



CONTENTS

Section 1: Introduction to occupational health and safety	2
Key terms	3
Work-related injury and ill health	4
Management of occupational health and safety	5
Health and safety law	6
Roles and responsibilities	6
Welfare at work	8
Enforcement	10
Training and competence	11
Information and communication	12
Test your knowledge 1	15
Section 2: Risk assessment	16
Risk assessment process	17
Hierarchy of control	18
Recording risk assessments	20
Risk control	20
Test your knowledge	21

Section 3 : Common workplace hazards and controls	22
The workplace	23
Work at height	27
Workplace transport	28
Work equipment	30
Noise	32
Vibration	33
Electricity	34
Fire	35
Workstation and task design	38
Manual handling	40
Hazardous substances	42
Work-related stress	44
Work-related violence	45
Alcohol and drugs	46
Test your knowledge 3	47
Section 4: Incident reporting and emergency procedures	48
Reasons why incidents occur	49
Incident reporting	50
First aid	51
The costs of work-related injury and ill health	52
And so to work	52
Test your knowledge 4	53
	<u>.</u>
Test your knowledge – answers	54
Glossary	55
Index	56