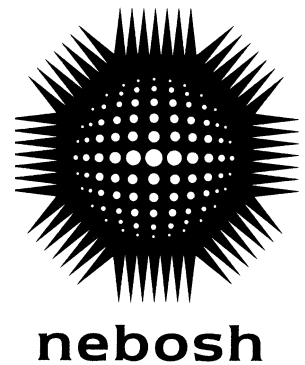


**NEBOSH**

**MANAGEMENT OF HEALTH AND SAFETY**

**UNIT IG1:**

For: NEBOSH International General Certificate in Occupational Health and Safety



## **Open Book Examination**

**Available for 24 hours**

### **Guidance to learners**

This is an open book examination. It is not invigilated, and you are free to use any learning resources to which you have access, eg your course notes, or a website, etc.

By submitting this completed assessment for marking, you are declaring it is entirely your own work. Knowingly claiming work to be your own when it is someone else's work is malpractice, which carries severe penalties. This means that you must **not** collaborate with or copy work from others. Neither should you 'cut and paste' blocks of text from the Internet or other sources.

The examination begins with a scenario to set the scene. You will then need to complete a series of tasks based on this scenario. Each task will consist of one or more questions.

Your responses to **most** of these tasks should wholly, or partly, draw on relevant information from the scenario. The task will clearly state the extent to which this is required.

The marks available are shown in brackets to the right of each question, or part of each question. This will help guide you to the amount of information required in your response. In general, one mark is given for each correct technical point that is clearly demonstrated. Avoid writing too little as this will make it difficult for the Examiner to award marks. Single word answers or lists are unlikely to gain marks as this would not normally be enough to show understanding or a connection with the scenario.

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You are **not** expected to write more than 3000 words in total.

Try to distribute your time and word count proportionately across all tasks.

It is recommended that you use the answer template.

Please attempt **ALL** tasks.

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## SCENARIO

You are the newly-employed health and safety advisor for a packaging manufacturer; CBox Packaging turn large reels of paper into cardboard packaging materials and boxes. At your job interview you were impressed by the interviewer, who promoted the organisation's good health and safety practices. You had heard negative rumours about the organisation being dangerous, but the interviewer assured you that these rumours were not true.

The interviewer told you that the workforce has increased from 5 workers to 125 workers in the thirty years since the organisation was founded. This includes three directors, a managing director (MD), a production manager (PM), production supervisors for each work area, and the factory workers. Agency workers (temporary workers contracted through an employment agency) form 30% of the factory workers.

CBox Packaging is based in two factory buildings located just outside of a busy city centre. These buildings are on opposite sides of the city's main road, and workers, factory vehicles, and materials move between these buildings frequently throughout the day.

### The factory buildings

During your first week, you walk around the two buildings: Factory 1 and Factory 2. Factory 1 is a well-laid-out, modern building with a one-page health and safety policy displayed just inside the entrance. The policy, which has the MD's signature on it, includes the formal management structure detailing roles and responsibilities. It is easy for you to follow the clear pedestrian walkways on site, and to avoid the marked forklift truck (FLT) routes. The FLT's move from outside into the factory building's interior through a large roller-shutter door, and carefully manoeuvre near the heavy-duty, three-tier racking.

Before you leave Factory 1 you meet the PM who has just completed their daily inspection of the factory. They explain that they speak to the workers during these inspections, to promote good health and safety standards, and to discuss risks. However, recently, some of the workers have become reluctant to talk to the PM.

When you ask if the workers in Factory 2 have also become reluctant to talk, the PM tells you *"I let the production supervisors deal with Factory 2. They handle health and safety there, so I never have to visit. It saves time. Not that much of it matters."*

The PM explains that they are responsible for overseeing the general risk assessments completed by an external health and safety consultant. They say that they always read through the risk assessments and try to put corrective actions and improvements in place, in line with recommendations. However, this morning, they found out that the MD had rejected another one of their improvements. This was a request to buy new stapling guns that do not use compressed air. You ask why it was rejected, and the PM replies *"The MD never wants to invest in anything! Last time they rejected getting new safety guards because of the cost."*

The PM then returns to their office. You find a group of Factory 1 workers and ask them how they feel about the PM talking to them during the inspections. Most of the workers appear annoyed when explaining that they used to participate, but now they do not see any point in contributing. One of them says *"Why should we care when management always ignores our concerns?"*

You then visit Factory 2, which is smaller than Factory 1 and was built when CBox Packaging first started operating. You walk up the worn ramp leading into the factory, and some of the edge crumbles under your foot. You grab the rusted handrail to stop yourself from falling, but it comes loose, and you have to put it back in place. Meanwhile an FLT is driven past you, and you have to press yourself against the rail to avoid the FLT hitting you in the limited space available. Once you are inside, you see the health and safety policy displayed on the wall inside the entrance. As you walk through the factory and past the stored paper reels, you notice water damage on them. Later,

you also notice rust on the paper guillotines (paper cutting machines), and when you look up you see water damage on the ceiling.

### **The health and safety review**

As part of your initial internal health and safety review of the last 12 months, you identify that there have been several accidents, which have delayed work. These accidents include an FLT colliding with an agency worker on the entrance ramp to Factory 2. There has also been a high turnover of workers during this time. Additionally, there are records of workers complaining of pain and numbness in their hands after using compressed-air stapling guns, which are used in the production of large boxes. Three civil claims have also been received for vibration-related ill-health. You look for information on the current stapling guns and discover that the stapling guns are very outdated.

