

Study Hours

The suggested minimum study hours for each level of the Key-to-Safety programme are:

- Introductory Level - 17 hours guided study + 2 hours assessment.
- Intermediate Level - 30 hours guided study + 2 ½ hours assessment.
- Advanced Level - 40 hours guided study + 4 hours assessment (plus Practical Assessment).

These study hours are calculated for learners who have English as a second language and teaching times can be significantly reduced if learners are competent in the English language or if the programme is delivered in Arabic for learners who have Arabic as their first language.

The Syllabus

Level 1 – Introductory Level

Unit 1 – The Need for Health and Safety

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Common definitions used in health and safety.
- The reasons for health and safety in the workplace.
- The costs of workplace accidents.

Unit 2 – Duties of Employers and Workers

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Basic international requirements for health and safety in the workplace.
- Employers' duties for health and safety.
- Workers' duties for health and safety.

Unit 3 – Common Hazards in the Workplace

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The more common hazards in typical workplaces.
- The main causes of injury and ill-health in the workplace.

Unit 4 – Fire in the Workplace

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The fire triangle.
- Sources of combustible materials.
- Sources of ignition.
- Common fire hazards in the workplace.
- Basic methods of fire prevention.
- Typical workplace fire precautions.

Unit 5 – The Working Environment

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Problems arising from a poor working environment.
- Basic problems arising from exposure to excessive noise, poor lighting and heat.

Unit 6 – Reporting Hazards

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The reasons for reporting hazards.
- Responsibilities for reporting hazards.

Unit 7 – Emergency Procedures

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The importance of having proper emergency procedures.
- The format of a typical emergency procedure.
- The importance of understanding and practising those procedures.

Unit 8 – Personal Protective Equipment

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The purpose of personal protective equipment.
- Different types of personal protective equipment.
- The importance of using personal protective equipment.

Level 2 – Intermediate Level

On completion of this course, attendees will be able to:

- Explain the role of employers and employees in achieving health and safety standards in the workplace.
- Identify a range of hazards in the workplace.
- Explain the need for, and assist in, workplace inspections.
- Describe the requirements for first aid in the workplace.
- Explain the reasons for, and assist in, carrying out accident investigations.

Unit 1 – Duties of Employers and Workers

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The role of employers and workers in achieving health and safety standards in the workplace.
- Employers' duties for specific health and safety situations.
- Workers' duties for specific health and safety situations.

Unit 2 – Workplace Inspections

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The purpose of workplace inspections.
- Different types of workplace inspection.
- Methods of carrying out a workplace inspection.

Unit 3 – Workplace Hazards 1

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The hazards associated with noise in the workplace.
- The hazards associated with vibration in the workplace.
- The hazards associated with radiation in the workplace.
- The hazards associated with electricity in the workplace.
- Ergonomic problems arising from the use of display screen equipment and manual handling.

Unit 4 – Workplace Hazards 2

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The hazards associated with machinery and work equipment.
- The hazards associated with the working environment - lighting, heating and ventilation.
- The hazards associated with movement of people and vehicles in the workplace.
- Welfare issues.
- Stress, violence, alcohol and drugs in the workplace.

Unit 5 – Workplace Hazards 3

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The hazards of working at height.
- The hazards of excavations.
- The hazards to be found on construction sites.
- The hazards arising from exposure to dangerous substances.
- The hazards of working in confined spaces.
- The hazards associated with fire.

Unit 6 – Workplace Safety Signs

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Different types of safety sign.
- The meaning of different types of safety sign.
- Siting of signs.

Unit 7 – First Aid

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The need for first-aid.
- Provision of first-aid cover in the workplace.
- Procedures for dealing with a first-aid emergency.
- Procedures for dealing with an electric shock casualty.

Unit 8 – Safety Policy

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The need for a safety policy.
- What a safety policy should cover.

Unit 9 – Accident Investigation

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The reasons for carrying out an accident investigation.
- How to carry out an accident investigation.
- How to use the findings from an accident investigation.

Level 3 – Advanced Level

On completion of this course, attendees will be able to:

- Explain the meaning of a workplace safety culture.
- Assist in carrying out risk assessments, including simple measurements, in the workplace.
- Suggest suitable control measures for simple risk reduction.
- Explain the need for good communication on safety matters in the workplace.
- Assist in introducing a safety management system based on HSG65 or similar.
- Explain the difference between immediate and root causes of accidents and assist in carrying out root cause analysis.
- Identify the most common routes of entry into the body for given hazardous substances.
- Assist in the selection and control of contractors.
- Identify the components of a safe system of work.
- Identify key issues in the supply of goods.

Unit 1 – Risk Assessment

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The purpose of risk assessment.
- How to carry out risk assessment.
- The keeping of records and review procedure.

Unit 2 – Control Methods

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The hierarchy of control to reduce risks.
- Practical applications.

Unit 3 – Safety Culture

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- What a safety culture is.
- The introduction of a safety culture into the workplace.

Unit 4 – Communication in the Workplace

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Different methods of communicating safety.
- Drawbacks with different methods.
- Overcoming communication problems.

Unit 5 – Measurement of Workplace Hazards 1

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Methods of measuring noise in the workplace.
- Methods for measuring workplace lighting.
- How to measure the thermal environment.

Unit 6 – Measurement of Workplace Hazards 2

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Methods of measuring airborne contaminants in the workplace.
- How to use the results of hazard measurement.

Unit 7 – Root Cause Analysis

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- How to differentiate between immediate and root (underlying) causes of accidents.
- Different methods of identifying underlying causes.

Unit 8 – Occupational Health

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- The function of major organs of the body.
- Routes of entry, local and systemic effects.
- Defences against hazardous substances.

Unit 9 – Further Administrative Controls

Overall Aims

On completion of this unit the student will have knowledge and understanding of:

- Issues surrounding selection and control of contractors.
- Safe systems of work.
- Use of Permits-to-work as Part of a Safe System of Work.
- Joint Occupation of Premises.
- Supply Chain Issues.
- Protection of the External Environment

Methods of Delivery

The programmes are suitable for delivery via the following delivery methods:

- Face-to-face
- Distance learning
- E-learning
- Blended learning