

NEBOSH

MANAGEMENT OF HEALTH AND SAFETY

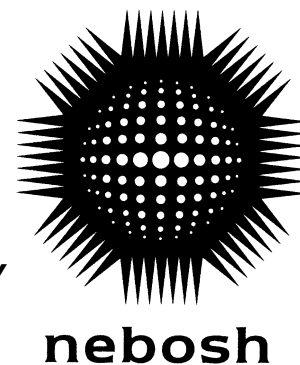
UNIT IG1:

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

While selecting a contractor there are several key performance parameters that are evaluated. Based on these KPIs contractors are classified and ranked. Top performer is then selected. According to the given scenario no such procedures were followed. Following are my takes on the selection of contractor in this scenario:

Favouritism Approach:

- Favouritism was observed while selecting the contractor. CEO was impressed by his friend who is a director in an organization and introduced this organization to the board of directors.
- Because of this favouritism a comparison cannot be drawn to know if there are any better organizations.

Lack of document evaluation:

- Safety personnel only checked their website for information and never asked them to send written documents for:
 1. Written health and safety policy.
 2. Risk assessment report of previous similar project.
 3. Record of previous accident report.
 4. proof of any membership of the staff of a professional organization like IOSH.

Lack of technical evaluation:

- No inspection was carried out about the machinery, the organization has for carrying out the work.

Permit-to-Work:

- Supervisor was trained in permit-to-work. And he obtained permit-to-work before initiating the work.
- Permit issuer does not inspect the sites and work places for possible hazards before issuing the Permit-to-Work.
- Permit-to-work was issued without following standard procedure.

Procedure for Monitoring

- Contractor did not provide any procedure for monitoring health and safety.

Training

- Contractor did not clarify about any training his staff has received about health and safety.
- No such certifications were provided by the contractor according to the scenario.

Sub-Contractor

- Contractor did not clarify if they will use subcontractors. If used, and how they will examine if they are competent enough.

Previous Record

- According to the limited information no legal action has been taken against the contractor which is good.

Safety Advisor

- Contractor lacked safety advisors to guide them on how to implement health and safety procedures during work.
- Safety advisors are crucial in an organization to ensure a safe work place.

Method Statement

- No method statement was provided by the contractor.
- Method statement is crucial when deciding whether a contractor is competent enough to take on the job.

Previous Clients

- Contractor did not provide any names of its previous clients.
- Organization did not do any background checks on the contractor nor the contractor was asked to present previous records.

Leadership

- When CEO introduced the contractor with the board of directors of the organization no one raised any concerns over the contractor.

- Directors should have advised the CEO to compare the organization with others in the same field.

Safety Personnel

- Safety personnel in the organization should have done a thorough investigation about the contractor by inviting them.
- He should not have relied on their website to get information.
- He should have reported to the higher management about the lack of supporting documents about the contractor.

Task 2: Health and safety management systems

Question 2

In the scientific research organization has no effective health and safety policy, some of the points are following which shows that there is no clear health and safety policy.

- **Commitment to Health and Safety:**
The management of the scientific research organization not showing commitment to health and safety because in the organization work has been largely desk based or at home, so health and safety has not been considered an issue.
- **Prioritization to Health and Safety:**
Health and safety were taken at low priority as director's thinks that health and safety is not important and it is not a proper job.
- **Organizational procedures and standards:**
The organization does not meet their own organizational procedures and standards because the management has limited experience in managing general health and safety.
- **Health and Safety Trainings:**
In the scientific research organization there is no health and safety training conduct by any personal because when safety personal asked to HR what health and safety training management have been given, but HR doubt that they have had any training.
- **Policies related to health and safety:**
There are no effective policies related to the health and safety in the scientific research organization because according to the management health and safety is not a proper job.
- **Competent health and safety hiring:**
The management of the organization is not commitment to hire the safety personal because they hired the safety personal first time when they refurbishment of the newly purchased warehouse.
- **First Aid Arrangement:**
There is no proper first aid arrangement at the site. When the accident happened at the site the supervisor rushes back to the vain to fetch the first aid kit.
- **Investigation procedure define:**
There is no effective procedure to investigate the accidents because when the safety personal told to the CEO about the accident but the CEO concerned get the place cleaned up so that work can continue instead of investigation.
- **Permit to Work system:**
There is a no effective permit to work system because a copy of PTW is left in the site office, the supervisor retains one and the permit issuer said that they will put the permit on the display board.

