



Title	NOCN International Level 3 Award in Workplace Health and Safety		
Topic Summary	This course is to equip participants with a comprehensive understanding of workplace health and safety principles, enabling them to effectively implement and manage safety procedures. Participants will learn to conduct thorough risk assessments and hazard identifications, ensuring compliance with relevant legislation and regulations. Additionally, the course will focus on promoting a culture of safety within the workplace, fostering an environment where safety is a shared responsibility.		
Target Audience	<ul style="list-style-type: none"> Managers and supervisors Health and safety officers Employees responsible for safety within their roles. Individuals seeking to enhance their knowledge and skills in health and safety. 	Length of Study	14 hours

Unit(s) Learning Outcomes	1. Introduction to Workplace Health and Safety	
	Learning Outcome - 1: <ul style="list-style-type: none"> To Know how to overview of Workplace Health and Safety <ul style="list-style-type: none"> Importance and benefits of health and safety in the workplace History and evolution of health and safety practices Familiarize the Legal Responsibilities <ul style="list-style-type: none"> Key legislation and regulations (e.g. Occupational Safety and Health Act) Employer and employee responsibilities 	Assessment Criteria: <ul style="list-style-type: none"> Understand the overview of Workplace Health and Safety <ul style="list-style-type: none"> Importance and benefits of health and safety in the workplace History and evolution of health and safety practices Understand the Legal Responsibilities <ul style="list-style-type: none"> Key legislation and regulations (e.g. Occupational Safety and Health Act) Employer and employee responsibilities

2. Health and Safety Management Systems

Learning Outcome - 1:

- ✚ To know how to update a Health and Safety Policy
 - Components of a health and safety policy
 - Implementation and communication strategies
- ✚ To understand the Health and Safety Management Frameworks
 - Introduction to safety management systems
 - Continuous improvement cycle (Plan-Do-Check-Act)

Assessment Criteria:

- Developing a Health and Safety Policy
 - Components of a health and safety policy
 - Implementation and communication strategies
- Health and Safety Management Frameworks
 - Introduction to safety management systems
 - Continuous improvement cycle (Plan-Do-Check-Act)

3. Risk Assessment and Hazard Identification

Learning Outcome - 1:

- ✚ To know the Risk and Hazard
 - Definitions and differences between risks and hazards
 - Types of workplace hazards (physical, chemical, biological, ergonomic, psychosocial)
- ✚ Know how to conduct risk assessments
 - Steps in risk assessment: hazard identification, risk analysis, risk evaluation, and control measures
 - Practical exercises in risk assessment
- ✚ To understand how to implementing Control Measures
 - Hierarchy of control (elimination, substitution, engineering controls, administrative controls, PPE)
 - Monitoring and reviewing control measures

Assessment Criteria:

- Understanding Risk and Hazard
 - Definitions and differences between risks and hazards
 - Types of workplace hazards (physical, chemical, biological, ergonomic, psychosocial)
- Conducting Risk Assessments
 - Steps in risk assessment: hazard identification, risk analysis, risk evaluation, and control measures
 - Practical exercises in risk assessment
- Implementing Control Measures
 - Hierarchy of control (elimination, substitution, engineering controls, administrative controls, PPE)
 - Monitoring and reviewing control measures

4. Workplace Safety Procedures

Learning Outcomes:

- ✚ To know how to improve the Safe Work Procedures
 - Creating and implementing safe work procedures
 - Communicating procedures to employees
- ✚ To understand the Emergency Preparedness and Response
 - Planning for emergencies (fire, chemical spills, natural disasters)
 - Developing and practicing emergency response plans
 - Roles and responsibilities during emergencies

Assessment Criteria:

- Developing Safe Work Procedures
 - Creating and implementing safe work procedures
 - Communicating procedures to employees
- Understand the Emergency Preparedness and Response
 - Planning for emergencies (fire, chemical spills, natural disasters)
 - Developing and practicing emergency response plans
 - Roles and responsibilities during emergencies

