 For information

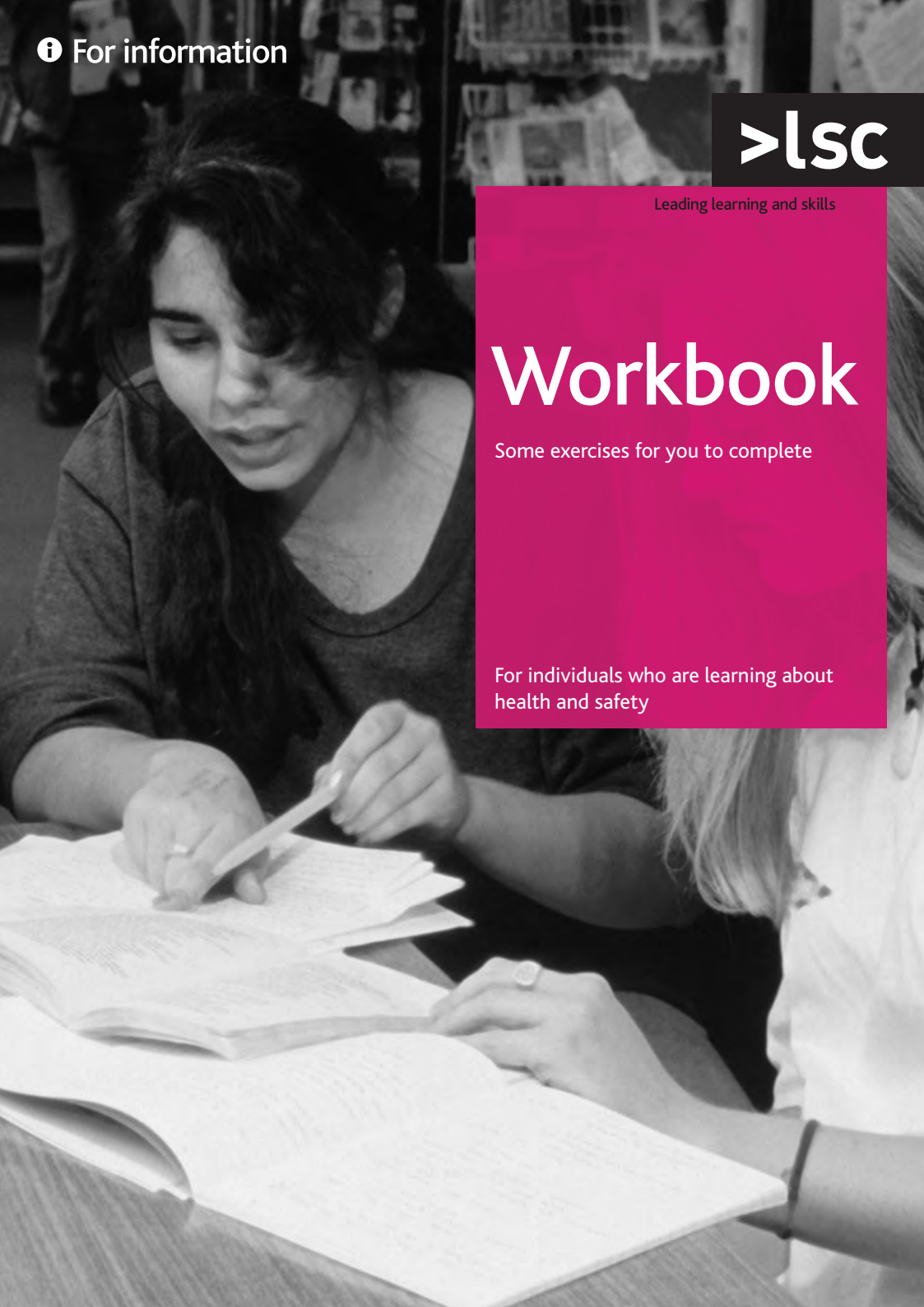
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Leading learning and skills

Workbook

Some exercises for you to complete

For individuals who are learning about
health and safety



Instructions

To use this interactive PDF, please complete your answers in the spaces provided.

