



This package is intended primarily to assist with the training of new safety representatives. However, it will be of benefit to all members of health and safety committees.

This course has been completely re-designed and updated since its launch in 1996. The new package is based on a CDROM with optional audio voice-overs and video, and still includes the HSE publications.

The course consists of six units providing basic, but nevertheless important information to enable a newly appointed safety representative to make a start on undertaking his/her duties as quickly as possible. It should establish an essential framework of knowledge as a foundation on which to build with the experience gained through doing the job.

WHO IS IT FOR?

As well as being an essential tool for all members of health and safety committees, the subject matter will also be of relevance to line managers and supervisors and will therefore be suitable for incorporation into management training programmes relating to health and safety. The training package is concerned as much with the prevention of occupational problems of ill-health as with the prevention of accidents at work.

In the case of safety representatives, it will serve also as a useful grounding for subsequent formal training, such as the basic training course, for which it is not intended to be a substitute. Companies may wish to supplement the material provided, e.g. to highlight the company perspective or to provide training in necessary associated skills.



WHAT DOES THE PACKAGE CONTAIN?

- Interactive CDROM of the course
- Electronic version of the TUC's 'Hazards at Work'
- HSE booklet 'Essentials of Health & Safety at Work'
- HSE booklet 'Safety Representatives & Safety Committees'

HOW DOES THE COURSE WORK?

Overview

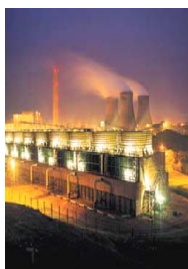
The CD contains six tutorial units which are intended to be worked through in sequence but not necessarily immediately one after the other! Each unit incorporates a number of assignments to reinforce understanding of the subject matter and to assist safety representatives in undertaking their functions. For this reason full benefit will be derived from this training package only if the reader is prepared to devote time to tackling these, including the necessary research.

Assignments & Feedback

Space has been made available within each assignment feedback for you to note relevant information obtained in connection with your studies. This feedback includes useful supplementary information, where appropriate as an aid to completing the assignments. At the end of the course or at any time you may take 'The Challenge' and print a certificate of your results. Existing HESAC members may also find it useful to work through this material as a refresher exercise or to use the assignments for auditing purposes.

THE UNITS

Unit 1 – The Role and Functions of Safety Representatives



- Legal background
- Appointment of Safety Representatives
- Functions of Safety Representatives
- Employer's responsibilities
- Inspections of the workplace
- Inspections following notifiable accidents
- Inspection of documents and provision of information
- Sources of information

Unit 2 – The Principles of good Health and Safety Management



- Reasons for good health and safety management
- Effective management of health and safety
- Planning and implementation
- Measuring performance
- Reviewing performance
- Auditing
- Sources of further information

Unit 3 – Assessing the Risks and taking appropriate action



- Hazard and risk
- Evaluating hazards and prioritising action
- Inspections
- Accident investigation
- Sources of further information

Unit 4 – Finding a Standard and Sources of Help



- The role of standards in managing health and safety
- The application of working standards
- Levels of duty imposed by legislation
- Other sources for finding a standard
- Sources of further information

Unit 5 – Legislation in Practice



- The development of health and safety legislation
- Company legal responsibilities
- Staff legal responsibilities
- Scope of legislation
- Sources of further information

Unit 6 – Health and Safety Committees (HESACS)



- Legal background
- Working arrangements
- HESAC membership
- Conduct of business
- Making the best use of your HESAC
- Liaison with other HESACs

HOW DO I GET STARTED?

To order simply complete AFAQ-ETA's Open Learning Courses Enrolment/Order Form, including details of how you will be paying and return it to Tyla Davis by e-mail, fax or post using the details at the bottom of the page.

Please note that unless an official purchase order has been raised, payment **must** be made (either by cheque or credit card) before the pack(s) can be sent out.

For all our current prices, see our Open Learning Courses Enrolment/Order Form.

For more information about any of our training products please contact Tyla Davis, Training & Development Manager, using the details below.

We also offer a range of courses in support of ISO certification – see our website for more details!



AFAQ-ETA

Regus House ■ Victory Way ■ Admirals Park ■ Crossways ■ Dartford ■ DA2 6QD ■ UK

Tel: +44 (0)1322 303356 Fax: +44 (0)1322 303357

E-mail: bill.fenton@afaq-eta.com

Web: www.afaq-eta.com



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