

COURSE SYLLABUS

Course Length	Full time 10 days
Course Date	From 6 th to 10 th of November 2017 and from 20 th to 24 th of November 2017
Course Delivery	Classroom Course
Course Location	Brescia (c/o AiFOS)

The syllabus is divided into 3 units: IGC1, GC2, GC3.

IGC1: Management of International Health and Safety	
Day 1	Timetable: 9.00 – 18.00 (break from 1.00 am to 2.00 pm)
Element Title	
Foundations in Health and Safety	<ul style="list-style-type: none"> • Welcome and Registration • The scope and nature of occupational health and safety • The moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace • The role of national governments and international bodies in formulating a framework for the regulation of health and safety
Health and Safety Management systems – Plan	<ul style="list-style-type: none"> • The key elements of a health and safety management system • The purpose and importance of setting policy for Health and Safety



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IGC1: Management of International Health and Safety	
Day 2	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Health and Safety Management system – Plan	<ul style="list-style-type: none"> • Question and Revision of day 1 • The key features and appropriate content of an effective health and safety policy
Health and Safety Management systems – Do	<ul style="list-style-type: none"> • Organisational health and safety roles and responsibilities of employers, directors, managers, supervisors, workers and other relevant parties • Concept of health and safety culture and its significance in the management of health and safety in an organization • Human factors which influence behaviour at work • How health and safety behaviour at work can be improved

IGC1: Management of International Health and Safety	
Day 3	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Health and Safety Management systems – Do	<ul style="list-style-type: none"> • Question and Revision of day 2 • Principles and practice of risk assessment • Preventive and protective measures • Sources of health and safety information • Factors that should be considered when developing and implementing a safe system of work for general work activities • Role and function of a permit-to-work system

IGC1: Management of International Health and Safety	
Day 4	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Health and Safety Management systems – Do	<ul style="list-style-type: none"> • Question and Revision of day 3 • Emergency procedures and the arrangements for contacting emergency services • Requirements for, and effective provision of, first-aid in the workplace
Health and Safety Management systems – Check	<ul style="list-style-type: none"> • Active and reactive monitoring • Investigating incidents • Recording and reporting incidents



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IGC1: Management of International Health and Safety	
Day 5	Timetable: 9.00 – 13.00
Element Title	
Health and Safety Management systems 4 – Act	<ul style="list-style-type: none"> • Question and Revision of day 4 • Health and Safety Auditing • Review of Health and Safety performance
Workplace hazards and risk control	<ul style="list-style-type: none"> • Question and Revision of day 4 • Health, Welfare and work environment requirements • Violence at work • Substance misuse at work • Safe Movement of people in the workplace • Working at height • Impact of Temporary works

GC2: Controlling Workplace Hazards	
Day 5	Timetable: 14.00 – 18.00
Element Title	
Workplace hazards and risk control	<ul style="list-style-type: none"> • Health, Welfare and work environment requirements • Violence at work • Substance misuse at work • Safe Movement of people in the workplace • Working at height • Hazards and control measures for works of a Temporary nature

GC2: Controlling Workplace Hazards	
Day 6	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Workplace hazards and risk control	<ul style="list-style-type: none"> • Question and Revision of day 5 • Safe Movement of people in the workplace • Working at height • Hazards and control measures for works of a Temporary nature
Transport hazards and risk control	<ul style="list-style-type: none"> • Safe Movement of vehicles in the workplace • Driving at work

GC2: Controlling Workplace Hazards



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Day 7	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Musculoskeletal hazards and risk control	<ul style="list-style-type: none"> • Question and Revision of day 6 • Work related upper limb disorders • Manual handling hazards and control measures • Manually operated load-handling equipment • Powered load handling equipment
Work Equipment hazards and risk control	<ul style="list-style-type: none"> • General requirements for work equipment • Hazards and controls for hand-held tools

GC2: Controlling Workplace Hazards	
Day 8	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Work Equipment hazards and risk control	<ul style="list-style-type: none"> • Question and Revision of day 7 • Mechanical and non-mechanical hazards of machinery • Control measures for reducing risks from machinery hazards
Electrical Safety	<ul style="list-style-type: none"> • Principles, hazards and risks associated with the use of electricity at work • Control measures when working with electrical system or using electrical equipment in all workplace conditions
Fire Safety	<ul style="list-style-type: none"> • Fire initiation, classification and spread • Fire risk assessment

GC2: Controlling Workplace Hazards	
Day 9	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Fire Safety	<ul style="list-style-type: none"> • Question and Revision of day 8 • Fire prevention and prevention of fire spread • Fire alarm system and fire –fighting arrangements • Evacuation of a workplace
Chemical and Biological health hazards and risk control	<ul style="list-style-type: none"> • Forms of, classification of, and health risks from hazardous substances • Assessment of health risks • Occupational exposure limits • Control measures • Specific Agents



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GC2: Controlling Workplace Hazards	
Day 10	Timetable: 9.00 – 18.00 (break from 1.00 am to 2 .00 pm)
Element Title	
Chemical and Biological health hazards and risk control	<ul style="list-style-type: none">• Question and Revision of day 9• Safe handling and storage of waste
Physical and psychological hazards and risk control	<ul style="list-style-type: none">• Noise• Vibration• Radiation• Stress
GC3: Health and safety practical application	
	<ul style="list-style-type: none">• This unit require candidates to apply the knowledge and understanding gained form their studies of elements of Units IGC1 and GC2 in a practical environment and to carry out an evaluation of information gathered during the inspection.