

# **ABIOSH INTERNATIONAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT (ICERT)**

## **Introduction**

The International Certificate in Health and Safety was developed because of the need to provide a qualification based on standards of Managing Health and Safety in the workplace. Current Health and Safety qualifications are based on European Legislation and standards, however countries throughout the world use differing methods but these are based along the same standards.

Part one of this qualification is based on those BSI standards (thanks to kind permission of BSI). Therefore the managing elements of this qualification follows the Policy, Planning, Implementation and Operation, Management review. The 2<sup>nd</sup> part is the controlling hazards requirements taken from the International list of hazards in the workplace.

The qualification is designed to award individuals to be a level of competence to manage Health and Safety in the workplace, in any country in the world. Most Health and Safety standards and legislative requirements follow the same duty of care, management responsibilities and criteria. Some countries have signed up to the ILO standards – others such as the USA (OSHA) – Australia (Work safe), Canada (Occupational Safety Regulations ), China (Law of the People’s Republic of China on Work Safety) to give some examples.

This qualification is a modern one based on the general requirements to manage Health and Safety in the current global climate. Students will need to be able to mentally cross borders of each countries legislation but have the knowledge and management principle to manage Health and Safety standards.

All organisations in the industrial world have a duty of care to ensure that all employees and other persons who may be affected by the companies undertaking remain safe at all times.

This qualification aims to provide students with a Health and Safety qualification that can be used in any country.

The qualification uses the BSI standard 18001 as the framework. Over 50 countries in the world use BSI 18001 as the Health and Safety management system to follow.

With a flexible and diverse workforce that needs to manage Health and Safety across the globe this qualification has been structured to provide a truly International award.

Students on successful completion of the course and exams will be able to apply the Health and Safety standards in the workplace.

All the legislation requirements in each country have the basic similar requirements. Therefore this qualification will embrace all legislation so that whatever country the student is resident in and involved with this award will cover all aspects.

Legislation follows the same principles – whether it is the  
Health and Safety at Work Act (UK)  
European Legislation (EU)  
OSHA (America)  
Work safe (Australia)  
Laws of the Federation of Nigeria (Nigeria)  
Factories Act (Ghana)  
Health and Safety Law (Saudi Arabia)  
Occupational Health and Safety Regulations (Canada)  
Work safe (New Zealand)  
Ministry of Labour and Employment (Brazil)  
Law of the People’s Republic of China on Work Safety  
Factories Act 1948/1987 (India)  
Industrial Health and Safety Law – ISHL (Japan)  
OSH Regulatory Framework (Russia)  
Workplace Safety and Health (Israel)

Students will need to understand the concept of Health and Safety and be able to apply the principles in any situation.

**DURATION:** 12days including exams

**FEES:** N200, 000 including exams, course materials and lunch

**DATES:** 17<sup>th</sup> – 29<sup>th</sup> November

### **Qualification structure**

International Certificate will be delivered to students through course providers who demonstrate the ability to deliver this award to a high standard. Course providers can only use qualified Health and Safety professionals to deliver the course.

It is anticipated that the taught course will take at least 90 hours of study – 45 hours for part 1 and 45 hours for part 2.

### **Syllabus Structure**

## **PART ONE**

Tuition hours

Unit 1	OHS/management	6
Unit 2	Health and Safety Policies	3
Unit 3	Planning	12
Unit 4	Implementation and Operation	12
Unit 5	Management Review	6
Unit 6	International Law	6

**Total tuition hours –**

**45**

## **PART TWO**

Syllabus of part two based on high risk hazards in the workplace

- Fire
- Manual handling
- Working at heights – scaffolds
- Housekeeping maintenance
- Heating
- Machine inspection / testing maintenance
- Lighting
- Noise – sound levels
  - Sound levels differ from country to country for example CANADA 74 dba
  - No employee should be exposed to in any 24 hour period – 87 dba
- Hearing protection
- Electrical safety – CANADA – electrical code
- Hazardous substances
- Confined space
- Permit to work
- First aid
- Warning signs

### **Unit 1 – OHS/Management**

Learning outcomes

- 1.1 understand the need to manage safety in the workplace
- 1.2 understand the role of employers in managing health and safety

- 1.3 need to develop a management system based on 18001
- 1.4 the importance of health and safety in the workplace – employers/employees