Simply type your answers into each white box and once you have completed the workbook you can simply save the file to your computer by clicking on "file" and then "save a copy". You can then save a version on your hard drive as you would any other file. You may be required to go through the answers with your supervisor, this information can then be used as evidence for basic health and safety training and information that you have received.

Introduction

Before completing this interactive safety workbook, it is essential you read the accompanying Be safe brochure. This will help you find out how to avoid accidents and ill health at work and assist in completing the answers. The Be Safe brochure can be found on the www.Safelearner.info website.

The Workbook

You should attempt to complete this workbook once you have completed your Health and Safety Induction and within the first few days of starting your new role with the learning provider or workplace supervisor.

The aim of the workbook is for you to understand your own health and safety responsibilities, what responsibilities the organisation you are working for has, and to gain knowledge of the organisations health and safety policy.

This will be achieved by looking at essential topic areas such as emergency procedures together with identifying hazards in the workplace and more importantly how these can be controlled.

At the end of the workbook you can also carry out your own risk assessment and complete a quick quiz.

Policy

If the health and safety policy is written, where can it be found?

The name of my supervisor is:

My contact at school/college/training provider is:

(Tell this person if you think your workplace is not looking after your health and safety or if you have an accident.)

The things I am prohibited from doing and restricted from doing are listed below and have been agreed with my supervisor:

Policy

My organisation's policies for the issues below are as follows:

Smoking in the workplace:

Alcohol consumption in the workplace:

Drug use/substance abuse:

The person with overall responsibility for health and safety in my organisation is:

Emergency procedures

Write below the procedure for evacuating the workplace in an emergency and the procedure for first aid treatment in an accident. Include the names of the people responsible for any actions:

Write below the name of the person who carries out health and safety risk assessments. If there is more than one, name them all:

The name of the competent person advising the company is:

Hazards

Different workplaces have different things that can harm people, called hazards. Some examples are listed below. Complete a plan of your workplace on a separate piece of paper (or a computer) and produce a hazard map showing which hazards are present in different areas. Create a symbol for each hazard and draw them on the plan, with a key to explain what each symbol means.

The plan should also show all safety equipment, for example fire extinguishers, fire exits, escape routes, first aid boxes, signs, and so on.

Examples of hazards include:

chemical substances

dust and fumes

excessive noise

moving vehicles

moving parts in machinery

electricity

extremes of heat/cold

work at height

animals

biological substances, for example waste products from animals and plant poisons

repetitive movements

uneven floors; and

stress/harassment/bullying. (Add any others you identify below.)

Safe work precautions (controls)

Write down any precautions or controls that you need to know for the following:

For workplace equipment and tools:

For fumes, dusts, materials, chemicals, etc:

For moving and handling objects:

Precautions/rules in my workplace to prevent trips, slips and falls:



Carry out a risk assessment

To be risk aware, you need to identify the hazards in your workplace and find out what measures are in place to combat them. How badly could a person be hurt? How likely is this to happen?

Find a possible hazard in your workplace or classroom, then answer the following questions:

What is the hazard, and what precautions/controls are there to combat it?
If there was an accident, how serious could the injury be?

How likely (or unlikely) is such an accident to happen?

Are there any extra precautions you need to take to BE SAFE?



Fire

The key elements for a fire are:

1. F _ _ _
2. H _ _ _ or (I _ _ _ _ _ _ _)
3. O _ _ _ _ _

The fire prevention rules in my organisation are listed below:

My health and safety responsibilities

My main health and safety responsibilities are listed below:

(Reference: See the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and your organisation's own health and safety policy).



Accident/disease case study

Study the details of an accident and try to work out what caused it by asking why it happened. Keep on asking why until you arrive at the underlying cause(s). For example, the immediate cause of someone slipping up may be oil on the floor, but the underlying cause of this might be unsafe working practices. When you have found the immediate and underlying causes, suggest how such an accident could be prevented in future. Discuss this task with your supervisor/tutor to ensure it is completed correctly.