5. Incident Reporting and Investigation

	<p>Learning Outcomes:</p> <ul style="list-style-type: none"> ✚ To know the importance of Incident Reporting Procedures <ul style="list-style-type: none"> - Importance of reporting near-misses, incidents, and accidents - Documentation and record-keeping ✚ To know how to implement Incident Investigations <ul style="list-style-type: none"> - Steps in incident investigation: fact-finding, root cause analysis, corrective actions - Techniques such as the Five Whys, Fishbone Diagram, and Bow-Tie Analysis ✚ To learn from Incidents <ul style="list-style-type: none"> - Sharing lessons learned and implementing changes to prevent recurrence 	<p>Assessment Criteria:</p> <ul style="list-style-type: none"> • Incident Reporting Procedures <ul style="list-style-type: none"> - Importance of reporting near-misses, incidents, and accidents - Documentation and record-keeping • Conducting Incident Investigations <ul style="list-style-type: none"> - Steps in incident investigation: fact-finding, root cause analysis, corrective actions - Techniques such as the Five Whys, Fishbone Diagram, and Bow-Tie Analysis • Learning from Incidents <ul style="list-style-type: none"> - Sharing lessons learned and implementing changes to prevent recurrence 	
6. Workplace Safety Culture			
	<p>Learning Outcomes:</p> <ul style="list-style-type: none"> ✚ To know how to promote a Positive Safety Culture <ul style="list-style-type: none"> - Characteristics of a positive safety culture - Leadership's role in promoting safety - Encouraging employee participation and ownership of safety practices ✚ To understand the Behavioural Safety <ul style="list-style-type: none"> - Understanding human behaviour in relation to safety - Techniques for influencing positive safety behaviour 	<p>Assessment Criteria:</p> <ul style="list-style-type: none"> • Promoting a Positive Safety Culture <ul style="list-style-type: none"> - Characteristics of a positive safety culture - Leadership's role in promoting safety - Encouraging employee participation and ownership of safety practices • Understanding of Behavioral Safety <ul style="list-style-type: none"> - Understanding human behaviour in relation to safety - Techniques for influencing positive safety behaviour 	
7. Occupational Health and Wellbeing			
	<p>Learner Outcome-1:</p> <ul style="list-style-type: none"> ✚ To know how to manage Workplace Stress <ul style="list-style-type: none"> - Identifying stressors and managing stress in the workplace - Mental health awareness and support ✚ To know the importance of Ergonomics and Workplace Design <ul style="list-style-type: none"> - Importance of ergonomic workplace design - Assessing and improving workstation ergonomics ✚ To understand the Health Surveillance Programs <ul style="list-style-type: none"> - Implementing health surveillance for employees 	<p>Assessment Criteria:</p> <ul style="list-style-type: none"> • Managing Workplace Stress <ul style="list-style-type: none"> - Identifying stressors and managing stress in the workplace - Mental health awareness and support • Ergonomics and Workplace Design <ul style="list-style-type: none"> - Importance of ergonomic workplace design - Assessing and improving workstation ergonomics • Health Surveillance Programs <ul style="list-style-type: none"> - Implementing health surveillance for employees 	

	- Monitoring and controlling occupational health risks	- Monitoring and controlling occupational health risks
	8. Training and Communication	
	<p>Learner Outcome-1:</p> <ul style="list-style-type: none"> ✚ To understand the Importance of Health and Safety Training <ul style="list-style-type: none"> - Identifying training needs within the organization - Developing and delivering effective training programs ✚ To know how to use Effective Communication Strategies <ul style="list-style-type: none"> - Communicating health and safety information to employees - Using visual aids, signage, and technology to enhance communication ✚ To familiarize the Toolbox Talks and Safety Meetings <ul style="list-style-type: none"> - Planning and conducting regular safety meetings - Encouraging employee feedback and participation 	<p>Assessment Criteria:</p> <ul style="list-style-type: none"> • Understand the Importance of Health and Safety Training <ul style="list-style-type: none"> - Identifying training needs within the organization - Developing and delivering effective training programs • Effective Communication Strategies <ul style="list-style-type: none"> - Communicating health and safety information to employees - Using visual aids, signage, and technology to enhance communication • Toolbox Talks and Safety Meetings <ul style="list-style-type: none"> - Planning and conducting regular safety meetings - Encouraging employee feedback and participation
Delivery Style	Classroom Learning	