



## **DIPLOMA ON**

# **HEALTH & SAFETY IN THE WORKPLACE**

**LEARN HOW TO MANAGE AND CONTROL HEALTH AND SAFETY ISSUES AND ENSURE A SAFE WORKING ENVIRONMENT FOR ALL STAFF, EMPLOYEES AND OTHERS IN THE WORKPLACE.**





This Program teaches employers, management and appointed personnel how to organize and put in place a safe work environment and to ensure the health, safety and security of personnel and others in the workplace. The Program teaches and explains how to conduct risk assessments and to identify hazards and risks, and explains many types and categories of risks in many workplaces including construction sites, schools, restaurants, hotels, factories and stores - and how to overcome them. Implementing the knowledge taught and advice given in this Program will help avoid accidents which can affect employees and employers and help avoid injury, reduced output, accident investigation and legal costs. The Program deals with accident-prevention actions, risk assessment and implementation of health and safety rules and measures.



## SUMMARY OF MAJOR TOPICS

### MAJOR TOPICS COVERED IN THIS DIPLOMA PROGRAM INCLUDE:

- Managing workplace health & safety; legal matters, responsibilities; hazards, risk assessment, policy.
- Workplace safety, buildings, environs, layout, housekeeping, equipment.
- Accident prevention, avoiding trips and falls.
- Fire safety: ignition sources, fuel, oxygen, combustible materials.
- Fire risk assessment, eliminating fire hazards, precautions, fire extinguishers.
- Working at height, ladders, mobile platforms, roof work.
- Building & construction sites, traffic, waste.
- Equipment: training, hazards and dangers, safety guards, controls.
- Equipment positioning and layout, space, maintenance, tools, gas, pressure.
  
- Transport, route planning, movement of vehicles, planning aisles.
  
- Materials handling equipment, systems, training, supervising operators.
- Electricity, current, circuits, conductors, insulators, power, hazards.
- Noise, vibrations, risks, potential damages, machinery and precautions, controlling noise.
- Hazardous and explosive substances, storage of dangerous substances.
- Radiation: risks and exposure, machines with radioactivity risks.
- Occupational skin diseases, causes, prevention
- Catering, kitchens, food preparation, cleaning and hygiene.
- Potential injuries in kitchens, dermatitis worries, premises management, H & S officers.
- Psychological health, stress, job design, counselling.
- HR policy, harassment, bullying and equal opportunity.
- Educational establishments, hazards, injuries, school grounds, supervisors, staff, fire, medical facilities, stairs.
- Health protection, first aid, accident control; liability insurance.
- VDUs, protective equipment, training.



## WHAT IS INCLUDED

### WHAT IS INCLUDED IN THE MODEST CIC FEE

Your CIC Fee includes:-

- Your enrolment/registration with Cambridge International College, and your own high-quality, professionally produced and illustrated comprehensive International CIC Study & Training Publications.
- A detailed, professional 'Study & Training Guide' with full instructions on how to study to achieve success and gain top results. The Guide includes detailed advice on how to answer Self-Assessment Tests, Training Tests and Examinations.
- Self-Assessment Tests and Recommended Answers for them, and a Progress Chart.
- Two Progress/Training Tests (which can be used as 'Past Papers/Questions') with an optional Tutorial Support Service.
- The Final Examination sat under Invigilation/Supervision in your own area - full details, guidance and explanation of how your Examination will be arranged and how Invigilation is conducted will be provided when you register. Note, CIC arranges Examinations in over a hundred countries worldwide for thousands of Members every year; it is a flexible, straightforward process and will be arranged when YOU are ready to write your Examination.
- The prestigious Cambridge International College Diploma on successful completion of your Study & Training and on passing the Final Examination.
- Your personal page on CIC's Member Services website with access to results, dispatch details, advice and guidance, and more: [www.cambridgeinternationalcollege.co.uk](http://www.cambridgeinternationalcollege.co.uk)
- Regular information and news including: Newsletters with details of special offers and new Programs and much more; and Competition Forms; by email and post.



***Everything needed for your Study & Training success is included in the CIC Fee.***

Additionally:

- Further Study and Training Advice, and Assistance is available before, during and after CIC Study & Training; Members may ask CIC's team of experienced Consultants for advice on further study and Programmes to improve career prospects and advancement.
- CIC's experienced and helpful staff can assist with numerous special requests, such as reference/recommendation letters and transcripts, and more, by post and email.



## RELATED COURSES

- Office Management & Administration Diploma 12 months (flexible)
- Human Resource & Personnel Management Diploma 12 months (flexible)
- Human Resource Administration Executive Business Administration (EBA) 3 years (flexible)

## STUDY & CAREER DEVELOPMENT

This Program will assist in developing a successful career in health & safety management (including occupational health and safety) and many related Human Resource (HR), and general supervisory and managerial positions. Health and safety training is vital for a huge range of employment positions and careers, including office-based, production/manufacturing/construction, catering and others - in fact, any involving people; and it is also essential knowledge for all managers, directors and business people responsible for staff and employees. Increasingly, companies are looking for specialist health and safety professionals, and this Program will provide the training and understanding needed to allow those who study it to apply for and efficiently carry out such posts and responsibilities.

This is relevant to a wide range of managerial, HR, legal and risk-based studies, which CIC provides to higher levels, and which are offered by a wide variety of other educational institutions worldwide.