Accident details:

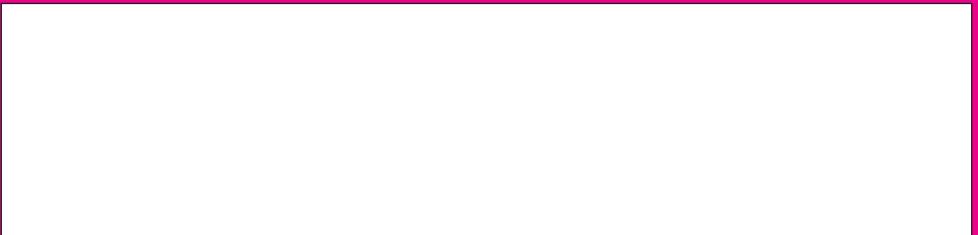
Immediate cause(s):

Accident/disease case study

Underlying cause(s):



Recommendations to stop it happening again:



For examples of accidents at work you can use for this exercise,
try the following websites: www.young-worker.co.uk
www.safelearner.info
www.safetyline.wa.gov.au/

Be safe! Quick quiz

1) What is the most common cause of accidents in the workplace?

- Slips and trips
- Falling from a height
- Cutting your finger

2) What should you do before eating a meal?

- Find a knife and fork
- Wash your hands
- Take out your chewing gum

3) What should you do if you have lost your safety equipment?

- Share with your mate, one glove is better than none
- Carry on with the job it won't matter this once
- Tell your supervisor and get some more

4) You notice the keys have been left in a fork lift truck and you know the driver has gone home, do you?

- Tell your supervisor
- Decide to have a test drive
- Do nothing – it's not your problem

5) You are asked to lift a heavy box, do you?

- Struggle to lift the box – you don't want to look weak in front of your mates
- Leave the box where it is – someone else can move it
- Ask your supervisor whether there are any lifting aids available



Be safe! Quick quiz

6) The fire alarm goes just as you are about to start your lunch, do you?

- Wait until you have finished your sandwiches and then leave the building
- Vacate the building in accordance with instructions
- Ignore it – you are always having false alarms

7) You come into work and notice some liquid spilled on the floor, do you?

- Inform the care taker, who normally deals with this and warn your work colleagues
- Get a mop and bucket and clear it up yourself
- Leave it for someone else to sort out

8) You slip and hurt your arm quite badly, do you?

- Wait until you finish work and then go to casualty – you don't want to make a fuss
- Tell your supervisor/first aider, get it treated and enter the accident in the accident book
- Ignore it – your arm will feel better soon, you can use the other one

9) A manager asks you to do a task but you are unsure how to do it, should you?

- Explain you have not done it before and ask them to show you how
- Refuse because it's not in your job description
- Have a go and use your initiative

Be safe! Quick quiz

10) You are asked to do a task you consider dangerous, do you?

- Shout aggressively at your supervisor about the state of the company
- Have a go – life is risky
- Calmly state that you are not willing to do the task until the safety measures in place are explained to you

Answers to Be Safe! Quick Quiz are on page 18

Your results

10 – excellent you are a safe learner

5-9 – read Be safe again, don't be afraid to speak out if you think something is wrong

4 or less – be risk aware, health and safety is also your responsibility

Do you know?

Why hygiene is important

How to lift items correctly

The safe methods of working
above ground level

How to operate
electrical equipment

How to operate
machines properly

What to do if substances spill
on to your skin or clothes

What the fire drill is

What to do if someone
is injured at work

If not – find out!



Answers

Answers to Be safe! Quick quiz

Q1: $a=1, b=0, c=0$

Q2: $a=0, b=1, c=0$

Q3: $a=0, b=0, c=1$

Q4: $a=1, b=0, c=0$

Q5: $a=0, b=0, c=1$

Q6: $a=0, b=1, c=0$

Q7: $a=1, b=0, c=0$

Q8: $a=0, b=1, c=0$

Q9: $a=1, b=0, c=0$

Q10: $a=0, b=0, c=1$