

NEBOSH

MANAGEMENT OF HEALTH AND SAFETY

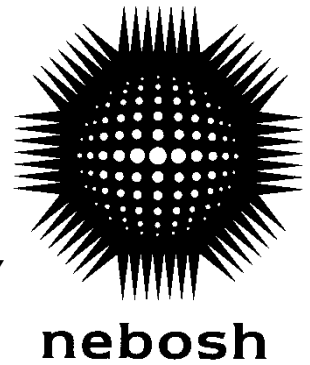
UNIT IG1:

For: NEBOSH International General Certificate in Occupational Health and Safety

MANAGEMENT OF INTERNATIONAL HEALTH AND SAFETY

UNIT IGC1:

For: NEBOSH International General Certificate in Occupational Health and Safety
NEBOSH International Certificate in Construction Health and Safety
NEBOSH International Certificate in Fire Safety and Risk Management



Open Book Examination

ANSWER TEMPLATE

Available for 24 hours

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Please note: if you decide not to use this template, you will need to include the same information on your submission, including the following:

- your unit code (eg IG1);
- the examination date;
- your name;
- your NEBOSH learner number;
- your Learning Partner's name;
- page numbers for all pages;
- question numbers next to each of your responses.

You do **not** need to copy out the questions.



Please save your completed answer document with your surname, your first name, your NEBOSH learner number, and your Learning Partner's name.

For example, a learner called Dominic Towlson with the learner number 12345678, who has taken their course with a Learning Partner called GMMTA International will name their submission:

Towlson Dominic, 12345678, GMMTA International

Task 1: Selecting and managing contractors

Question 1

Scientific Research Organization was looking Contractor for the renovation project .I have noticed some the valuable points which were examined for contractor selection in the scenario. The points are listed below:-

Relevant Experience:

For contractor One 's should have to check the relevant experience .In the scenario the CEO friend have experience in refurbishing and fitting out.

HSM system:

In the scenario I noticed that the contractor achieved the accredited health and safety management system which is an important point for its selection.

Enforcement Action:

Before contraction selection enforcement actions should be checked .In the scenario it was clearly mentioned that the contractor have no previous enforcement actions.

Affiliation:

For contractor selection affiliation should be checked, it was observed in the scenario that contractor have membership with health and safety scheme.

Contractor Performance:

For the selection of superior contractor performance history of previous and ongoing project should be checked. This was also completed by Research organisation by visiting their websites. The website shows that their health and safety performance is better than the sector average.

Policies assessment:

Checking of policy is also an important factor for contractor selection. This was also done by the organisation indirectly looking to accredited system.

Checking of Work procedures:

For selection of good contractor all the process, methods and procedures should be checked. This was also observed in the scenario.

Risk Assessment:

Risk assessment which is one of the important and effective factors should be overviewed before contractor selection. It was also observed in scenario that the CEO friend organisation had undergone an extensive assessment if risk evaluation. It also shows important indicator fir its selection.

INSURANCE Premiums:

In the scenario it was observed that the contractor recently got accredited HSMS which helps the organisation in reduction of cost including insurance premiums. It is also an important factor for its selection.

PTW:

PTW system is also an important factor which play a vital role in selection of contractor. In the scenario it was observed that there was implementation of permit system.

Points not checked before Selection:

Followings points are contemplate before contractor selection which are listed below:-

- Not checked previous accident record.
- Not checked the maintenance records of machinery.
- Not checked the adequate resources.

Task 2: Health and safety management systems

Question 2

As per the Scenario Current health and safety leadership are not very serious in the scientific research organization. The following points explain the leadership role towards health and safety in the scientific research organization.

- **Absence of commitment:**

In the scientific research organization the leadership commitment toward health and safety is not up to the mark because the organization have limited experience in managing health and safety risks.

- **Maximum Focus on Production:**

In the scientific research organization the directors and managers are more serious about their research work and they fell health and safety is necessary inconvenience.

- **Health and Safety is not the priority:**

In the scientific research organization the management did not take health and safety as a priority because leadership are thinking safety is not our responsibility the safety job is just related to health and safety representative.

- **Lack of cooperation**

In the scientific research organization the management cooperation towards health and safety because the safety representative want to trained with updated and unique equipment that are using for research purpose in that case the leadership input is not as required.

- **Lack of teamwork**

Team work is very important in any workplace that wants to grow and successful. In the scientific research organization the experiences scientists rely on their knowledge and don not share the knowledge and expertise with health and safety representative.

