



## ***Module Descriptor***

### **Workplace Safety**

**Award Type: Minor**  
**Award Level: 4**  
**Award Code: 4N1124**  
**Validation date: 10<sup>th</sup> July 2012**

**Revision 1.0**

## Module Descriptor

**Purpose:** The purpose of this module is to provide learners with the skills, knowledge, attitude and competency to work safely, systematically and efficiently, together with safe handling of workplace items, in the modern day workplace and perform practical activities as specified in: health and safety awareness, personal awareness, environmental awareness, housekeeping, documentation, hazard awareness, safety and fire awareness, manual handling, VDUs and workstations and signage.

**Module Duration: 100 hours**

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. State the principal aspects of Health and Safety Awareness and Legislation, responsibilities of employer, employee and safety officials, role of the Health and Safety Authority (HSA), general principle of prevention, safety statement, communications and contacting the emergency services.
2. Demonstrate the importance and understanding of personal hygiene, grooming, healthcare, diet and fitness, discuss the effects of medication and substance abuse, together with personal behaviour, first aid and Personal Protective Equipment (PPE) to minimize accidents.
3. Explain the need to control nuisance pollution found in the workplace. Discuss control measures in relation to Indoor Air Quality (IAQ), natural and artificial light, impact of temperature change, confined space, weather conditions, entrance, exits and waste.
4. Discuss the importance of cleanliness in the Workplace. Identify various cleaning chemicals, labels, dilution rates, Material Safety Data Sheets (MSDS), safety measures when working with water. Cross-contamination, colour coding and cleaning pie, bacteria/viruses, correct cleaning techniques and procedures. Investigate various types of cleaning equipment.
5. Identify document types / forms, relevant Workplace safety, policy and procedures, risk assessment, accident or incident report form, content of a safety statement, fire safety check list and hazard identification form.
6. Explain the relationship between risks and hazards, including identification / analysis / assessment / prevention / review, of storage systems, mechanical and electrical equipment. Discuss control risks, lifting equipment, slips, trips and falls, and electrical installations. .

7. Explain the importance of correct procedure for fire drills / accidents / emergencies. Carry out a fire evacuation plan. Identify a range of fire types / classes / extinguishers / fire-fighting equipment, including detection / smoke alarms / sprinkler systems. Demonstrate the use of a fire extinguisher and carry out correct procedure for checking smoke alarms.
8. Explain the requirement for Manual Handling awareness, ergonomics, leverage effect, cumulative strain and posture abuse. Describe the functions of the spine and surrounding area, demonstrate a single lift technique, an assisted lift technique. Develop a number of risk assessments. Demonstrate the correct procedure for moving and handling heavy / hazardous / fragile items.
9. Explain the critical factors in association with workstations / VDUs / DSEs / furniture / ergonomics and health in relation to Workplace Safety.
10. Explain signage, their shapes / colour / principles of the safety system of safety signs / information / instruction and geometrics.

## Key Learning Points

### Learning Outcome 1:

State the principal aspects of Health and Safety Awareness and Legislation, responsibilities of employer, employee and safety officials, role of the Health and Safety Authority (HSA), general principle of prevention, safety statement, communications and contacting the emergency services

#### Key Learning Points

- Explain Health, Safety and Welfare Legislation in Ireland.
- List regulations relevant to Workplace Safety
- Discuss the responsibilities of the Employer and Employee and identify Safety Officials, their duties and responsibilities.
- Describe the role of the Health and Safety Authority (HSA) and evaluate its enforcement capacity.
- Explain 'Hierarchy of Control' (general principles of prevention) and define its importance in the Workplace.
- Explain a 'Safety Statement' and state its importance with regard to Workplace Safety.
- Describe when and how to call 'Emergency Services' and specify information required
- Describe the importance of communications in the promotion of Workplace Safety

### Learning Outcome 2:

Demonstrate the importance and understanding of personal hygiene, grooming, healthcare, diet and fitness, discuss the effects of medication and substance abuse, together with personal behaviour, first aid and Personal Protective Equipment (PPE) to minimize accidents

