

# International Health and Safety at Work

## SAMPLE RESOURCES

This RMS sample resources pack contains a selection of powerpoint slides together with a supporting lesson plan and are representative of the full set of RMS trainer materials for the NEBOSH International General Certificate qualification.

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NEBOSH  
International General Certificate

# Element 1

## Workplace hazards and risk control

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# Learning outcomes

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- 1.1 Outline common health, welfare and work environment requirements in the workplace
- 1.2 Explain the risk factors and appropriate controls for violence at work
- 1.3 Explain the effects of substance misuse on health and safety at work and control measures to reduce such risks
- 1.4 Explain the hazards and control measures for the safe movement of people in the workplace
- 1.5 Explain the hazards and control measures for safe working at height
- 1.6 Identify the hazards and control measures associated with works of a temporary nature

# Contents

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- 1.1 Health, welfare and work environment requirements
- 1.2 Violence at work
- 1.3 Substance misuse at work
- 1.4 Safe movement of people in the workplace
- 1.5 Working at height
- 1.6 Hazards and control measures for works of a temporary nature

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# Health and welfare provisions

## Washing facilities

- Suitable and sufficient washing facilities must be provided at readily accessible places
- Including showers where necessary
- Recommended that there is one wash basin for every 25 workers
- If necessary, provisions to be made for people with disabilities
- Must be a supply of hot and cold or warm running water, soap and towels



Source: ILO, Ergonomic checkpoints.



# Exposure to extremes of temperature

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- Temperature
- Extremes of temperature
- Effects:
  - General effects
  - Heat stress
  - Cold
- Relevant factors
- Preventive measures

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# Clothing with a high tog rating



Source: Nick Walecka.



# Exposure to extremes of temperature

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## Effects

- People working outside their thermal comfort range can suffer dramatic loss of concentration and efficiency
- For example, hot metal process working
- The precise effects will depend on the type of work, the rate of air movement, temperature and humidity

# Exposure to extremes of temperature

## Effects

- General effects
- Heat stress
- Cold



Source: RMS.

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- 1.2 Violence at work**
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# Risk factors relating to violence at work

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The most common risk factors relating to violence are:

- The position a person holds
- The nature of the work
- The location of the work
- The time of working
- Alcohol and drugs
- Visible appearance
- The availability of weapons

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# Working at height

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- Work activities and injuries associated with falls from height
- Basic hazards of working at height
- Methods of avoiding working at height
- Main precautions necessary to prevent falls and falling material
- Emergency rescue
- Minimising the distance and consequences of a fall
- Requirements for head protection
- Safe working practices for common forms of access equipment
- Inspection of access equipment



