



DECEMBER 2016

## 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. Define the following terms:
    - a) Hazard [5]
    - b) Risk [3]
    - c) Residual risk [3]
    - d) Near miss [2]
    - e) Reasonably practicable [7]
  2. A manager has been asked to review the Risk Control Systems (RCSs) within a company.
    - a) Interpret the meaning of a **Risk Control System**. [8]
    - b) Describe the stages of a Risk Control System. [6]
    - c) Discuss the information the manager will require to ensure that the planning processes in place are working. [6]
  3. During induction training the employer must ensure that employees and agency workers/contractors are aware of their own responsibilities in respect of health and safety in the workplace. Outline their responsibilities. [20]
  4. In regard to fire safety, the responsible person must take appropriate general fire precautions to protect both employees and persons who are not employed to ensure that the premises are safe.
    - a) Identify the risk assessment and arrangements that the responsible person must ensure. [10]
    - b) Explain what the responsible person must ensure with regard to the provisions to control a fire on the premises. [10]
  5. An effective audit and continual improvement are recognised as vital elements of all occupational health and safety management systems.
    - a) Explain some of the benefits of continual improvement to an organisation. [8]
    - b) Assess the importance of an audit to an organisation. [12]
  6. A director has to gain the co-operation of all employees to establish a successful health and safety culture in an organisation.
    - a) Assess when an organisation should set up a health and safety committee. [6]
    - b) When established, the committee should have stated objectives and terms of reference. Briefly describe what they could be. [10]
    - c) Identify which section of the safety policy the terms of reference and constitution come from and what it specifies. [4]
  7. A company has been issued with an improvement notice by the relevant authority for failing to meet its objectives in safety standards within its statement of intent. Discuss why the company may not be meeting these standards. [20]

8. Communication, competence and legislation should have a positive effect on health and safety standards.
- a) Describe how legislation and enforcement can affect health and safety standards within an organisation. [10]
  - b) Explain how managers failing to communicate effectively have a significant influence on health and safety issues. [4]
  - c) Briefly discuss why competence is important to an organisation. [6]