



SEPTEMBER 2017

## ESSENTIALS OF HEALTH & SAFETY MANAGEMENT

### Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
  - b) Answer any FIVE questions
  - c) All questions carry equal marks. Marks for each question are shown in [ ]
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1. Ensuring that employees receive basic training in health and safety is important, not only for safety purposes but for morale and a sense of belonging as well.
    - a) State THREE types of worker who should receive health and safety induction training. [3]
    - b) Discuss the most important topics that should be included in the induction programme. [11]
    - c) Give a brief description of the meaning of '**on-the-job training**', also known as 'toolbox talks' and THREE topics that could be included. [6]
  2. As a manager, it is your responsibility to ensure people using and maintaining work equipment are aware of the residual risks and have sufficient training to operate equipment safely.
    - a) Adequate training is essential to protect employees. Discuss at what level the amount of training will depend on. [4]
    - b) Induction training is first given on recruitment. Explain other times when training must be considered. [16]
  3. As a supervisor, you have to inspect all hand tools in the department on a regular basis.
    - a) Identify what you would have to consider with regard to the hand tools inspection. [12]
    - b) Give EIGHT examples of the hazards employees could encounter when using hand tools. [8]
  4. Risk assessments are essential for keeping the workplace safe and legal and all areas of the workplace must be covered.
    - a) Outline what the contents of a general risk assessment covering the whole organisation should contain. [5]
    - b) During a risk assessment, identify the sources of information a manager should consult under Step 1 'Look for the Hazards'. [8]
    - c) Comment on why managers should promote health and safety in an organisation. [7]
  5. As a director, you have to make sure that the health and safety policy addresses all the health and safety issues and hazards that face the organisation.
    - a) Analyse the health and safety policy structure of the organisation and what information EACH section should contain. [6]
    - b) Consider the key functions of health and safety that should be included in the organisation structure. [14]
  6. Employers must consult with their employees about health and safety for legal and moral reasons, to ensure the smooth running of the workplace and that everyone is included.
    - a) Discuss on which health and safety issues employers must consult with employees. [10]
    - b) Name the TWO pieces of legislation that cover health and safety consultation with the workforce. [4]
    - c) In what circumstances must employers set up a health and safety committee? Explain what this committee is and who should be involved in its operation. [6]

*continued overleaf*

7. Define and provide TWO examples of EACH of the following terms in relation to workplace health and safety:
- a) Welfare
  - b) Work-related ill health
  - c) Environmental protection
  - d) Electrical Inspection
- [5 each]
8. As the responsible person, you must ensure the safety of employees and other individuals when considering a fire risk assessment of your premises.
- a) Define the term '**responsible person**'. [4]
  - b) Discuss the arrangements required of the fire risk assessment that you, as the responsible person, must ensure. [10]
  - c) Summarise the duties of employees in ensuring their own safety. [6]