



nebosh

**Syllabus summary –
National General Certificate in
Occupational Health and Safety**

July 2006

Syllabus summary - NEBOSH National General Certificate in Occupational Health and Safety

Structure

The syllabus is divided into 3 units.

Each of the first two units is further divided into a number of elements:

Unit NGC1 Management of health & safety

Element Number/Title	Recommended Hours of Tuition	Page
1. Foundations in health & safety	6	3
2. Policy	3	3
3. Organising for health & safety	3	4
4. Promoting a positive health & safety culture	4	4
5. Risk assessment	6	5
6. Principles of control	5	5
7. Monitoring review and audit	6	6
8. Incident and accident investigation and reporting	4	6
Minimum total tuition time for Unit NGC1	37	
Recommended private study time	23	

Unit NGC2 Controlling workplace hazards

Element Number/Title	Recommended Hours of Tuition	Page
1. Movement of people and vehicles – hazards and control	4	7
2. Manual and mechanical handling – hazards and control	5	7
3. Working equipment hazards and control	6	8
4. Electrical hazards and control	3	8
5. Fire hazards and control	6	9
6. Chemical and biological health – hazards and control	7	9
7. Physical and psychological health – hazards and control	6	10
8. Construction activities – hazards and control	6	10
Total unit tuition time for Unit NGC2	43	
Recommended private study time	26	

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Minimum total tuition time	80
Recommended private study time	49

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Unit NGC1: Management of health and safety

Element 1: Foundations in health and safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the scope and nature of occupational health and safety
- Explain briefly the moral, legal and financial reasons for promoting good standards of health and safety
- Outline the legal framework for the regulation of health and safety
- Describe the roles and powers of enforcement agencies, the judiciary and external agencies
- Identify the nature and key sources of health and safety information
- Outline the key elements of a health and safety management system.

Recommended tuition time not less than 6 hours

Element 2: Policy

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain the purpose and importance of setting policy for health and safety
- Describe the key features and appropriate content of an effective health and safety policy.

Recommended tuition time not less than 3 hours

Element 3: Organising for health and safety

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the legal and organisational health and safety roles and responsibilities of employers, managers, supervisors, employees and other relevant parties.
- Explain the requirements placed on employers to consult with their employees.

Recommended tuition time not less than 3 hours

Element 4: Promoting a positive health and safety culture

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Describe the concept of health and safety culture and its significance in the management of health and safety in an organisation
- Identify indicators which could be used to assess the effectiveness of an organisation's health and safety culture and recognise factors that could cause a deterioration
- Identify the factors which influence safety related behaviour at work
- Identify methods which could be used to improve the health and safety culture of an organisation
- Outline the internal and external influences on an organisation's health and safety standards.

Recommended tuition time not less than 4 hours

Element 5: Risk assessment

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain the aims and objectives of risk assessment
- Identify hazards by means of workplace inspection and analysis of tasks
- Explain the principles and practice of risk assessment.

Recommended tuition time not less than 6 hours

Element 6: Principles of control

Learning Outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Describe the general principles of control and a basic hierarchy of risk reduction measures that encompass technical, behavioural and procedural controls
- Describe what factors should be considered when developing and implementing a safe system of work for general work activities and explain the key elements of a safe system applied to the particular situations of working in confined spaces and lone working
- Explain the role and function of a permit-to-work system
- Explain the need for emergency procedures and the arrangements for contacting emergency services
- Describe the requirements for, and effective provision of, first aid in the workplace.

Recommended tuition time not less than 5 hours

Element 7: Monitoring, review and audit

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline and differentiate between active (pro-active) monitoring procedures, including inspections, sampling, tours and reactive monitoring procedures, explaining their role within a monitoring regime
- Carry out a work place inspection, and communicate findings in the form of an effective and persuasive report
- Explain the purpose of regular reviews of health and safety performance, the means by which reviews might be undertaken and the criteria that will influence the frequency of such reviews
- Explain the meaning of the term 'health and safety audit' and describe the preparations that may be needed prior to an audit and the information that may be needed during an audit.

Recommended tuition time not less than 6 hours (including practical exercises)

Element 8: Incident and accident investigation, recording and reporting

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain the purpose of, and procedures for, investigating incidents (accidents, cases of work-related ill-health and other occurrences)
- Describe the legal and organisational requirements for recording and reporting such incidents.

Recommended tuition time not less than 4 hours

Unit NGC2: Controlling workplace hazards

Element 1: Movement of people and vehicles hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Identify the hazards that may cause injuries to pedestrians in the workplace and the control measures to reduce the risk of such injuries
- Identify the hazards presented by the movement of vehicles in the workplace and the control measures to reduce the risks they present.