- **Newly Hired Scientist is showing interest in Health and Safety**

In the scientific research organization the young and newly hired scientist showing interest toward health and safety because they spend more time with working with health and safety representative.

- **General Health and Safety Training is not given**

The organization must ensure health and safety general training to reduce accidents and injuries in workplace here the scientific research not focus and provide general health and safety training.

- **Training Record is not available**

Training record is very important to Assis the skills of individual and team members. In the scientific research organization the Human resource team does not have any training records and also HR in doubts that the staff have had any health and safety training.

- **Health and Safety is not serious matter**

In the scientific research organization they work on largely desk-based in the office and they do not considered health and safety as an issue.

- **Limited Experience towards health and safety**

The scientific research organization has limited experience to manage general health and safety risks and specific risks associated with laboratory facilitates.

Task 3: Influencing health and safety culture

Question 3

NEGATIVE INDICATORS IN RESEARCH ORGANISATION:

Followings are some of factors that appears to be the Negative indicators of health and safety culture in the Scientific Research Organization.

- In the scenario the Directors and managers were working on Research and considered health and safety unnecessary and needless. Safety must be placed in first priority in the organization.
- There was no Compliance with Safety standards regarding Permit to work system. Permit will be provided after proper inspection of hazards in the

site, but in the Scenario permit issuer did not visit the site and issues the permit to work before a proper inspection.

- A proper communication system should be installed in the workplace so that it can be helpful in a situation of emergency. But in the scenario there was no proper system and the workers shouts for informing about accident.
- A proper barricaded system should be built around a heightened falling corners, but in the scenario there was not a permanent protective barricading due to which a workers stumbled and fall from a 3 meter height.
- A poor commitment was observed in the scenario, the leadership team was asked to take a lead on specific risk assessments for some of the practical experiments but they do not see it as their responsibility and think it us your job which shows negative indication.
- In the scenario there was no First aid arrangements, as the accidents happened the supervisor ran toward his personal van for fetching first aid kit. Moreover there was competent first aider.
- There was no proper arrangements for contacting emergency services. No competent individuals was observed with the necessary information and no contact details was displayed as in the scenario the worker use his personal mobile for contacting with ambulance.
- There was no proper drills on emergency situations as in the scenario when accident happened no one appears to have taken control of the situations.
- No proper induction training were provided to the worker before working on 3 meter height.
- No lifting procedures and trainings techniques were advised to the workers as the workers fall from 3 meter height while lifting wooden boards.
- No Personal protective equipment's were provided to workers .If the contractor provided the worker will not fall from 3 meter height.
- The Organization have poor managements system .They should have done the refurbish work first and then imagined that how many workers space they had, instead they hire the employees first.
- No general awareness trainings in the organisation.Mostly the work was desk based and all were Unaware of ergonomics.
- There is no proper break system for the workers as in the scenario the supervisor has gone for a break during the performance of a high risk activity.
- No proper recording system as in the scenario when the HR was asked

what health and safety management training have been given, He was unsure that they have had any training.

- Organization was putting a huge responsibility on incompetent professional as in the scenario the professional proved that i am currently a student studying NEBOSH IDIP and not competent but they relied on that it is your responsibility.
- Overall management have less health and safety experience.
- In the Scenario the Organization select a contractor without checking his previous accident rate, equipment maintenance records, PTE management, inspection procedures, civil claims, work methods, qualification and experience of workers and Emergency arrangements which is appearing negative indicator of health and safety culture.

Task 4: Training recommendations

Question 4

FEW RECOMMENDATIONS REGARDING TRAININGS:

- As in the Scenario different type of people are working in the organization such as Supervisors, scientists, simple workers and technicians .They all should be provided with specific trainings relevant to their job and also related to health and safety because safety is the responsibility of every one.
- New workers should be provided with induction or orientation trainings regarding every things in the organization, Health and safety policy and regarding their welfare services.
- First aid training should be provided to all workers.
- Workers will be given trainings on emergency procedures and response.
- Fire safety trainings should be provided .As it was a laboratory and there may be a maximum chance of fire.
- All workers should be provided with a detail general awareness training regarding health and safety, importance of safety, moral and financial reasons and legal requirements of safety.
- Trainings on chemical hazards and chemical handling should be provided to laboratory workers.
- Training on Biological hazards should be recommended because these are tiny hazards which cannot be seen with the naked eyes and every one should be familiar with these hazards.
- Details training on hygienic process should be provided to the workers.

