

# IOSH Managing Safely

**4 day  
Course**

## 'Management principles and practices in Occupational Safety'

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| <b>Course Aims</b>       | Managing Safely is a course for managers and supervisors in any sector and any organisation. It's designed to give managers all they need to know to help them handle health and safety in their teams. The flexible new high impact programme covers all the main health and safety issues, and includes a session tackling the environment too. The course lasts for 24 hours in total. Managing Safely can be delivered over a full week or on single days or as an evening course and has eight modules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Duration</b>          | 4 days (optional 1 day per week)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Timetable</b>         | 09.30 – 12.30, 13.00 - 16.30 daily (plus private study)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Examination</b>       | Test paper of 22 questions with a practical project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Course Outline</b>    | <ul style="list-style-type: none"> <li>▪ Introducing managing safely</li> <li>▪ Assessing risks</li> <li>▪ Controlling risks</li> <li>▪ Understanding your responsibilities</li> <li>▪ Identifying hazards (including manual handling, slips and trips, vehicles, chemicals, electricity, noise, display screen equipment etc.)</li> <li>▪ Investigating accidents and incidents</li> <li>▪ Measuring performance</li> <li>▪ Protecting our environment</li> <li>▪ Course assessment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Course Objectives</b> | <p>Upon completion of this course candidates will be able to:</p> <ul style="list-style-type: none"> <li>▪ Apply basic management principles and practices to Health and Safety issues</li> <li>▪ Set practical Health and Safety objectives and be able to plan and implement means of achieving those objectives</li> <li>▪ Recognise risks present in the workplace and set appropriate control measures</li> <li>▪ Take account of risks posed by human factors</li> <li>▪ Ensure that adequate information, instruction, training and supervision is provided within the workplace</li> <li>▪ Investigate all incidents involving injury or damage in order to determine the causes and to take appropriate remedial actions</li> <li>▪ Communicate effectively on Health and Safety issues with superiors, employees, and Health and Safety professionals</li> <li>▪ Understand the main legal requirements of employers and managers and to act to fulfil these obligations</li> </ul> |