# Main precautions necessary to prevent falls and falling material

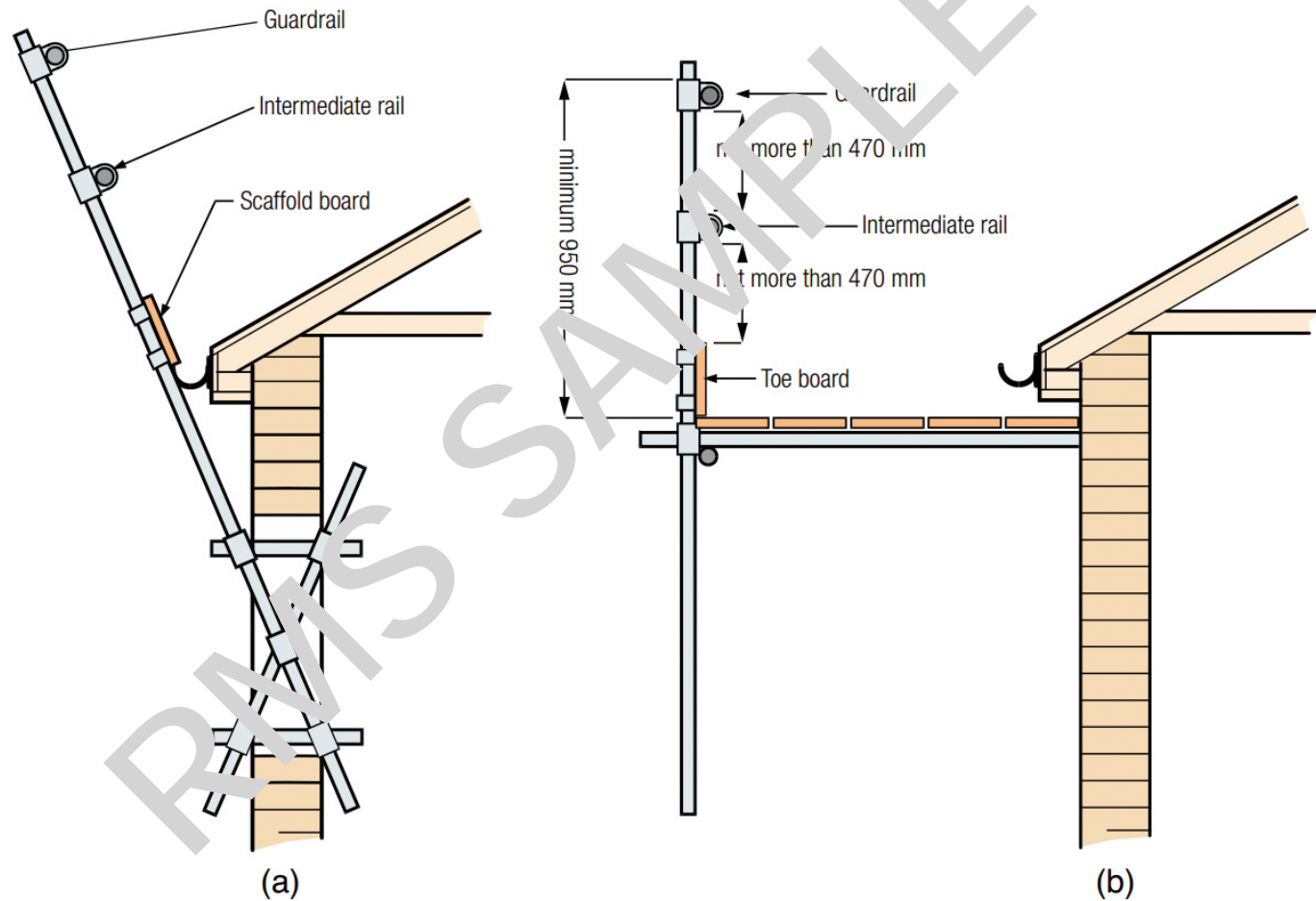
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## Precautions to prevent falls and falling materials

- Guard rails, fencing and toe boards
- Working platforms
- Access boards
- Ladder hoops

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# Toeboards and sloping roof edge protection



Source: Shutterstock.



## Exam practice

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**Outline** how an employer may determine the size of the problem of violence at work.

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## Exam practice - answers

*To answer this question an outline of the approach should include reference to: asking workers informally, through managers and health and safety representatives.*

*Encouraging workers to report all incidents and keep detailed records.*

*Classify all incidents according to their actual or potential severity of outcome*

*Endeavor to predict circumstances where violence may arise such as those with a heavy workload or pressures to complete the job against unrealistic timescales; those dealing with complaints from members of the public.*

*Absence records and the effectiveness of an alcohol and substance abuse policy.*

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# NEBOSH International General Certificate

