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: aggression, asbestos, bullying
- Violence, chemicals, computer, confined spaces
- Drugs and alcohol, electricity, fire
- Getting in and out, heights, housekeeping
- Lighting, manual, noise
- Plant and machinery, radiation, slips and trips
- 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