- Details training on permit to work system should be given to workers. They must be familiar with all points of permit to work system such as permit issuer, work location, nature of activity, people involved in the activity, validity of permit to work ,ptw extension, cancellation ,when it will be issue and why it is important etc.
- Employees should be provided with Accident reporting training.
- Detail trainings on materials lifting and working at height will be given to workers.
- Workers should be provided with trainings about the use and importance personal protective equipment's.

Task 5: Assessing the permit-to-work system arrangements

Question 5

Permit to work system:

PTW system is a formalised way of controlling hazards associated with high risk activities.

Followings are some of the impulses regarding the scenario permit to work system:-

- A proper and well organized permit will be used in site to carry out the activity in safe manner but in the scenario it was a kind of useless.
- Proper PTW system contains of a checklist in many organisation. That check list is used to make sure that no hazard should be leftover. But in the scenario it was just a piece paper as the issuer signed and did not see any hazards.
- Permit to work issuer must be a KATE body. He must have knowledge, ability, trainings and experience. In the scenario the permit issuer was incompetent. He did not know what should be done before issuing the permit. He did not visit the second floor, not examined the hazards practically but did a sign on permit which shows his incompetency.
- Emergency procedure is also mentioned in the permit to work system .But in the scenario there was no such arrangements observed as the accident happened there was no first aid arrangements and the supervisor run towards van for fetching a first aid kit.
- Details about all the competent workers involved in a high risk activity are mentioned in the permit to work system but in the scenario the permit issuer did not check the competency of workers due to which accident happened and a workers fell from the three meter height. This shows that the permit in the scenario was improper.

- Permit to work system is a legal requirement. In the Scenario there was an implementation of PTW system which is a positive point.
- A well permit system contain cleared details about all hazards and its controls measures but in the scenario permit system these were not mentioned.
- PTW will include all the precautionary measures before starting and ending the activity however in the scientific research organization there has no proper emergency procedures and competent authority to supervise the work.
- PTW is used for specific activities and the scientific research organization there has no proper implementation and the permit to work not fulfil the specific task which perform the worker.
- The performer should be competent and have knowledge about hazard related to job activity however in the case of scientific research organization they were not aware and trained about PTW.

Task 6: Suitability of the approach to risk assessment

Question 6 (a)

As per the scenario the scientific research organization approach toward evaluation of health and safety risks. The following points explains the scientific research organization approach toward assessing the health and safety risks.

1. Hazard identification minimize the chances of accidents or injuries. In the scientific research organization there has no hazard identification process because the accident happens due to lack of hazard assessment.
2. In the scientific research organization the risk assessment procedure are not available due to management because they did not take the health and safety as responsibility.
3. The safety controls is the backbone of health and safety procedures and in the scientific research organization there has no application for health and safety controls like assessing the risk through elimination, substitution, engineering control, administrative controls and Personal protective equipment's.
4. In the refurbishment of the site there has no site safety arrangements such as lack of supervisor, no personal protective equipment's are available at the site.
5. In the refurbishment of the research labs there has no proper emergency

procedures available such as first aid arrangements, evacuation procedures, and safety trainings.

6. Previous risk assessment is very helpful for reducing incident in the workplace. The scientific research Centre have no previous record of risk assessment due to this they does not know where they need improvements.
7. The scientific research organization have no experienced and competent risk assessor available due to this the improvements regarding health and safety are not up to the mark.

Question 6 (b)

ARGUMENTS FOR PERSUADING DIRECTORS INVOLVED IN RISK ASSESSMENT :

I would use the followings arguments to persuade the directors to be more involved in Risk Assessment:-

1. Director should be involved in the assessment of risks because the top management directors are the influencers for promoting positive health and safety culture in the organization.
2. If the director is involved in Risk assessment then he will be aware of hazards, risks and will make an arrangements for applying controls to them so that organization would be safe.
3. The director will find out what are the things that are causing financial losses while become engaged in Risk Assessment. He will manage it and the organization will be on the peak of developments.
4. Due to involvement in Risk assessment the reasons for controlling the accident will be known.
5. Workers morale will be high and they will feel themselves safe and will work happily so organization will be developed .It will reduce turnover rate.
6. Due to involvement in direct Risk Assessment will help directors in the formation future strategies for organization development.
7. Risks will be assessed and corrected at the right time due to involvement of directors in risk assessments.
8. Involvement of directors in Risk assessment will brings safe method procedures and there will be no accident ,no one will be injured ,no one would sue a claim in court, no legal action will took place ,as a result will become more reputable.
9. Production will be increased due to involvement of director in direct Risk assessment.

