

LIFT & ESCALATOR INDUSTRY ASSOCIATION

MSH4 IOSH Managing Safely for LEIA



Course Content

MODULE ONE: INTRODUCING MANAGING SAFELY

- The three key moral, legal and financial reasons for managing safely
- Manager responsibility and accountability for safety and health in the workplace

MODULE TWO: ASSESSING RISKS

- Definitions of the terms 'hazard', 'hazardous event' and 'risk'
- Definition of the term 'risk assessment'
- Definition of the terms 'likelihood' and 'consequence'
- Risk assessment process and risk rating systems
- The benefits of carrying out risk assessment

MODULE THREE: CONTROLLING RISKS

- Definition of the term 'reasonably practicable'
- How to evaluate risk using a risk matrix and how to control those risks
- How to reduce risk by applying the 'hierarchy of risk control'
- How implementing risk controls can impact the likelihood of an incident, consequence of an incident or both factors
- Definition of the term 'residual risk'

MODULE FOUR: UNDERSTANDING RESPONSIBILITIES

- An overview of what the law requires an organisation to do to protect the safety and health of workers and other persons under its control
- Definition of the term 'reasonably foreseeable'
- The three knowledge tests to help determine 'reasonably foreseeable' risks: common, industry and expert knowledge
- The difference between criminal law and civil law in relation to safety and health
- The possible outcomes of not working within the law
- Where to find help and guidance for working within the law
- The key parts, and the elements of each part, of a health and safety management system
- The key benefits of introducing a health and safety management system
- Why leadership is an essential part of a health and safety management system

MODULE FIVE: UNDERSTANDING HAZARDS

- The six main hazard categories and how hazards can fall into more than one group:
mechanical physical chemical
environmental biological organisational
- Common hazards in the workplace, their effects and symptoms and how to manage them.
Hazards covered are:
aggression asbestos bullying
& violence
chemicals computer confined spaces
workstations
drugs and electricity fire
alcohol
getting in heights housekeeping
and out
lighting manual noise
handling
plant and radiation slips and trips
machinery
stress temperature vehicles and
transport
vibration any other relevant hazards

MODULE SIX: INVESTIGATING INCIDENTS

- Definition of the terms 'incident', 'accident' and 'near miss'
- Reasons to investigate incidents
- The benefits of incident investigation
- Definition of the terms 'immediate', 'underlying' and 'root' causes in relation to incidents
- The actions to be taken following an incident
- Incident reporting
- The stages of a structured approach to incident investigation

MODULE SEVEN: MEASURING PERFORMANCE

- The three essential principles for good safety and health performance
- What types of information performance indicators can give to help improve safety and health in the workplace
- The characteristics of good key performance indicators
- The differences between 'proactive' and 'reactive' performance indicators
- What is meant by 'auditing'
- The two types of auditing: internal and external
- Types of evidence used in an audit

