



SEPTEMBER 2015

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 [ ]
- 
- 1.
    - a) Give the definition of **occupational** or **work-related ill health**. [5]
    - b) Work-related upper limb disorders (WRULDs) can affect which parts of the body? [6]
    - c) Discuss briefly the factors to be considered when undertaking a risk assessment of a display screen equipment (DSE) workstation. [9]
  - 2. Every organisation should have a clear policy for the systematic management of health and safety.
    - a) Describe the key elements in having a clear health and safety policy. [12]
    - b) Describe the FOUR basic elements of a successful occupational health and safety management system. [8]
  - 3. Risk assessments are an important part of health and safety management.
    - a) Explain what the term '**suitable and sufficient**' should be with regards to the risk assessment process, and the significant findings that should be recorded. [10]
    - b) Name the TWO basic forms of risk assessment. [4]
    - c) There are several regulations that require a specific risk assessment to be made. Give the names of FIVE of these regulations. [6]
  - 4. Accident and incident investigations must be done to prevent further occurrences happening.
    - a) Explain briefly why a department manager or supervisor should lead investigations. [12]
    - b) Explain the legal reasons for conducting an investigation. [8]
  - 5. Health and safety training is important to new employees, contractors and trainees.
    - a) Give THREE examples of training that could be done in the workplace. [3]
    - b) After induction training, explain briefly what checks employers should make. [10]
    - c) Explain briefly what job specific training is in the workplace. [7]
  - 6. Consultation with the workforce is important for the running of an organisation.
    - a) Name the TWO pieces of legislation that cover health and safety consultation with employees. [4]
    - b) Employers must consult their workforce on a range of health and safety issues. Explain briefly what this would cover. [10]
    - c) Explain briefly what a safety committee is and who should sit on the committee. [6]
  - 7. Employers have a legal duty to prepare and review a health and safety policy for the organisation.
    - a) Explain briefly why it is important to review the health and safety policy. [6]
    - b) As a manager, you have a checklist to review the health and safety policy. Apart from plant and substances, what other hazards within the organisation may need reviewing. [14]
  - 8. An inspection programme within an organisation should be properly targeted whilst considering all risks in the premises.
    - a) Safety inspections often form part of the preventative maintenance scheme but may also be covered by legal examination. Explain what equipment would be included in this section. [8]
    - b) Describe what information would be included in an inspection of procedures within the workplace. [12]