## **Content**

### **1.1 The importance of Health and Safety in the modern world**

- International Labour Organisation 2001
- The role of employers in the workplace responsibility
- Employees responsibility
- How governments impose legislation – structures developed under ACTS
- The number of accidents in the modern world
- Every employer needs to manage Health and Safety – how do they achieve this
- Why we need to manage Health and Safety to reduce accidents/injury/costs/lost orders/ lost production time

### **1.2 Students to understand the concept not the content of any countries legislation – what they are trying to achieve**

- The different countries legislation
- What are they trying to achieve and is it the same end product
- Worker involvement in Health and Safety – trade unions or non-trade union
- Employers responsibilities to protect the workforce
- Civil laws

### **1.3 Benefits to employer and employee's to manage safety**

- Moral – responsibility of employer, reflect on performance
- Legal – there are usually sanctions associated with non-maintenance of health and safety
- Financial – benefits of managing health and safety

### **1.4 Plan, do, check, ACT model**

### **1.5 Compliance – safety function based on compliance – the effect on accident world Statistics**

## **Unit 2 – Health and Safety Policies**

### **Learning outcomes**

- 2.1 students will become familiar with the content of a safety policy**
- 2.2 students will understand the need for bench marks and the standard principles of quality in health and safety**
- 2.3 They will also understand the need to have an effective policy with objectives to be met**
- 2.4 students will also understand that the policy document is the first stage in a health and safety management system**

## **2.1**

- Companies Health and Safety Policy
- The many types of policies
- Compliant with BSI Standards
- Operation of policy
- Policy as a control document – where the company is now and where it would like to be – continual improvement
- Shows top level commitment to Health and Safety
- Types of objectives – manageable – relevant – obtainable – measureable
- Reviewed when there are any changes i.e.: management, systems, procedures
- Relevant standards
- Communicated to all staff to ensure that they understand the policy
- Ensure legal requirements are continually met
- Standard content of a company's Health and Safety policy
- Policy as a bench mark
- Management systems 10001 BSI

## **Unit 3 – Planning**

### **Learning outcomes**

- 3.1 students will understand the differing ways of controlling hazards in the workplace**
- 3.2 students will study accidents and incidence to identify human factor**
- 3.3 students will understand the traits of people in employment**
- 3.4 students will understand the organisations responsibility and the approach to controlling hazards**
- 3.5 students will understand the way companies can measure organisational objectives**

### **3.1 Hazard identification**

- Risk assessments
- Human factors
- Job safe analysis
- JHA

- Method studies
- Project Management
- Job task analysis
- Root cause analysis
- Safe systems of work – permit to work

### **3.2 Human Factors**

- Perception
- Attitude
- Motivation
- Capabilities
- Training
- Reactions
- Cultural differences

### **3.3 Organisation Responsibilities**

- Proactive approach
- Reactive approach
- Changes
- Controls – hierarchy

### **3.4 Organisations Legal Responsibilities**

- Legislation
- Duty of care

### **3.5 Organisational Objectives**

- Measureable
- Tangible
- Achievable
- Legal requirement
- Technical
- Financial
- Operational

## **Unit 4 – Implementation and Operation**

### **Learning outcomes**

- 4.1 analyse the impact of the hiring process on health and safety**
- 4.2 impacts of disciplinary action on health and safety function**
- 4.3 analyse disciplinary action processes**
- 4.4 understand communication in the workplace**
- 4.5 understand companies and employees responsibilities**
- 4.6 understand the different types of communication**
- 4.7 understand valued based leadership**
- 4.8 understand risk control systems**
- 4.9 students should understand the need to gather data through various methods to measure health and safety performance**
- 4.10 students will understand various training methods to change behaviour**
- 4.11 students will understand how accident investigations work**
- 4.12 students will understand accident causation**

#### **4.1 Resource roles – directors/managers/supervisors/employees**

- Responsibility
- Accountability
- Operation
- Disciplinary action
- Incentive schemes

#### **4.2 Communications**

- Internal – formal communication - work representatives. Information communication – discussion groups, safety circles and staff meetings
- External – staff participation in health and safety
- Interested parties – stakeholders involvement in health and safety society, enforcement officers, legislation
- Consultation of workers – ILO – occupational safety and health convention (C155) 1977-1996 regs (UK) work safe
- Behavioural aspects within consultation peer groups of conflict positive communications
- Safety cultures – definition positive cultures based on 4 C's
- Safety cultures – types of indicators – psychological, behavioural, situational
- Consulting with employees
- Management consultation

#### **4.3 Valued based leadership – management competence**

- Managing director
- Managers/supervisors/staff
- Competent person

- Responsibilities of the competent person
- The duties and responsibilities
- Should be independent and a good communicator
- Workers – empowerment in the workforce – methodologies
- Training – 3 types of training – induction, on going, specific