Task 3: Influencing health and safety culture

Question 3

The following negative indicators of health and safety culture appears in the organization

- **Lack of Leadership:**
In the scientific research organization, the lack of leadership from the higher management shows the negative safety culture.
- **Safety Lower Priority:**
Health and safety were taken at low priority as director's thinks that health and safety is not important and it is not a proper job. They do not think of worker's health and safety they think of their profit it indicates the negative safety culture.
- **External Influences:**
In the research organization the external influences include which produce the poor workplace efficiency that's indicates the negative safety culture.
- **Records and Documentation:**
There were no proper record and documentation system at the scientific research organization when safety personal asked about the health and safety trainings then HR have doubt that they have had any trainings.
- **Lack of induction training, refreshing training:**
As employees were not being provided with induction training because as the work has been largely desk-based in the office or at home, health and safety has not been considered an issue.
- **Lack of Budget and Source:**
The scientific research organization was not providing budget and resource for the health and safety which indicates the negative safety culture.
- **Lack of Reporting System:**
In the scientific research organization there is lack of reporting system is also a major negative indicator.
- **Wealth over Health:**
Higher management was just focusing on their profits. They were giving priority to the wealth over health. Upon investigating the recent accident, they concerned to get the place cleaned up so that work can continue.
- **Lack of Responsibilities:**
In the scientific research organization, the lack of responsibilities from the management had been shown because when the safety personal tried to get the leadership team to take the lead on specific risk assessment but they do not see it as their responsibility and think it is safety personal job.

Task 4: Training recommendations

Question 4

An accident investigation reveals a general lack of awareness of health and safety in the scientific research organization, so that I strongly recommended the given below trainings

- **First Aid Training:**
When the accident happen no one help out the injured person so it's necessary to provide the First Aid Training to the staff of the organization.
- **Tool Box Talk Training:**
This accident indicates that the workers on the construction site have no awareness regarding to the safety so Tool Box Talk is necessary before to start activities on site.
- **Waste Management:**
Provide the training to the staff related to the waste management.
- **Manual Handling:**

It is very important to provide the training related to the manual handling because Manual handling training gives employees the skills to safely undertake manual handling tasks, reducing their risk of injury.

- **Work at Height:**

It is necessary to provide the training related to the work at height because it Identify risks in the workplace and eliminate or reduce the risk of severe or fatal injuries.

- **How to Barricade the Area?**

Give awareness to the workers how to barricade the area because barricade tape act as a waring device that alerts the others about the hazards around construction work site.

- **Tools/Equipment Training:**

It is necessary to provide the trainings about the uses of the equipment's or tools.

- **Risk Assessment Training:**

Provide the risk assessment training to the employees and workers that's help out to recognize the and control the hazards in the workplace.

- **PPE's Training:**

It is very important to provide the training about the PPE's because it's reduce the worker injuries and resulting the good impact at the work site.

- **Induction Training:**

It is necessary to provide the induction training to the organization staff because this training increase the employee commitment and job satisfaction which reduce the turnover.

- **Refresher Training/Updated Skills Training:**

Provide the trainings about the new skills because it retains the employees and develops the future leaders.

- **Workplace Violence Prevention:**

Arrange the workplace violence prevention programs for the employees which reduce the workplace injuries and employee absenteeism.

- **Training about Potential Hazards:**

It is necessary to train your employees about the potential hazards because it enhancing the productivity in the workplace and boost the employee morality.

- **Fire Fighting Training:**

It is very important to provide the firefighting training to the employees and workers because it reduce the likelihood of the fire starting and employees gets the confidence to deal with the emergencies.

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

Question 5

Permit to work system in this organization would have explored the strategy of the work but it was not at all effective.

There was a totally negative culture regarding health and safety. According to scenario, these are the following key points of this organization is following;

- **Permit issuer competency:**

The person who issued the permit did not show up on the site and was allowed to work. This is because of the fact that the permit issuer did not have the capability.

- **Barricaded area:**

The area around which workers had to work was not barricaded at all. Their permit-to-work system was limited to files. Supervisors did not check the site area.

- **Lack of Manual Handling Training:**

The workers were not given any training how to deal with manual handling work. There were also no procedures, how to do manual handling work.

- **No Monitoring System:**

There was no one to check the work during the activity and remove any issues immediately.

- **Poor Documentation:**

A simple description of the work to be done to permit issuer, didn't keep it in record for further used. A copy is left in site office or display at on board of office. There was no proper record keeping system of the organization.

- **Lack of Supervision:**

No supervisor checked the place and no one could tell which hazard could be there on site.

- **Tools Training:**

The workers were not any training related to use tools. They were not aware of any safety precautions. And no one tells them about these procedures.

Task 6: Suitability of the approach to risk assessment

Question 6 (a)

Based on the scenario only Health & Safety is their first priority and it's only a necessary inconvenience. Below are some of my comments on the organizations approach to assessing health & Safety

Risk Assessment:

- The organization had limited experience in managing health and safety risks.
- For such a big and expanding organization they only hired one personnel to manage health and safety.
- Lack of proper documentation of hazards and risks involved in health and safety.

Leadership:

- Leadership (Directors) were not interested in taking the lead to conduct experiments to identify risks and hazards.
- HSE personnel was not well versed in the materials used in the labs and their hazards.

Lack of Safety Culture:

- Safety culture in the organization was non-existent to the point where HR was in doubt whether they had any training regarding health and safety.
- Because scientists mostly did desk work they had very little awareness of safety and health hazards.
- Higher management was more concerned with getting on with research ignoring the health and safety risks.