Recommended tuition time not less than 4 hours

Element 2: Manual and mechanical handling hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Describe the hazards and the risk factors which should be considered when assessing risks from manual handling activities
- Suggest ways of minimising manual handling risk
- Identify the hazards and explain the precautions and procedures to ensure safety in the use of lifting and moving equipment with specific reference to fork-lift trucks, manually operated load moving equipment (sack trucks, pallet trucks), lifts, hoists, conveyors and cranes.

Recommended tuition time not less than 5 hours

Element 3: Work equipment hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline general requirements for work equipment
- Outline the hazards and controls for hand tools
- Describe the main mechanical and non-mechanical hazards of machinery
- Describe the main methods of protection from machinery hazards.

Recommended tuition time not less than 6 hours

Element 4: Electrical hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Identify the hazards and evaluate the consequential risks from the use of electricity in the workplace
- Describe the control measures that should be taken when working with electrical systems or using electrical equipment.

Recommended tuition time not less than 3 hours

Element 5: Fire hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Identify fire hazards and evaluate main fire risks in a workplace
- Explain the basic principles of fire prevention and the prevention of fire spread in buildings
- Identify the appropriate fire alarm system and fire-fighting equipment for a simple workplace
- Outline the requirements for an adequate and properly maintained means of escape for a simple workplace
- Outline the factors which should be considered when implementing a successful evacuation of a workplace in the event of a fire.

Recommended tuition time not less than 6 hours

Element 6: Chemical and biological health hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Recognise the forms of, and classification of, substances hazardous to health
- Explain the factors to be considered when undertaking a preliminary assessment of the health risks from substances commonly encountered in the workplace
- Describe the use and limitations of Workplace Exposure Limits including the purpose of long term and short term exposure limits
- Distinguish between acute and chronic health effects
- Outline control measures that should be used to reduce the risk of ill-health from exposure to hazardous substances
- Outline the basic requirements related to disposal of waste and effluent (and the control of atmospheric pollution).

Recommended tuition time not less than 7 hours

Element 7: Physical and psychological health hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Identify work processes and practices that may give rise to musculoskeletal health problems (in particular work-related upper limb disorders – WRULD) and suggest practical control measures
- Identify common welfare and work environment requirements in the workplace
- Describe the health effects associated with exposure to noise and suggest appropriate control measures
- Describe the health effects associated with exposure to vibration and suggest appropriate control measure
- Describe the principal health effects associated with ionising and non-ionising radiation and outline basic protection techniques
- Explain the causes and effects of stress at work and suggest appropriate control actions
- Describe the situations that present a risk of violence towards employees and suggest ways of minimising such risk.

Recommended tuition time not less than 6 hours

Element 8: Construction activities hazards and control

Learning outcomes

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Identify the main hazards of construction and demolition work and outline the general requirements necessary to control them
- Identify the hazards of work above ground level, outline the general requirements necessary to control them and describe the safe working practices for common forms of access equipment
- Identify the hazards of excavations and outline the general requirements necessary to control them
- Identify the hazards to health commonly encountered in small construction activities and explain how risks might be reduced.

Recommended tuition time not less than 6 hours

Unit NGC3: Health and safety practical application

Purpose and Aim

The aim of this unit is to assess a candidate's ability to complete successfully two activities:

- To carry out, unaided, a safety inspection of a workplace, identifying the more common hazards, deciding whether they are adequately controlled and, where necessary, suggesting appropriate and cost effective remedial action
- To prepare a report that persuasively urges management to take appropriate action, explaining why such action is needed (including reference to possible breaches of legislation) and identifying, with due consideration of reasonable practicability, the remedial measures that should be implemented.

Link to examination unit(s)

Unit NGC3 is not normally offered independently of the taught elements. Students will normally be required to complete the NGC3 assessment within 14 days (before or after) of sitting the examination for Units NGC1 and/or NGC2. Completion of study for both NGC1 and NGC2 is recommended in order to undertake the practical application unit (NGC3).

Unit assessment summary

Units NGC1 and NGC2 are taught units each assessed by one two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked by external examiners appointed by NEBOSH.

Unit NGC3 is assessed by one two-hour practical examination. This is held on a date set by the course provider and must be taken within 14 days of a written examination. The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.

Further details

The full syllabus and further information regarding the practical unit is available in the NEBOSH Guide to the qualification available for purchase via the NEBOSH website (www.nebosh.org.uk).

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