

Level 2 Certificate in Supervising Staff Safely

1 Day
Course

'Supervising Staff Safely'

Business Scenario Effective and nationally recognised health and safety training and practice is essential in organisations today. Poor practice can lead to extensive periods of time off work, lost productivity and costly and lengthy legal action against the organisation and others. This interactive one day session is designed to enable the employer to comply with their legal and moral duties.

Who will Benefit? Any supervisor, team leaders, department heads, and junior managers, providing them with the practical knowledge and understanding necessary to their role in promoting health and safety in the workplace.

Course Objectives By the end of the course you will be able to:

- Describe and utilise Safety Management Systems
- Identify hazards and risks in the workplace and assess their risks to health and safety
- Identify and recommend suitable control measures and when these should be reviewed
- Monitor and conduct health and safety inspections; understanding the role of audits, record keeping and accident reporting
- Understand the legal framework for health and safety management and the role of the enforcing authorities

Course Content

Understanding Health and Safety Management Systems

- Health and Safety Policies
- Safety briefings
- Improving Health and Safety culture
- Record Keeping

Monitoring Health and Safety

- Active Monitoring
- Inspections, audits
- Reactive Monitoring
- Reporting incidents
- Investigating incidents

Understanding Hazards and Risks

- Identifying hazards in the workplace: physical, chemical, ergonomic and biological
- Evaluating control measures
- Prioritising action: 'so far as is reasonably practicable'

The Legal Requirements

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Approved Codes of Practice and Guidance Notes
- Responsibilities of Supervisors

Post-Course Verification

Course Features Through discussion, exercises you are given the opportunity to recognise and understand the importance of the role of the Supervisor in order to promote a safe and healthy work environment.