

Lift & Escalator Industry Association

Managing Safely (Unit 9)

Course Content (September 2008)



- **Introducing Managing Safely**
 - Why it is important to manage safely
 - The moral, legal and financial reasons for managing safety and how this is an integral part of the manager's role
 - Examine how accidents happen.
 - Discuss the manager's accountability
- **Assessing Risks**
 - What is risk?
 - What is a risk assessment?
 - Provide examples of likelihood and consequence
 - What needs to be considered when carrying out a risk assessment
 - A simple risk rating system.
- **Controlling Risks**
 - How do you reduce risk?
 - How risk controls are decided and the best methods to choose
 - Define the term 'reasonably practicable'
- **Understanding your responsibilities**
 - What does the law require you to do?
 - What are the key parts of a health and safety management system?
 - Define the term 'reasonably foreseeable'
 - State the key benefits of introducing a health and safety management system into their organisation
- **Identifying hazards**
 - What are common hazards?
 - An overview of some common hazards
- **Identifying accidents and incidents**
 - Why investigate accidents and incidents?
 - How do you carry out an investigation?
 - Define the terms 'accident', 'incident' and 'near miss'
 - What to include in an accident report
- **Measuring Performance**
 - How do you measure health and safety performance?
 - Explain the purpose of key performance indicators and the limitations of reactive and proactive measuring
 - Information on how the injury frequency rate is calculated
- **Protecting our Environment**
 - What is the impact of industry on the environment?
 - Demonstrate how businesses can help to reduce pollution and waste
 - State the benefits of introducing an environmental management system