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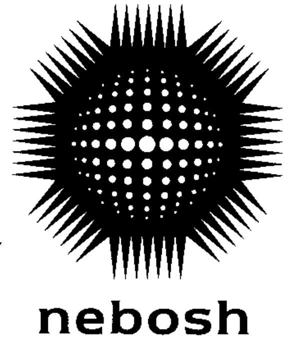

MANAGEMENT OF HEALTH AND SAFETY

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

Learner name	
NEBOSH learner number	
Learning Partner name	

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 (egIG1);
- 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: Workers' responsibilities in the workplace

Question 1

According to article 19 of C155:

- Worker have to co-operate with employer related to HSE in return employer has to understand the workers issues and co-operate with them but in scenario GWM thinks HSE is not his responsibility, it is their own responsibility.
- There should be cooperation between workers representative and employer but representative was not there in scenario.
- Competency of the workers could be increased by training. But in current situation apprentices were not provided with induction and task specific training like crane operator training.
- Workers along with their representative under the guidance of the national law have to practice the activity and consult with owner on HSE related matters but there was no consultation culture between workers and employer in steel company.
- Employer could not allow worker to work in dangerous and risky environment but they were working in the current scenario.

According to the article 16 of R164:

- Crane operators and GWM are responsible for their own safety and safety of others who may be affected by their activities but this is cleared contravened in Steel Plant Company.
- GWM must give instructions and workers must comply with them for their and their co workers safety but no such instruction and guidelines were provided from the employer side.
- Safety devices as well as equipment must be used by the workers but they were not using them and they were lifting without any lifting aids.
- Reporting any additional hazard noticed by the workers during work to the management and they are responsible to resolve but in given scenario it was reported but GWM did not shown interest to resolve in fact he said it will consume more time.
- There should be reporting the near miss, incident and accident happened but unfortunately there no system of reporting and recording the incidents.

Task 2: Financial arguments for the GWM to improve health and safety

Question 2

In given scenario GWM of steel company was not keen to depute budget to improve the HSE of the company and he was not convinced to admit that safety must be prioritized. I will provide below mentioned financial arguments to agree GWM to improve HSE in the company under the light of my roles as HSE manager of the company.

1. Company has to bear the cost of first aid treatment due to the accident; treatment cost of the injured worker has to be bearded by the company as happened in the scenario when company bearded the cost of the cut on leg of the injured person.
2. There will be increment in the insurance premiums that will cost the company.
3. Cost of the new hiring of the trained worker in the absence of the worker because it met an accident.
4. There will be loss of time due to which production will not be completed on time and

ultimately there will be affecting in face value and reputation of the company.

5. Budget and team will be allocated to investigate the accident and enhancement in control measures will also cost the company.
6. Post-traumatic stress will enhance the cost absenteeism from the job which will affect the production as well as cost of the company and it is also seen in scenario as crane operator was absent from the job for one week and crane related jobs were delayed.
7. Morale of the other worker may be reduced and they will be unable to work with their full concentration which will affect the production rate and cost.
8. Company has to bear sick pay of the injured worker and he has to take leave which will cost the company.
9. In scenario steel organization cleared hospital charges of the injured worker to treat his broken arm.
10. Enforcement authorities may impose fines and prosecution to the steel plant which may cost to the company.

Task 3: Suitability of the generic risk assessment

Question 3

Risk assessment is the integral part of safe system of work. Negative approaches by the management are listed below:

- Inadequate identification of hazards as there was no assessment of consequences and severity with respect to specific working activity.
- All of the people were not considered in assessing risk as the assessor only considered the workers but not the tress passers.
- Lack of team based approach was seen in the scenario in assessing the risk.
- No HSE representative of worker was found who could raise HSE related issues in front of management as seen in scenario crane reversing alarm fault was not dealt effectively.
- Lack of previous records of risk assessment was seen and accident near miss records which may act as base for the development of current and effective risk assessment.
- Supervisor did not recognize training need of the worker which reduced the perception of risk of the workers.
- Supervision was not provided to the workers as they were using cell phones during the activity and there were obstacles on the walkway.
- No strategies for risk response, no training and no development of the risk response was seen in scenario to address a specific risk.
- Lack of interest of the management towards HSE as manager believed that it is waste of time and money to manage HSE.
- Existing control adequacy was checked but there was no additional control proposed that represented poor assessing approach of management.
- There was lack of hierarchy of control as poor implement of control was observed in scenario.
- GWM was involved after the accident happened so reactive monitoring approach was observed that it is negative approach of assessing the risk.