10. Different losses will have to face if the directors shows no engagement in direct risk assessment and company reputation will decline.

Task 7: Accident investigation

Question 7 (a)

INITIAL RESPONSE TOWARDS ACCIDENT:-

- Initial response toward the accident was totally negative.
- In the workplace there was no proper first aid arrangements and the supervisor run towards van to fetch out first aid.
- There was no competent first Aider. If there was a first aider then the injured worker would be treated on time and would have been less painful.
- There was no proper arrangements for contacting emergency services. No competent individuals was observed with the necessary information and no contact details was displayed as in the scenario the worker use his personal mobile for contacting with ambulance.
- CEO response towards accident was absolutely negative. He needs to proceed the investigations to identify the root cause of accident and get rid of it in the future, instead he ask to minimize the delays so that work can be continue soon.
- Moreover the accident locations should be properly barricaded and no one should be allowed before investigation but there was temporary barriers to prevent access to the accident locations.
- The safety professional advised CEO that reporting to competent authority will require which shows positive response.
- The organization should have to cancel the permit and have to stop further activity so that after investigations corrective measures should be applied but the CEO was in the favor of continuing the work as he asked the professional to minimize the delays.

Question 7 (b)

GETTING OF INFORMATION FROM WITNESSES:-

After securement of the scene the following procedure would be used with the witnessed worker to collect information for investigations:-

- First of all witnesses should be pointed out.
- As witnesses are also in shock after seeing the accident and their colleague in injured condition. One's should have to bring them to a comfortable environment and left them to become relaxed.

- Offer some water, coffee or other solution so that their morale become high.
- When they become relaxed then bring them to separate places for interview.

- Tell them that this interview is just for the sake of information regarding accident and you people will not be blame nor harmed. When they are relaxed then start asking normally like:-
 1. When it is happened
 2. How it is happened
 3. Why it is happened
 4. What treatment were provided
 5. What was your response when the accident happened?
 6. What were the reasons that there was an accident?

Conclusion:

These questions should be asked in a friendly environment from the witnesses and written record would be made. This will helps in clearing doubts and root cause analysis of accident.

Question 7 (c)

REPORTING ACCIDENT EXTERNALLY:

According to health and safety regulations informing the relevant government appointed agencies regarding accident is very important .External agencies is different in different countries ,it may include enforcement agencies, labour court, insurance authorities, labour inspectorate and other HSE Competent departments Who have authorities?

There are different ways of reporting which are as follows:

- One's can reported the accident through telephonic call.
- One's can reported through Emails.
- One's can reported through filling a form •on their online portal.
- One's can reported by visiting physically the relevant agencies.
- One's can reported by writing a letter.

Points to be mentioned in report Format:

Following contents may be wrote in report format like:

1. Date and time of accident.
2. Description of event causing injury.
3. Name and address of injured person.
4. Location of accident.
5. Details of machinery involved.
6. Details of injury.
7. Details of treatment given.
8. Witness details
9. Pictures of event.
10. Details of person completing the record.
11. Details of person who reviewed the format.
12. Sign and Signatures.

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Your total word count*	3248
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* please note that this form already has 290 words (excluding text boxes and footers), which you can deduct from your total amount if you are using your word processor's word count function.

Documents and sources of information you used in your examination	<p>Reference Question no 01 Based on the scenario</p> <p>Reference Question no 02 Based on the scenario</p> <p>Reference Question no 03 https://www.hseblog.com/negative-indicators-of-health-and-safety-culture-at-workplace/ https://www.rrc.co.uk/media/623119/nebosh_ngc1.pdf Based on scenario</p> <p>Reference Question no 04 Based on the given scenario</p> <p>Reference Question no 05 Based on the given scenario</p> <p>Reference Question no 6 part (A) Based on scenario</p> <p>Reference Question no 07 part (A) Information from scenario https://www.hse.gov.uk/foi/internalops/og/og-00076.htm</p> <p>Reference Question no 07 part (B) https://www.nolo.com/legal-enc RRC book international Chapter 4 Article Investigation of incident.</p> <p>Reference Question no 07 part (C) https://resources.workable.com/accident-reporting-company-policy</p>
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End of examination

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