

# Workbook

Some exercises for you to complete

December 2011

For individuals who are learning about health and safety

# Workbook - next steps

Some exercises for you to complete.

You will need to discuss with your supervisor and others the issues raised in Be safe!

You should set an approximate date for completion of the booklet (usually within the first few days of joining your organisation) with your learning provider or workplace supervisor.

When you have completed the activities successfully, your learning provider can sign the certificate (contained in this booklet) for you as evidence towards your programme of development.

If you are on an extended programme, you will receive further more specific and detailed instruction and training related to your specific circumstances and needs.

# Policy

If the health and safety policy is written, where can it be found?

The name of my supervisor is:

My contact at school/college/training provider is:

(Tell this person if you think your workplace is not looking after your health and safety or if you have an accident.)

The things I am prohibited from doing and restricted from doing are listed below and have been agreed with my supervisor:

(Continue on the further notes pages if you need to.)

# Policy

My organisation's policies for the issues below are as follows:

Smoking in the workplace:

Alcohol consumption in the workplace:

Drug use/substance abuse:

The person with overall responsibility for health and safety in my organisation is:

(Continue on the further notes pages if you need to.)

# Emergency procedures

Write below the procedure for evacuating the workplace in an emergency and the procedure for first aid treatment in an accident. Include the names of the people responsible for any actions:

Write below the name of the person who carries out health and safety risk assessments. If there is more than one, name them all:

The name of the competent person advising the company is:

(Continue on the further notes pages if you need to.)

# Hazards

Different workplaces have different things that can harm people, called hazards. Some examples are listed below. Complete a plan of your workplace on a separate piece of paper (or a computer) and produce a hazard map showing which hazards are present in different areas. Create a symbol for each hazard and draw them on the plan, with a key to explain what each symbol means.

The plan should also show all safety equipment, for example fire extinguishers, fire exits, escape routes, first aid boxes, signs, and so on.

Examples of hazards include:

chemical substances

dust and fumes

excessive noise

moving vehicles

moving parts in machinery

electricity

extremes of heat/cold

work at height

animals

biological substances, for example waste products from animals and plant poisons

repetitive movements

uneven floors; and

stress/harassment/bullying. (Add any others you identify below.)

# Safe work precautions (controls)

Write down any precautions or controls that you need to know for the following:

For workplace equipment and tools:

For fumes, dusts, materials, chemicals, etc:

For moving and handling objects:

Precautions/rules in my workplace to prevent trips, slips and falls:

(Continue on the further notes pages if you need to.)

# Carry out a risk assessment

To be risk aware, you need to identify the hazards in your workplace and find out what measures are in place to combat them. How badly could a person be hurt?  
How likely is this to happen?

Find a possible hazard in your workplace or classroom, then answer the following questions:

What is the hazard, and what precautions/controls are there to combat it?

If there was an accident, how serious could the injury be?

How likely (or unlikely) is such an accident to happen?

Are there any extra precautions you need to take to BE SAFE?

# Fire

The key elements for a fire are:

1. **F** \_ \_ \_
2. **H** \_ \_ \_ **or** ( **I** \_ \_ \_ \_ \_ )
3. **O** \_ \_ \_ \_

The fire prevention rules in my organisation are listed below:

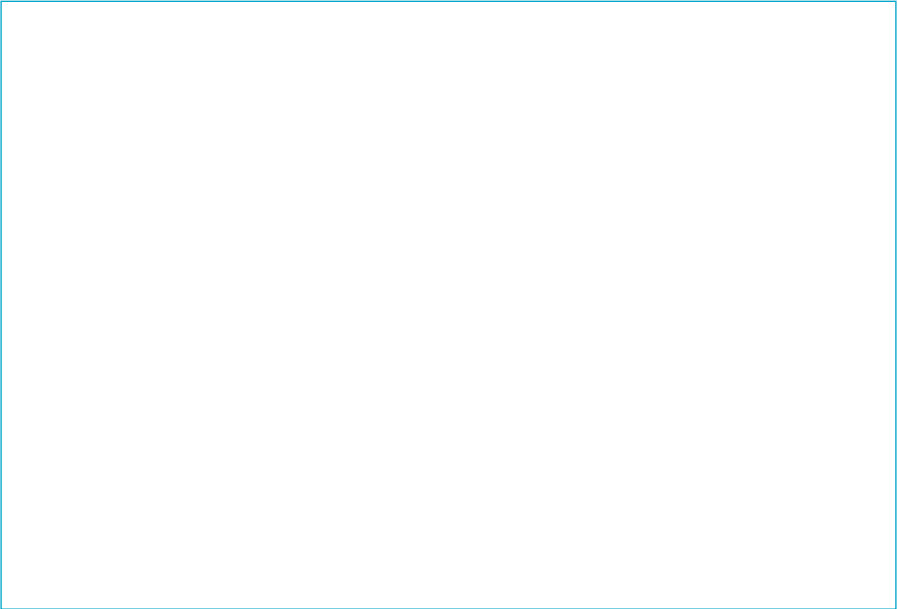
(Continue on the further notes pages if you need to)