Health and safety Trainings:

- A safety manual was introduced
- Based on the scenario only Health & Safety is their first priority and it's only a necessary inconvenience

Risk Assessment:

- The organization had limited experience in managing health and safety risks.
- For such a big and expanding organization they only hired one personnel to manage health and safety.
- Lack of proper documentation of hazards and risks involved in health and safety.
- By the Safety personnel but no training was provided to the staff regarding the manual.
- No previous records were found regarding trainings on Health & Safety.

Question 6 (b)

Persuading the directors to be more involved in health safety can be quite cumbersome due to their lack of awareness about health and safety. But some arguments can make a difference. So here are the arguments I would use to persuade the directors:

Relevant Examples:

- Explaining the risks and hazards is a good thing to get the directors on board but using examples from rival organizations can make a big difference.
- Show previous accidents and articles about health and safety violations to persuade directors that they need to take firm stand on Health and safety in the organization.

Be Aggressive in your approach:

- Do not show any defensiveness while presenting arguments about health and safety and make them aware that their life is more important than anything else.

Hold Seminars and Presentations:

- Invite the directors to seminars and presentations regularly and talk to them to change their mind about health and safety.

Show them benefits:

- Tell the directors about the benefits of Health and safety culture in organization and how it can increase productivity.

Participation:

- Try to make them participate in issues related to Health and Safety.

Task 7: Accident investigation

Question 7 (a)

After an incident emergency response is initiated, injured person is given first aid and an ambulance is called. Work is halted and area is secured to preserve evidence. Following are my takes on the initial response

Emergency Procedures at the time of Response:

- After the incident, supervisor was not present which lead to panic and workers were shocked.
- After hearing the shout for help bot project manager and Supervisor rushed to the place.
- HSE Personnel was called.
- No first aid treatment was given to the injured worker as First aid kit was not present on site.
- Supervisor rushed to fetch the first aid kit while PM stopped the work. Here the supervisor should have called the First Aid personnel for treatment and it is the responsibility of Supervisor and First aid personnel to call the ambulance and not the workers.
- The direct witnesses were secured and procedures to calm and disperse the crowd were initiated by the HSE Personnel.

First Aid Procedures at the time of Response:

- No trained first aid personnel were present on site.
- First Aid kit was not present on site which lead to the delay of First Aid treatment of the worker.
- Ambulance was called by another worker which should have been called by the Supervisor, Project Manager or First Aid Personnel.

Visible Lack of Training at the time of Response:

- Workers and Supervisors were lacking in Health and Safety Training.
- Some workers should have been trained in First Aid Procedures.
- Workers were lacking in Work at height training.

Leadership Response after incident:

- Supervisor and Project Manager arrived on site after hearing the shout. Supervisor should have been present on site.
- CEO was called but was worried about delay in work then HSE Personnel told him that labour inspector could visit.

Question 7 (b)

Investigating the witnesses of the accident is a crucial part of Information gathering. Here are the following procedures I would follow in order to gather information for Investigation:

- Identify the workers that witnessed the accident. In the above scenario there were two witnesses.
- Witnesses should be separated immediately so that they don't have time to discuss the accident with each other as it could distort some key facts about the incident.
- The two witnesses are told to sit in separate room with quite atmosphere.
- Witnesses should be offered water, tea or coffee to calm them.
- After the witnesses are calmed they should be interviews separately.
- Questions should be collaborative like When, Why, How?
- One should let the witnesses talk in an elaborative manor and don't ask question with Yes or No answers.
- Make sure the witness is calm and collected during the entire interview process

Question 7 (c)

After an accident occurs and an initial report is drafted, it is the duty of the employer to report it to the competent authorities like law enforcement, Insurance agency, RIDDOR and Stake Holders.

This is how employer can report this incident externally:

By Telephone

- Employer can call the competent authorities to inform them about the accident.
- Employer should give a concise information about the incident and the relevant procedures followed after the incident.

By Email or Portal

- Employer can email the relevant authorities with an initial report of the incident.
- Some Authorities like insurance companies have portals on their website for reporting accident, if such portal exists employer should report the incident there.

By Visiting in person:

- Employer can also visit the front desk or the authority office to report the incident to the relevant officer and seek further steps to be followed.

Your total word count*	2882
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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	Task-01 RRC Book, Element No. 01 https://www.hse.gov.uk/safemaintenance/select-contractor.htm
	Task-02 Managing for health and safety (HSG65) https://www.hse.gov.uk/pubns/books/hsg65.htm
	Task-03 RRC Book, Element No. 03 https://www.hse.gov.uk/humanfactors/topics/culture.htm
	Task-04 Based only on Scenario

	<p>Task-05 <i>Based only on Scenario</i></p> <p>Task-06 <i>Based only on Scenario</i></p> <p>Task-07 https://www.hse.gov.uk/pubns/books/hsg245.htm</p>
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End of examination

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