You also learn that CBox Packaging is currently being investigated by the Health and Safety Authority. This is because, three weeks ago, an agency worker's finger was amputated by a paper guillotine that had a missing safety guard. A notice from the Health and Safety Authority was issued that stopped use of the paper guillotine.

You gather as much information on the accident as possible, including the pre-use checklist and training records for the paper guillotine. You find a written safe system of work (SSOW) covering the paper guillotine's use. This requires users to attend a specific 1-hour training session. The user must then pass both a theory and practical assessment immediately after the training, before being allowed to use the equipment without supervision.

You find that there are no witness statements of the accident, or any statement from the injured worker. The supervisor for that area tells you that they are too busy to help you with accident investigations. They say that the accident happened during their first week as a supervisor, so they do not remember much about it. You review CBox Packaging's completed risk assessments, but these only look at production activities and do not mention any specific equipment. You also find the name of another organisation on some of the risk assessments. The most recent risk assessment is dated two years ago.

### **The paper guillotine accident**

The injured agency worker (Worker X) is currently unable to work and is at their home, so you arrange to visit them. When you meet Worker X, you ask them to describe what happened. They do not speak the local language, and you and Worker X have difficulty understanding each other at times during your conversation. However, this appears normal for them.

Worker X explains that they were shown how to use the paper guillotine on the morning of the accident by another worker, who rushed through the training. Immediately after the training, the agency worker was taken to the paper guillotine and handed a pre-ticked checklist. This covered checking both the machine, and the surrounding work environment. They were told that the checklist sections just needed to be ticked at the beginning of each shift.

Worker X was initially slow at operating the paper guillotine. They were given a harsh warning by the supervisor when several sections of paper were cut too small and had to be thrown away. The supervisor told them to hurry up. Worker X describes how they did not want to get into trouble again, so they worked as fast as they could. They had to lean uncomfortably over the cluttered work area to use the machine, and had difficulty seeing properly. A nearby worker was complaining that the lights kept having to be replaced because of water leaks.

When Worker X returned from lunch that day, they went to insert the paper into the guillotine with one hand, and accidentally leant on the start button, which was always exposed. The paper guillotine's blade came down and lacerated one of their fingers. A nearby worker was able to find the supervisor, who was first-aid trained, and the supervisor sent Worker X to hospital. You thank Worker X for their statement and promise that you will type it up and send it to them to check, and sign if it is correct.

## **Your findings**

By the end of the first week, you are disappointed to find that the impression of the organisation given during your job interview does not reflect the true culture of the business. CBox Packaging recognises a trade union and there are two safety representatives on site, one for each factory building. The trade union and the safety representatives requested a Health and Safety Committee be set up, and one meeting was held 18 months ago, but that was the only meeting held and it did not result in any action being taken. The MD was too busy to attend.

You write your summary accident investigation report and the results of your internal review, which you provide to the MD, PM and other directors. To your surprise they are willing to listen, support your recommendations to improve health and safety standards on site, and formalise their approach to managing health and safety performance. Afterwards, you find out that the organisation and the MD are being prosecuted by the Health and Safety Authority.

### Task 1: Workers not meeting their obligations

- 1 Workers have obligations under Recommendation 16 (part a) of the International Labour Organisation's (ILO's) – Occupational Safety and Health Recommendation, 1981 (No. 164).

How have the workers *not* met their obligations?

(12)

**Note:** You should support your answer, where applicable, using relevant information from the scenario.

### Task 2: Policy implementation

- 2 The health and safety advisor checked if the general policy statement for health and safety was adequate. The statement includes the following

*To the best of our ability, we commit to:*

*Preventing accidents, injury and ill-health.*

*Investigating accidents and near misses.*

*Providing safe and healthy working conditions.*

*Providing safe plant and equipment.*

*Meeting legal requirements.*

*Consulting workers.*

*Provision of resource required to make this policy and arrangements effective.*

How has this policy *not* been implemented?

(15)

**Note:** Your answer must be based on the scenario only.

### Task 3: Worker involvement

- 3 What could be done to involve workers in improving health and safety standards on site?

(12)

**Note:** You should support your answer, where applicable, using relevant information from the scenario.

### Task 4: Individual factors

- 4 What individual human factors might have influenced the behaviour of the worker injured by the paper guillotine?

(12)

**Note:** You should support your answer, where applicable, using relevant information from the scenario.

### Task 5: Risk assessment

- 5 (a) Comment on what was *positive* about the organisation's approach to assessing health and safety risk. (9)  
*Note: Your answer must be based on the scenario only.*
- (b) Comment on what was *negative* about the organisation's approach to assessing health and safety risk. (15)  
*Note: Your answer must be based on the scenario only.*

### Task 6: Reactive monitoring measures

- 6 What reactive (lagging) monitoring data could you, as the new health and safety advisor, use? (14)

### Task 7: Accident investigation

- 7 What are the underlying causes of the paper guillotine accident? (11)  
*Note: Your answer must be based on the scenario only.*

### End of examination

Now follow the instructions on submitting your answers.

### Important note

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