

## HEALTH & SAFETY AT WORK

CANDIDATE:

By completing this information you will cover the health and safety knowledge and understanding for your NVQ. It will also help you to become a safe worker.

Please provide information for each of the following questions. Your answers are to be based around your current work place. If you do not know the answers then please find out as quickly as possible from your supervisor.

### General

1. What is meant by health and safety?
2. What is meant by HAZARD and RISK in relation to your work?
3. What health and safety risks are there in your work place that are, or may be different to other work places?
4. What could actually harm you or another employee and why?
5. What is a risk assessment?
6. What are the benefits of good health and safety?

### Accidents

1. What is an accident?
2. What are the most common accidents that happen or are likely to happen in your work place?
3. What are the factors that could contribute to these accidents?
4. What are the consequences of accidents?
5. How could accidents be prevented?
6. How should you report an accident at work?

### **First-Aid**

1. What is first aid?
2. What are the first aid arrangements that an employer has to make for you?
3. What is the role of the first aider and appointed persons?

### **Fire**

1. What would be the likely causes of a fire in your work place?
2. What are the risks associated with fire?
3. What fire precautions are necessary at your work place?
4. Explain the arrangements at work for:
  - a. detection .
  - b. routes .
  - c. exits .
  - d. assembly points .
  - e. other .
  - f. What equipment do you have for fighting fires at work? .

### **Manual Handling**

1. What is meant by manual handling?
2. What are the common types of causes of manual handling injuries at work places like yours?  
.
3. How can manual handling risks be reduced?
4. What are the basic manual handling techniques?  
.

### **Electricity**

1. How does electricity cause harm?
2. What are the common hazards associated with electricity?
3. What precautions are necessary to prevent and reduce risks in your work place?
4. What should you do in event of an electric shock?

### **Equipment and machinery**

1. What are the main hazards in using equipment and machinery at your work place?
2. What are the main controls to protect users from harm?
3. What types and what are the purpose of guards?
4. What special rules are there about using machinery at work? Are there any machines that you must not use?
5. What training and what are the methods of work necessary to operate machinery and equipment safely?

### **Occupational Health**

1. Explain what is meant by occupational health and occupational ill health?
2. Are there any examples of occupational ill health that may be associated with your type of work place?
3. What are the main classifications and markings for hazardous substances?
4. How should you control hazardous substances?
5. What are the effects of excessive noise and vibration at work and how should they be controlled?
6. What does ergonomics mean and how may it affect you?

### **Workplaces**

1. What health and safety arrangements should your employer provide?
2. What makes a healthy and safe workplace?
3. What makes an unsafe and unhealthy workplace?
4. What notices, signs and labels should be in the workplace?

### **Legal Matters**

1. What are your, the employee obligations under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999?
2. What are your employers obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999?
3. There are legal obligations, with regard to Health and Safety, placed on self-employed, suppliers and manufactures. What are these?
4. How is Health and Safety legislation enforced, (you also need to know about the powers of inspectors, enforcement action and the penalties for breaking health and safety legislation.)
5. What are the employers requirements to consult with employees and what is the role of representatives and safety committees?