



mylearnadfriend

Improving Safety Performance Globally

The Safe Manager

The Safe Manager

Who is the course intended to help.

The “Safe Manager” is designed for the busy manager or the owner manager.

Aims:

The course aims to provide those with the **responsibility for ensuring the provision of a safe and healthy workplace**, with an understanding of their legal duties and the fiscal and moral case for effectively managing the health and safety arrangements within the company.

Content:

- The health and safety responsibilities of the company;
- The health and safety management system;
- Assessing risks;
- Controlling risks;
- Identifying hazards
- Investigating accidents;
- Measuring performance;
- Protecting the environment;

Intended Learning outcome:

On successful completion of the course, learners will be able to demonstrate their understanding of:

- employers and employees legal duties;
- the need for effective safety management system within the company;
- risk assessment and appropriate risk control measures;
- workplace hazards (covers a range of typical hazards);
- the benefits of active and reactive monitoring for continued improvements in health and safety performance;
- reducing environmental impacts;

Accreditation and assessment;

- The course is accredited by OCN Credit4Learning;
- Following the study of all the course materials, learners will complete an online test;
- Online assesment through multiple choice questions;
- Test results are instant;
- Certification is online;
- Hard copy available upon request;
- Records retained by mylearnadfriend subject to your continued use;
- Up to three resits available.

Duration:

- Course material available on line 24/7 and much much more;
- Up to (12) weeks to complete the 12 hour (time managed) programme;
- Downloadable flashcards and much much more;
- Links to supporting sites (e.g HSE) throughout;
- Learner forums ongoing

Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment Criteria
The learner should be able to	The learner can
<ul style="list-style-type: none"> Show an understanding of the need to comply with legal requirements relating to the management of a working environment. 	<ul style="list-style-type: none"> Analyse and evaluate your personal responsibilities and liabilities under health and safety legislation. Assess how and why an organisation's written health and safety policy statement must be clearly communicated to all workers and other relevant parties. Evaluate how to put a health and safety policy statement into practice and recognise the need to review it regularly or when circumstances change.
<ul style="list-style-type: none"> Understand the objectives of management systems designed to support health and safety in the workplace. 	<ul style="list-style-type: none"> Evaluate how regular consultation with workers or workers representatives on health and safety issues will benefit an organisation. Assess sufficient resources must be allocated to deal with health and safety issues.
<ul style="list-style-type: none"> Show an understanding of workplace procedures to minimise the threat of hazards and risks. 	<ul style="list-style-type: none"> Assess the need to ensure that a system is in place for identifying hazards and assessing risks within the working environment. Assess the need for prompt and effective action to eliminate or control identified hazards and risks. Evaluate when and how to seek specialist expertise in relation to health and safety issues .
<ul style="list-style-type: none"> Show an understanding of the need to carry out health and safety monitoring activities in the workplace. 	<ul style="list-style-type: none"> Evaluate and analyse the need to ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in a working environment. Assess how own actions should reinforce an organisations health and safety policy statement. Evaluate the need to develop a positive safety culture within an organisation.

Course outline, delivery & assessment arrangements

Outline of Unit Content

This course is aimed at those who are responsible for the management of a working environment. It deals with the knowledge required to make sure that: Managers understand their responsibilities in relation to the Health and Safety of a working environment including:

- Roles and responsibilities, delegation, legal requirements, provision of information, instruction, training and supervision, restrictions and prohibitions.
- Managers can identify significant risks in the workplace, and
- take appropriate action to put things right, including: reporting, dealing with situations which pose a danger and seek specialist advice where necessary.

The aim is for them to show knowledge of the need to manage significant health and safety risks in a working environment and being able to identify and deal with them appropriately to ensure workers are not exposed to undue risk.

Learning Outcomes and Assessment Criteria

Outline of Proposed Learning Activities/Approach to Delivery

The programme is delivered on line and is available 24/7 from anywhere that has an internet connection. The e learning course will be provided through a Managed Learning Environment (MLE) and consists of interactive modules containing the underpinning knowledge for the programme and activities for learners to apply their knowledge and practice their skills. Learner progress can be tracked from commencement through to Certification

Outline of Resources/Bibliography (as appropriate)

Learners will be able to access the Safe Manger e-learning course from www.mylearnadfriend.co.uk

Assessment Methods/Tasks

Assessment will be through an online test using multiple choice questions.

Assessment Evidence for each Learning Outcome

Learners must achieve a 70% pass mark to gain a certificate of achievement. LO1- LO4
Those failing to achieve the required pass mark will be given the opportunity to re-sit the test. Maximum tests to be taken will be three.