#### Key Learning Points

- Describe the importance of personal hygiene, grooming, health, diet, fitness and specify their importance in the Workplace
- Explain Prescribed / Un-prescribed Medication and Substance Abuse and state their effects in the Workplace
- Discuss workplace / personal behaviour.
- Analyse how workplace / personal behaviour affects the Workplace
- Describe the term First-Aid
- List the recommended content of First-Aid boxes and kits together with preferred location/s
- Identify various Personal Protective Equipment (PPEs) and explain their importance in minimising accidents in the Workplace
- Discuss approaches for mutual safety in all areas of the Workplace, factoring in motivation and communications

**Learning Outcome 3:**

Explain the need to control nuisance pollution found in the workplace. Discuss control measures in relation to Indoor Air Quality (IAQ), natural and artificial light, impact of temperature change, confined space, weather conditions, entrance, exits and waste

**Key Learning Points**

- Describe the impact of noise / sound / vibration in the workplace and examine the steps required to reduce exposure
- Discuss Indoor Air Quality (IAQ), natural and artificial lighting, temperature changes in relation to health, safety and welfare at work
- Identify the controls, risks and hazards associated with working in confined spaces/area
- Explain how Weather Conditions can affect the work environment with focus on exits / entrances
- Identify Workplace waste / re-cycling procedures in line with Local Authority and Environmental Protection Agency (EPA) guidelines

**Learning Outcome 4:**

Discuss the importance of cleanliness in the Workplace. Identify various cleaning chemicals, labels, dilution rates, Material Safety Data Sheets (MSDS), safety measures when working with water. Cross-contamination, colour coding and cleaning pie, bacteria/viruses, correct cleaning techniques and procedures. Investigate various types of cleaning equipment

**Key Learning Points**

- Outline cleanliness in the workplace and classify the benefits
- Identify cleaning chemicals (general) and determine their dilution rates
- State purpose of Material Safety Data Sheets (MSDS) and provide an overview of their content
- Describe safety measures while working with water and identify any hazards
- Discuss cross-contamination
- Describe colour coding in relation to controlling bacteria and viruses
- Demonstrate cleaning techniques and procedures
- Discuss various types of cleaning equipment and their use

**Learning Outcome 5:**

Identify document types / forms, relevant Workplace safety, policy and procedures, risk assessment, accident or incident report form, content of a safety statement, fire safety check list and hazard identification form

**Key Learning Points**

- Explain policy and procedure documents in relation to Workplace Safety and

- identify their content
- Define a risk assessment document / hazard identification document and examine their relevant content
- Give details on accident or incident forms and list attachments required
- Describe the content of a safety statement
- List relevant emergency contacts
- Evaluate fire safety maintenance check sheet

### **Learning Outcome 6:**

Explain the relationship between risks and hazards, including identification / analysis / assessment / prevention / review, of storage systems, mechanical and electrical equipment. Discuss control risks, lifting equipment, slips, trips and falls, and electrical installations

#### **Key Learning Points**

- Describe the relationship between 'Risks' and 'Hazards', covering identification / analysis / assessment / prevention / review
- Identify the hazards of storage and racking in the Workplace
- Outline specific hazards and risks while working with:  
Mechanical / Portable / Fixed Equipment  
Electrical / Portable / Fixed Equipment  
Mobile work equipment
- List a variety of lifting equipment stating their principle design and purpose
- Discuss how to reduce the risks from slips / trips / falls
- Identify areas of low / medium / high risks
- Explain how electrical installations can start fires
- Describe the method of prevention

### **Learning Outcome 7:**

Explain the importance of correct procedure for fire drills / accidents / emergencies. Carry out a fire evacuation plan. Identify a range of fire types / classes / extinguishers / fire-fighting equipment, including detection / smoke alarms / sprinkler systems. Demonstrate the use of a fire extinguisher and carry out correct procedure for checking smoke alarms

#### **Key Learning Points**

- Explain the importance of correct procedures, for fire drills, accident and emergency and when to call in the emergency services
- Carry out a fire evacuation plan  
Identify emergency routes to emergency exits, exits themselves, entry / exit points, and assembly points
- Identify a range of fire types / classes and select the various types of fire extinguishers to suit
- Discuss a range of fire safety equipment to include detection systems, smoke

alarms and sprinkler systems

- State the procedure for checking a fire extinguisher
- Demonstrate the use of a fire extinguisher / fire blanket
- Carry out the correct procedure for checking smoke alarms and specify the frequency of checks