#### **4.4 Control – risk management**

- Hierarchy of control
- Permit to work
- Method statement
- Managing risk

#### **4.5 Control of personnel both inside and outside**

- Supplier
- Contractors – hiring contractors and safety discipline
- Visitors
- Hiring employees
- Discipline

#### **4.6**

- Checking
- Qualitative and quantitative
- Audit
- Review
- Sample
- Surveys
- Non-compliance
  - Developing a compliance programme
  - A written compliance programme provide guidance to management and employees
  - Provides proof and purpose of compliance

#### **4.7 Training**

- Induction
- Ongoing - specific

#### **4.8 Incident investigation**

- How accidents happen
- Multi-course
- Domino effect
- BIRD/HINRICK



- Record keeping and reporting of accidents

#### **4.9 Record keeping and reporting of accident**

### **Unit 5 – Management Review**

#### **5.1 Management will review companies health and safety performance following audits, performance indicators**

- Management responsibility to ensure compliance
- Ensure legislation of company up to date
- Complaints from staff, external, worker representatives, enforcement officer

#### **5.2 Duty to employees**

- Management reviews
- Internal/external audits – results and actions

#### **5.3 Competence**

- Managing director
- Manager
- Supervisor
- Staff

#### **5.4 Competent person**

- Training

#### **5.5 Management need to review the effectiveness of the companies systems – to include**

- Establishing where the company currently stands with regard to Health and Safety
- Where the company want to be and the difference
- Routine procedures
  - Periodic examination
  - Systemic inspections
  - Observation of work
  - Regular reports and audits
  - Analysis information – manager/supervisor
  - Plan health and safety into work activities
  - Introduce technical measures

#### **5.6**

- What is the legal requirement?

- Management must improve performance in Health and Safety

### 5.7

- Hazard identification
- Health and Safety controls

### 5.8

- Trade unions
- Workers committees
- Contractor/self employed
- Training new recruits / changing role
- Extra responsibilities
- Changing jobs
- Young people
- Safety representatives

## UNIT 6 – INTERNATIONAL LAW

### Civil law in each country

Students will need to understand the complicated and different ways countries implement and improve the standards of Health and Safety in the workplace – as previously stated

### 6.1

- Legal framework
- Workers compensation scheme
- ILO

### 6.2

- Countries have changing developing international standards, therefore students will need to study the following:
  - AUSTRALIA – <http://safeworkingaustralia.gov.uk>
  - AMERICA
  - BRAZIL – Occupational Safety and Health Regulatory Scheme
  - CANADA – Occupational Health and Safety Regulations
  - CHINA –
  - EUROPEAN Directives
  - INDIA
  - NIGERIA
  - PAKISTAN
  - NEW ZEALAND
  - UNITED KINGDOM – HSW Act – Europe

- JAPAN
- Impact of Safety Legislation in the Workplace

### 6.3

- Some countries allow the individual states to implement and change Health and Safety Law. This will fall under the control of the main legislation

### 6.4

- Case studies – criminal

### 6.5

- CIVIL LAW
- Compensation scheme
- There's a claim scheme
- NIGERIA – Workman Compensation Bill – contributions from employers on a monthly basis for workers in his/her organisation
- Occupational related accidents agency pay workers
- Case studies – civil

### 6.6 The roles of enforcing Authorities worldwide

- Mission to prevent death / injury and ill health to those at work and those effected by work activities
- Enforcement has 3 main objectives
  - It seeks to compel duty holders to take immediate action
  - Promote compliance with the law
  - It looks at duty holders who breach Health and safety requirements and directors or managers who fail in their duty
- What countries are trying to achieve countries enforcement action

### 6.7 Changes in safety health function

- Analysis of how health and safety standards integrate into health and safety functions

## EXAMINATIONS

Each part will be assessed by a two hour examination and the pass rate will be 60% overall. The examination will test the student's ability to develop systems and implement continuous improvement standards.

Achievement in International Certificate can be used as credits towards ABIOSH's other qualifications such as Oil and Gas, Fire, Construction and the Diploma.

Computers will need to be used in class but cannot be used in the exams.

Students will be offered constructive feedback on their examination scripts should they not achieve the recognised grade/standard.

Students will be offered a support service on completion of the qualification. This support will be available on any health and safety subject or qualification on line.

**FOR MORE DETAILS/TRAINING ENQUIRIES & BOOKINGS**



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