## NEBOSH International General Certificate – Unit GC2 Controlling workplace hazards

### Day 1 Lesson Plan

TIME	ELEMENT/TOPIC	CONTENT	RESOURCE/TASK
09.00	Welcome		
	Introduction	Name, job, background, experience	Name cards
	Course plan	Admin arrangements Course content Syllabus and exam arrangements Progression onto other qualifications	
	Programme for the day	Topics to be covered	Slides
09.30	<b>Element 1: Workplace hazards and risk control</b>	Learning outcomes: <ul style="list-style-type: none"> <li>Outline common health, welfare and work environment requirements in the workplace</li> <li>Explain the risk factors and appropriate controls for violence at work</li> <li>Explain the effects of substance misuse on health and safety at work and control measures to reduce such risks</li> <li>Explain the hazards and control measures for the safe movement of people in the workplace</li> <li>Explain the hazards and control measures for safe working at height</li> <li>Outline the hazards and control measures associated with works of a temporary nature</li> </ul>	Slides / Flipchart
	1.1 Health, welfare and work environment requirements	Health and welfare provisions: <ul style="list-style-type: none"> <li>Supply of drinking water, washing facilities, sanitary conveniences, accommodation for clothing, rest and eating facilities, seating, ventilation, heating and lighting</li> </ul>	Slides Activity
		The effects of exposure to extremes of temperature; preventive measures	
		Prevention of falling materials through safe stacking and storage	
10.45	<b>Break</b>		
11.00	1.2 Violence at work	Risk factors relating to violence at work (both between employees/workers and third parties)	Slides
		Appropriate control measures to reduce risks from violence at work	
	<b>1.3 Substance misuse at work</b>	<b>Types of substances misused at work, e.g.,</b> <ul style="list-style-type: none"> <li><b>Alcohol</b></li> </ul>	

TIME	ELEMENT/TOPIC	CONTENT	RESOURCE/TASK
		<ul style="list-style-type: none"> <li>• Legal/illegal drugs</li> <li>• Solvents</li> </ul>	
		<b>Risks to health and safety from substance misuse at work</b>	
		Control measures to reduce risks from substance misuse at work	
	1.4 Safe movement of people in the workplace	<p>Hazards in the workplace:</p> <ul style="list-style-type: none"> <li>• Typical hazards leading to: slips, trips and falls on the same level; falls from a height; collisions with moving vehicles; being struck by moving, flying or falling objects; striking against fixed or stationary objects</li> <li>• Conditions and environments in which each hazard may arise, including maintenance activities</li> </ul>	Slides
		<p>Control measures for the safe movement of people in the workplace:</p> <ul style="list-style-type: none"> <li>• Slip resistant surfaces; spillage control and drainage; designated walkways; fencing and guarding; use of signs and personal protective equipment; information, instruction, training and supervision</li> <li>• Maintenance of a safe workplace: cleaning and housekeeping requirements, access and egress, environmental considerations (lighting), including during maintenance activities</li> </ul>	
12.30		<b>Lunch</b>	
	1.5 Working at height	Examples of work activities involving a risk of injury from falling from height, and the significance of such injuries	Slides
		Basic hazards and factors affecting risk from working at height (including vertical distance, fragile roofs, deterioration of material, unprotected edges, unstable/poorly maintained access equipment, weather and falling materials)	
		Methods of avoiding working at height	
		Main precautions necessary to prevent falls and falling materials, including proper planning and supervision of work, avoiding working in adverse weather conditions	
		Emergency rescue	
		Provision of equipment, training, instruction and other measures to minimise distance and consequences of a fall	
		Head protection	
		Safe working practices for common forms of access equipment, including ladders, stepladders, scaffolds (independent tied and mobile tower), mobile elevating work platforms, trestles, staging platforms and leading edge protection systems	

TIME	ELEMENT/TOPIC	CONTENT	RESOURCE/TASK
		Inspection of access equipment	
	1.6 Hazards and control measures for works of a temporary nature	The impact on workplaces from hazards associated with works of a temporary nature (including building maintenance, renovation, demotion and excavations)	Slides
		<p>Main control measures relating to the management of works of a temporary nature:</p> <ul style="list-style-type: none"> <li>• Communication and co-operation</li> <li>• Risk assessment</li> <li>• Appointment of competent people</li> <li>• Segregation of work areas</li> <li>• Amendment of emergency procedures</li> <li>• Welfare provision.</li> </ul>	
15.00		Break	
15.15	<b>Element 2: Transport hazards and risk control</b>	<p>Learning outcomes:</p> <ul style="list-style-type: none"> <li>• Explain the hazards and control measures for the safe movement of vehicles in the workplace</li> <li>• Outline the factors associated with driving at work that increases the risk of an incident and the control measures to reduce work related driving risks</li> </ul>	Slides
17.00	Tutor directed study	Set overnight work	<p>Brief introduction to command word</p> <p>Set two past exam questions</p>
17.30	End of day 6		