



**SELF -STUDY TIMETABLE FOR IGC**

**FOR BLENDED LEARNING, DISTANCE LEARNING & IGC FREE AND EASY**

**International General Certificate in Occupational Health and Safety**

<b>IGC 1</b>	<b>Learning Outcome</b>	<b>Recommended Self-Study (Hours)</b>
<b>Element 1 : Foundation in Health and Safety</b>	1.1 Outline the scope and nature of occupational health and safety 1.2 Explain the moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace 1.3 Explain the role of national governments and international bodies in formulating a framework for the regulation of health and safety	<b>7</b>
<b>Element 2: Health and Safety Management System- Plan</b>	2.1 Outline the key elements of a health and safety management system 2.2 Explain the purpose and importance of setting policy for health and safety 2.3 Describe the key features and appropriate content of an effective health and safety policy	<b>3</b>
<b>Element 3: Health and Safety Management System- Do</b>	3.1 Outline the health and safety roles and responsibilities of employers, directors, managers, supervisors, workers and other relevant parties 3.2 Explain the concept of health and safety culture and its significance in the management of health and safety in an organisation 3.3 Outline the human factors which influence behaviour at work in a way that can affect health and safety 3.4 Explain how health and safety behaviour at work can be improved 3.5 Explain the principles and practice of risk assessment 3.6 Explain the preventive and protective measures 3.7 Identify the key sources of health and safety information 3.8 Explain what factors should be considered when developing and implementing a safe system of work for general activities 3.9 Explain the role and function of a permit-to-work system.	<b>17</b>

	<p>3.10 Outline the need for emergency procedures and the arrangements for contacting emergency services</p> <p>3.11 Outline the requirements for, effective provision of, first aid in the workplace</p>	
<b>Element 4: Health and Safety Management System- Check</b>	<p>4.1 Outline the principles, purpose and role of active and reactive monitoring</p> <p>4.2 Explain the purpose of, and procedures for, investigating incidents (accidents, cases of work-related ill-health and other occurrences)</p> <p>4.3 Describe the legal and organisational requirements for recording and reporting incidents</p>	<b>5</b>
<b>Element 5: Health and Safety Management System- Act</b>	<p>5.1 Explain the purpose of, and procedures, for health and safety auditing</p> <p>5.2 Explain the purpose of, and procedures for, regular reviews of health and safety performance.</p>	<b>4</b>

<b>GC 2</b>	<b>Learning Outcome</b>	<b>Recommended Self-Study (Hours)</b>
<b>Element 1 : Workplace Hazards and Risk Control</b>	<p>1.1 Outline common health, welfare and work environment requirements in the workplace</p> <p>1.2 Explain the risk factors and appropriate controls for violence at work</p> <p>1.3 Explain the effects of substance misuse on health and safety at work and control measures to reduce such risks</p> <p>1.4 Explain the hazards and control measures for the safe movement of people in the workplace</p> <p>1.5 Explain the hazards and control measures for safe working at height</p> <p>1.6 Outline the hazards and control measures associated with works of a temporary nature</p>	<b>8</b>
<b>Element 2: Transport Hazards and Risk Control</b>	<p>2.1 Explain the hazards and control measures for the safe movement of vehicles in the workplace</p> <p>2.2 Outline the factors associated with driving at work that increases the risk of an incident and the control measures to reduce work related driving risks</p>	<b>4</b>
<b>Element 3: Musculoskeletal Hazards and Risk Control</b>	<p>3.1 Explain work processes and practices that may give rise to work-related upper limb disorders and appropriate control measures</p> <p>3.2 Explain the hazards and control measures which should be considered when assessing risks from manual handling activities</p> <p>3.3 Explain the hazards and controls to reduce the risk in the use of lifting and moving equipment with specific reference to manually-operated load moving equipment</p>	<b>6</b>

	3.4 Explain the hazards and the precautions and procedures to reduce the risk in the use of lifting and moving equipment with specific reference to powered load handling equipment.	
<b>Element 4: Work Equipment Hazards and Risk Control</b>	4.1 Outline general requirements for work equipment 4.2 Explain the hazards and controls for hand-held tools 4.3 Describe the main mechanical and non-mechanical hazards of machinery 4.4 Explain the main control measures for reducing risk from machinery hazards.	<b>6</b>
<b>Element 5: Electrical Safety</b>	5.1 Outline the principles, hazards and risks associated with the use of electricity in the workplace 5.2 Outline the control measures that should be taken when working with electrical systems or using electrical equipment in all workplace conditions	<b>3</b>
<b>Element 6: Fire Safety</b>	6.1 Describe the principles of fire initiation, classification and spread 6.2 Outline the principles of fire risk assessment 6.3 Describe the basic principles of fire prevention and the prevention of fire spread in buildings 6.4 Outline the appropriate fire alarm system and fire-fighting arrangements for a simple workplace 6.5 Outline the factors which should be considered	<b>6</b>
<b>Element 7: Chemical and Biological Health Hazards and Risk Control</b>	7.1 Outline the forms of, the classification of, and the health risks from exposure to, hazardous substances 7.2 Explain the factors to be considered when undertaking an assessment of the health risks from substances commonly encountered in the workplace 7.3 Explain the use and limitations of occupational exposure limits including the purpose of long term and short term exposure limits 7.4 Outline control measures that should be used to reduce the risk of ill-health from exposure to hazardous substances 7.5 Outline the hazards, risks and controls associated with specific agents 7.6 Outline the basic requirements related to the safe handling and storage of waste	<b>6</b>
<b>Element 8: Physical and Psychological Health Hazards and Risk Control</b>	8.1 Outline the health effects associated with exposure to noise and appropriate control measures 8.2 Outline the health effects associated with exposure to vibration and appropriate control measures 8.3 Outline the health effects associated with ionising and non-ionising radiation and control measures 8.4 Outline the meaning, causes and effects of work related stress and appropriate control measures	<b>3</b>



GC 3	Learning Outcome	Recommended Self-Study (Hours)
<b>Element 1 : Health and Safety Practical Application</b>	Demonstrate the ability to apply knowledge of the unit IGC1 and GC2 syllabus, by successful completion of a health and safety inspection of a workplace Complete a report to management regarding the inspection with recommendations.	-