAL PROTECTIVE EQUIPMENT (PPE): PROTECTIVE CLOTHING	[60]
PERSONAL PROTECTIVE EQUIPMENT (PPE): RESPIRATORY PROTECTIVE EQUIPMENT (RPE)	[61]
PERSONAL PROTECTIVE EQUIPMENT (PPE): SAFETY HARNESS	[62]
PORTABLE DISC AND ANGLE GRINDERS	[63]
PORTABLE HEATERS	[64]
POWER PRESS SAFETY	[65]
PREGNANCY: HEALTH AND SAFETY ISSUES DURING	[66]
PRESSURE CLEANERS	[66A]
PRESSURE SYSTEM SAFETY	[67]
PUSHING AND PULLING	[67A]
RACKING	[68]
RISK ASSESSMENT	[69]
RISK ASSESSMENT – CARRYING OUT YOUR OWN	[70]
RISK ASSESSMENT: DEVISING AND IMPLEMENTING CONTROL MEASURES	[71]
ROLE OF THE HEALTH AND SAFETY REPRESENTATIVE	[72]
ROLL CAGES	[73]
ROOF WORK	[74]
SAFETY IN MAINTENANCE WORK	[74A]
SAFETY SIGNS	[75]
SCISSOR LIFTS	[76]
SLIPS AND TRIPS	[77]
SOLVENTS	[78]
STEPLADDERS	[79]
TAIL LIFTS	[79A]
TIMBER PALLETS	[80]
TOWER SCAFFOLDS	[81]
TRAVELLING BY CAR	[82]
TRAVELLING BY PUBLIC TRANSPORT	[83]
VEHICLE INSPECTION PITS	[84]
VIOLENCE	[85]
VISITOR SAFETY	[86]
WELDING	[87]

WINDOW CLEANING	[88]
WOODWORKING MACHINES	[89]
WOOD WORKING MACHINES: CIRCULAR SAWS, CROSS CUT SAWS, BAND SAWS, PLANING MACHINES AND SPINDLE MOULDING MACHINES	[90]
WORKING AT HEIGHT	[91]
WORKING HOURS	[92]
WORKING OUTDOORS: PROTECTING AGAINST SUNBURN	[93]
WORKPLACE TRANSPORT: REVERSING VEHICLES	[94]

Part 7

Pocket Cards

SECTION 7

Pocket Cards

INTRODUCTION	[1]
ABRASIVE WHEELS	[2]
ACCIDENT REPORTING	[3]
ASBESTOS	[4]
BALERS AND COMPACTORS	[5]
BATTERY CHARGING	[6]
CASH HANDLING	[7]
CIRCULAR SAWS	[7A]
CLEANING	[8]
CONFINED SPACES	[9]
COUPLING AND UNCOUPLING PROCEDURES	[9A]
CROSSCUT SAWS	[9B]
DERMATITIS	[10]
DIESEL ENGINE EMISSIONS	[11]
DISPLAY SCREEN EQUIPMENT	[12]
DISPLAY SCREEN EQUIPMENT – HEALTH EFFECTS	[13]
DOGS – DEALING WITH DANGEROUS DOGS	[14]
DRILLING MACHINES	[15]
DRUM HANDLING	[16]
ELECTRIC SHOCK – EMERGENCY PROCEDURES	[17]
ELECTRICAL APPLIANCES	[18]
ELECTRICAL EQUIPMENT – INSPECTING	[19]
ELECTRICAL EQUIPMENT – PORTABLE LIGHTS	[20]
EMERGENCY RESUSCITATION	[21]
EMPLOYEE RESPONSIBILITIES	[22]
EYE PROTECTORS – MAINTENANCE	[23]
FALLS FROM VEHICLES	[24]
FIRE EVACUATION	[25]
FIRE EXTINGUISHERS	[26]
FIRE EXTINGUISHERS	[26A]

FIRE EXTINGUISHERS	[26B]
FIRE EXTINGUISHERS	[26C]
FIRE PREVENTION	[27]
FLAMMABLE SUBSTANCES	[28]
FOOTWEAR	[28A]
GAS CYLINDERS	[29]
GAS CYLINDERS – MOVING SAFELY	[30]
GLASS AND GLAZING	[31]
GLOVES	[31A]
GOOD HOUSEKEEPING	[32]
GOOD LIFTS	[33]
HAND-ARM VIBRATION	[34]
HAND TOOLS	[35]
HEAD PROTECTION	[35A]
HIGH VISIBILITY WEAR	[35B]
LADDERS	[36]
LAPTOPS	[37]
LATEX GLOVES	[38]
LIFT TRUCKS	[38A]
MACHINERY	[39]
MAINTENANCE WORK	[40]
MANUAL HANDLING	[41]
MATERIALS HANDLING	[42]
MOBILE ELEVATING WORK PLATFORMS	[43]
MOTOR VEHICLE REPAIRS – BODYWORK	[44]
MOTOR VEHICLE REPAIRS – HOT WORK	[45]
MOTOR VEHICLE REPAIRS – SAFE WORKING PRACTICE	[46]
MOTOR VEHICLE REPAIRS – USING PAINT	[47]
MOTOR VEHICLE REPAIRS – WHEEL CHANGING ON COMMERCIAL VEHICLES	[48]
MOTOR VEHICLE REPAIRS – WHEEL CHANGING ON PRIVATE VEHICLES	[49]
NOISE – HEARING PROTECTORS	[50]
NOISE – PREVENTING HEARING DAMAGE	[51]
OXY-FUEL GAS EQUIPMENT – EMERGENCY PROCEDURES	[52]
OXY-FUEL GAS EQUIPMENT – SAFETY IN LIGHTING UP AND SHUTTING DOWN	[53]
PALLETS	[54]
PEDESTRIAN-CONTROLLED LIFT TRUCKS	[55]
PERSONAL PROTECTIVE EQUIPMENT – GENERAL	[56]
PLANING MACHINES	[56A]
PORTABLE DISC AND ANGLE GRINDERS	[57]
PORTABLE HEATERS	[58]
POWER PRESSES	[59]
POWER TOOLS	[60]
PREGNANCY – HEALTH AND SAFETY	[61]
PRESSURE SYSTEMS	[62]

PRESSURE WASHERS	[63]
PROTECTIVE CLOTHING	[63A]
PUSHING AND PULLING	[63B]
RACKING	[64]
RESPIRATORY PROTECTIVE EQUIPMENT	[64A]
RISK ASSESSMENT – CARRYING OUT YOUR OWN	[65]
RISK ASSESSMENT – CONTROL MEASURES	[66]
ROLL CAGES	[67]
ROOF WORK	[68]
SAFETY HARNESS	[68A]
SCISSOR LIFTS	[69]
SLIPS AND TRIPS	[70]
SOLVENTS	[71]
SPINDLE MOULDING MACHINES	[71A]
STEPLADDERS	[72]
TAIL LIFTS	[72A]
TOWER SCAFFOLDS	[73]
TRAVELLING BY CAR	[74]
TRAVELLING BY PUBLIC TRANSPORT	[75]
VEHICLE INSPECTION PITS	[76]
VIOLENCE	[77]
VISITOR SAFETY	[78]
WELDING – ELECTRIC ARC WELDING	[79]
WELDING – GAS WELDING	[80]
WINDOW CLEANING	[81]
WOODWORKING MACHINERY	[82]
WORKING AT HEIGHT	[83]
WORKING HOURS – NIGHT/SHIFT WORK	[84]
WORKING OUTDOORS	[85]
WORKPLACE TRANSPORT – REVERSING VEHICLES	[86]

INDEX

Index [1]