Task 4: Management failures

Question 4

Following are the management failure in the organization:

1. Management of workshop was main failure particularly GWM general workplace manager as he was showing ownership and denying to take HSE responsibility hence there was lack of management commitment toward HSE.
2. Task specific training especially training to operate the crane for the operator was not provided. In fact, new employee was operating the crane that even had not trained and was not authorized to do so due to which accident happened and it shows the management failure.
3. Tripping hazard in the form of metal scraps was present on the walkways due to which accident occurred and that shows the poor housekeeping and management failure to maintain good housekeeping.
4. No culture of reporting the incident and near miss, also lack of investigation of the incident was seen in the scenario which is management failure.
5. There was lack of application of control measures such as barricade the area, sign age display, as workers were walking under the load and we can say it is the management failure to control the lifting activities.
6. No importance was given to the issues raised by the workers regarding workplace environmental conditions due to which accident occurred.
7. General workshop Manager of the worksite was oriented to productivity only, he asked labor to work quickly without any delay and bypass the safety he had no concerned with HSE.
8. Outdated and generic risk assessment of the company was available and company lacked job specific risk assessment which contributed to the accident.
9. There was prohibition of usage of mobile phone but the workers were using their mobile phone at the site which depicted the poor enforcement of the rules and regulations at the site which is a management failure that lead to accident.
10. Lack of safe system of work was observed.

Task 5: Reporting the accident

Question 5 (a)

Accident happened in the scenario must be reported to the competent authority due to the following reasons:

- It is the legal requirement to report the accident.
- Accident must be reported to claim the insurance.
- Local authorities require that employer has to report the incident.
- International standards force the employer to report the incident.
- Employer has to report to meet the requirements of international labor organization.
- Reporting the accident may help to in the investigation purpose.
- Civil claims could be achieved through reporting accidents by the employer.
- It may help to keep the record of national incident data base so they require the employer to report the incident.

Question 5 (b)

Competent authority could be notified by:

- Employer can email the competent authority to notify. Detail of the incident may be included in the content of the email.
- Employer can visit the office of the competent authority and may notify in meeting.
- A phone call could be made by the employer to notify.
- Competent authorities have online portal so employer can fill the form to notify them about the accident.
- A detail report could be prepared after investigation and this report could be submitted to the competent authorities.

Task 6: Health and safety management systems

Question 6

In the scenario general work manager showed the negative leadership that depicts poor safety management system. Points of negative leadership are listed below:

1. A good leadership can be visible through management action but workers did not see any action from the GWM.
2. HSE policy is essential part of good management and this policy must obtain roles and job descriptions but in given scenario GWM had believe that safety is no his responsibility.
3. Workers issues and problems were not given importance and resolved by the GWM.
4. Lack of representative of workers who could present their concern in front of management.
5. There was no culture of good housekeeping as metal scraps were found on workers walkways.
6. GWM had no interest in attending safety meetings. Only few meeting were conducted and there was no record of them.
7. Joint safety tour workers and GWM and inspections were missing that is a poor leadership approach.
8. No culture of reporting near miss and accident depicts the leadership as worker believes that it is only time wasting process because GWM will not take any action.
9. An effective leader monitors workers performance and evaluate the lags of performance but GWM of steel plant had not such approach.
10. Improvements in safety must be reviewed regularly and cranes should be properly maintained but it was not seen in current scenario.
11. Incompetent worker were working under GWM due to which accident may be happens on work site.
12. Supervisor mailed the GWM that there is need of training of crane operations but GWM ignored the mail and considered it as waste of time and resources.
13. Scale for the evaluation of risk related to hazard present at site were not provided by the GWM and he totally failed in it.
14. None of the technique was provided by the GWM to identify the hazards of the site which is his failure in HSE.
15. Training to operate the crane in mandatory especially for new employees but it was not provided which show poor attitude and leadership.
16. Risk assessment from last 3 years under GWM supervision was no conducted that is harshly a negative leadership.
17. A good leadership balances between managing HSE and production rates but did

inversely.

18. Workers complained but their complaints regarding crane fault was not given importance.

Task 7: Near misses

Question 7

Latest accident could be avoided through the help of the investigations of past near misses in following ways:

- Near miss today is a future accident if it will be prevented on time it will prevent future consequences of accident such as if tripping on a trailing cable near miss investigated before it would help to avoid the current accident.
- We can create lesson learns from investigation of near misses which will help to control bigger accident in future.
- We can identify the training needs of employees through investigation, remedial and controls in investigation may suggest training of employees.
- Through near miss accident consequences could be faced by the management and so they will be keener to the causes of incident in future.
- Trends and patterns could be identified through previous near miss investigations.
- It will help to update the risk assessment of the company if investigation conducted efficiently.
- Investigation focused on the activities that required the availability of the supervision hence prevent the accident.
- Compliance of rules related to HSE was poor which could have been improved if previous investigations were conducted and recorded.
- Immediate and underlying root causes could be found through investigation which could have help to avoid the future similar type of accident.
- Potential activity related hazard could be lightened in investigation hence control measures might be suggested for future avoidances.
- Blockage of the walkways by cables and scraps created tripping hazard that enforces us to work on and so we can prevent accident.
- Record keeping of investigation may force to work regularly on them to control them to convert to accident in future.
- If investigated was happened in past then alarm was highlighted that could have been inspected and certified to prevent accident.
- If near misses are properly investigated then worker HSE issues that they are complaining could have been resolved earlier.
- One of the reason of accident happened was incompetent person involvement in crane operations, it could be notified and rectified through the help of investigation of previous near misses.
- Management vision was to complete the job rapidly due to which they required worker to work quickly and take short cuts but it could be rectified and notified if investigation was present of the past near miss.