List the 5 outputs that a learner will be able to demonstrate that they are risk aware not risk averse when the Safe learner Blueprint is incorporated into the learning experience (see the Safe Learner Blueprint document for more information):

# My health and safety responsibilities

My main health and safety responsibilities are listed below:

(Reference: See the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and your organisation's own health and safety policy).



# Accident/disease case study

Study the details of an accident or when someone has being diagnosed as suffering from an occupational disease and try to work out what caused it by asking why it happened.

Keep on asking why until you arrive at the underlying cause(s).

For example, the immediate cause of someone slipping up may be oil on the floor, but the underlying cause of this might be unsafe working practices. When you have found the immediate and underlying causes, suggest how such an accident could be prevented in future. Discuss this task with your supervisor/tutor to ensure it is completed correctly.

Accident details:

Immediate cause(s):

# Accident/disease case study

Underlying cause(s):

Recommendations to stop it happening again:

For examples of accidents at work you can use for this exercise, try the following websites:

[www.young-worker.co.uk](http://www.young-worker.co.uk)

[www.safetyline.wa.gov.au/](http://www.safetyline.wa.gov.au/)

# Be safe! Quick quiz

1) What is the most common cause of accidents in the workplace?

- Slips and trips
- Falling from a height
- Cutting your finger

2) What should you do before eating a meal?

- Find a knife and fork
- Wash your hands
- Take out your chewing gum

3) What should you do if you have lost your safety equipment?

- Share with your mate, one glove is better than none
- Carry on with the job it won't matter this once
- Tell your supervisor and get some more

4) You notice the keys have been left in a fork lift truck and you know the driver has gone home, do you?

- Tell your supervisor
- Decide to have a test drive
- Do nothing – it's not your problem

5) You are asked to lift a heavy box, do you?

- Struggle to lift the box – you don't want to look weak in front of your mates
- Leave the box where it is – someone else can move it
- Ask your supervisor whether there are any lifting aids available

# Be safe! Quick quiz

- 6) The fire alarm goes just as you are about to start your lunch, do you?
- Wait until you have finished your sandwiches and then leave the building
  - Vacate the building in accordance with instructions
  - Ignore it – you are always having false alarms
- 7) You come into work and notice some liquid spilled on the floor, do you?
- Inform the care taker, who normally deals with this and warn your work colleagues
  - Get a mop and bucket and clear it up yourself
  - Leave it for someone else to sort out
- 8) You slip and hurt your arm quite badly, do you?
- Wait until you finish work and then go to casualty – you don't want to make a fuss
  - Tell your supervisor/first aider, get it treated and enter the accident in the accident book
  - Ignore it – your arm will feel better soon, you can use the other one
- 9) A manager asks you to do a task but you are unsure how to do it, should you?
- Explain you have not done it before and ask them to show you how
  - Refuse because it's not in your job description
  - Have a go and use your initiative

# Be safe! Quick quiz

10) You are asked to do a task you consider dangerous, do you?

- Shout aggressively at your supervisor about the state of the company
- Have a go – life is risky
- Calmly state that you are not willing to do the task until the safety measures in place are explained to you

**Answers to Be Safe! Quick Quiz are on page 17**

Your results

30 - excellent you are a safe learner

15-27 - read Be safe again, don't be afraid to speak out if you think something is wrong

12 or less - be risk aware health and safety is also your responsibility

# Do you know?

Why hygiene is important

How to lift items correctly

The safe methods of working  
above ground level

How to operate  
electrical equipment

How to operate  
machines properly

What to do if substances  
spill on to your skin  
or clothes

What the fire drill is

What to do if someone  
is injured at work

If not – find out!

# Notes

## Answers to Be safe! Quick quiz

- Q1:  $a=3, b=2, c=1$   
 Q2:  $a=2, b=3, c=1$   
 Q3:  $a=2, b=1, c=3$   
 Q4:  $a=3, b=2, c=1$   
 Q5:  $a=2, b=1, c=3$   
 Q6:  $a=1, b=3, c=2$   
 Q7:  $a=3, b=2, c=1$   
 Q8:  $a=1, b=3, c=2$   
 Q9:  $a=3, b=1, c=2$   
 Q10:  $a=1, b=2, c=3$

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