### **Learning Outcome 8:**

Explain the requirement for Manual Handling awareness, ergonomics, leverage effect, cumulative strain and posture abuse. Describe the functions of the spine and surrounding area, demonstrate a single lift technique, an assisted lift technique. Develop a number of risk assessments. Demonstrate the correct procedure for moving and handling heavy / hazardous / fragile items

#### **Key Learning Points**

- Define Manual Handling of Loads
- Summarise how Ergonomics uses information about human ability in the Workplace
- Describe the Factors of Ergonomic Assessment
- Explain the Leverage Effect
- List various examples of principles and how it is used in Manual Handling of Loads
- Describe the medical and physical effects of cumulative strain and posture abuse
- Describe the movements and functions of the spine, while examining the functions of vertebrae, discs, nerves, muscles, tendons and ligaments
- Discuss the following in relation to manual handling of loads:  
Primitive  
Mechanical  
Kinetic
- Demonstrate the correct procedures for moving and handling Heavy Items, Hazardous Items, Fragile Items

### **Learning Outcome 9:**

Explain the critical factors in association with workstations / VDUs / DSEs / furniture / ergonomics and health in relation to Workplace Safety

#### **Key Learning Points**

- Define VDU and list their uses
- Define DSE and list their uses
- Define the term 'Workstation'
- Describe the critical factors in relation to locations, layouts, VDUs/DSEs, using appropriate terminology
- Explain the general principle of ergonomics in relation to VDUs/DSEs and workstations
- Evaluate workstations
- Define the term 'WRLDs'

- List contributing factors

**Learning Outcome 10:**

Explain signage, their shapes / colour / principles of the safety system of safety signs / information / instruction and geometrics

**Key Learning Points**

- Explain the term 'sign'
- Describe the standardised shapes and colours of signs
- State the principles of the safety system of safety signs and outline their objects
- Explain why signboards should not contain text, and outline their limitations
- State the colour, meaning and information contained on safety signs and identify their instruction/s
- Identify the geometrical shapes of safety signs and state their meaning
- Explain the need for acoustic signals
- Describe the code for evacuation
- Describe the specific colour code for fire fighting equipment
- Identify the specific shape of a given sign, and its advantageous location

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## Assessment Specification

|                         |                         |
|-------------------------|-------------------------|
| <b>Award Title</b>      | <b>Workplace Safety</b> |
| <b>Award Type</b>       | <b>Minor</b>            |
| <b>Framework Level:</b> | <b>4</b>                |
| <b>Award Code:</b>      | <b>4N1124</b>           |
| <b>Credit Value :</b>   | <b>10</b>               |

| <b>Assessment No.</b> | <b>Duration</b>             | <b>Assessment Details</b> | <b>Weighting</b> | <b>Stage at which assessment takes place</b> |
|-----------------------|-----------------------------|---------------------------|------------------|--|
| Portfolio 1           | Ongoing throughout the unit | Safety Activity           | 60%              | End of Unit 3                                |
| Portfolio 2           | Ongoing throughout the unit | Risk Activity             | 40%              | End of Unit 6                                |

## Award Classifications

| <b>Grades</b>                | <b>Standards</b>                 |
|------------------------------|----------------------------------|
| Pass<br>Merit<br>Distinction | 50 - 64%<br>65 - 79%<br>80 -100% |

## Suggested Learning Methodologies

- Instruction
- Presentations
- Demonstrations
- Supervised Practice
- Practical Work Training
- Simulated Work Environment
- Discussion Groups
- Role Play
- One to One Supported Training
- Giving and receiving feedback

## Specific Module Requirements

Not Applicable

## Suggested Learning Resources

Training Folders  
Presentation Notes  
Notepad  
Portfolio  
Basic First Aid Equipment  
Basic Fire Safety Equipment  
PPEs  
Risk Assessment Documentation  
Related Health and Safety Legislation, Guidance and Regulation

**Recommended by:** \_\_\_\_\_

Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_

Director Training Policy Development and Support