Task 8: Prioritising health and safety issues

Question 8

Committee must prefer the following in their initial or first meeting:

- Health and safety policy, an integral part of the safe system of work and back bone of the HSE system of the company must be developed to improve HSE.
- High risk and critical work activities must have their safe system of work and it must be developed immediately.
- Permit to work system must be implemented for every non routine and high risk works.
- Consultation of workers to know about their problem must be developed and their issues must be respected and resolved.
- Tool box talk must be conducted prior to start of every critical activity especially lifting activities as in scenario it was not conducted.
- Induction trainings for every fresh worker must be arranged. In addition task specific training session should be organized for each and every employee especially workers involved in crane operations as in scenario three fresh workers were not trained. Even mail was sent to management about the need of training of crane operator but it was ignored, it must be on top priority.
- Understanding and Implementation of life saving rules at site
- How to improve the house keeping must be discussed in meeting and training related to housekeeping in mandatory as in scenario poor housekeeping added in the causes of accident happened.
- The was policy relating not to use the mobile phone but poor implementation was seen in scenario so there should be discussion on the methods to improve implementation and they should impose fine on the workers using the mobile phone.
- A HSE representative of the workers should be appointed who will act as bond between workers and management which was not appointed in the current scenario. As workers themselves raised some issue but GWM ignored and worker believed their will not be listened so there is need a representative.
- Manual handling must be prohibited even management should avoid mechanical handling aids to shift load. Highly automatic machinery like cranes must be used in every possible activity to enhance the HSE of the company.
- Risk assessment must be reviewed and updated regularly on assigned date to overcome the shortcomings.

Task 9: Training

Question 9

Following vital information must be included in the induction pack of new apprentices.

- Health and safety policy of the organization must be added in induction pack. Copy of HSE policy and content of it must be provided in hard form to the apprentices.
- Roles and responsibilities of the new apprentices as an employee of the company must be elaborated to them. Their legal roles and their responsibilities required by competent authorities must be communicated and they should know the consequences of non compliance.
- Site layout, location of the welfare facilities, working environment must be included in induction. In addition employer should arrange a site visit with the new apprentices so they could familiar with the environment.

- Life saving rules of the organization must be communicated to the new apprentices.
- New employees must be aware of the benefits of good housekeeping and consequences of poor housekeeping.
- Significance of the personal protective equipments, their correct use, types of PPEs, relevant PPEs for the specific job, and disadvantage of the contaminant PPEs must be added in the induction pack.
- First aid arrangements, emergency response plan, their roles in emergency situation, emergency contact numbers, mode of communication to report emergency must be demonstrated and added in the induction.
- Reporting of the accident and recording of it was not seen in the scenario. So, new employees must know how to report the accident, significance of reporting accident and whom to report. In addition, modes and tools of reporting have to be included in induction pack.
- Apprentices have to be trained by the employer about the job they will perform in the company such as work at height, hot work or someone will operate the crane so they must be provided with job oriented trainings to know about the hazard involved and it's control measures.
- Risk assessment should be added in induction pack, organization's hazards, task specific hazards and general hazards and their controls must be added.
- Waste management plan should be communicated.
- Induction may include drug and alcohol policy of the organization.
- Goals, objectives, and mission of the company must be included.
- At last but not the least introduction to the person whom to report will be added.
- Duty time, office breaks can be added in induction pack.

Your total word count*	2975

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Documents and sources of information you used in your examination	**Question # 1:** • https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:R164 **Question # 2:** • https://www.osha.gov/sites/default/files/publications/osha3165.pdf • https://www.iirsm.org/safety-life • RRC Text Book NEBOSH IG1 Element 1 **Question # 3:** • Based on Scenario only **Question # 4:** • Based on Scenario only **Question # 5a:** • RRC International NEBOSH Book, IG1, ELEMENT # 4

	• RRC International study notes • https://www.hse.gov.uk/toolbox/managing/reporting.htm#:~:text=The%20report%20tells%20the%20enforcing,they%20need%20to%20be%20investigated. **Question # 5b:** • RRC International NEBOSH Book, IG1, ELEMENT # 4 • RRC International study notes • https://www.osha.gov/incident-investigation **Question # 6:** • Based on scenario • https://www.hse.gov.uk/managing/leading.htm • https://www.osha.gov/safety-management/management-leadership **Question # 7:** • Based on scenario only **Question # 8:** • Based on scenario only **Question # 9:** • Based on scenario only

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