

# IBEFORUM

International Business & Economic Forum



**LIVE**  **VIRTUAL TRAINING**

# NEBOSH

International General Certificate in  
Occupational  
Safety & Health

www.ibeforum.com



David Mattock

7<sup>th</sup> - 18<sup>th</sup> December 2020

### **NEBOSH IGC**

The NEBOSH International General Certificate (IGC) in Occupational Health and Safety is an internationally recognized qualification. The syllabus follows a risk management approach on best practice and international standards. This includes the International Labor Organization (ILO) codes and standards that will provide candidates with broad understanding of key health and safety issues.

The IG syllabus takes a risk management approach based on best practice and international standards, such as the International Labor Organization (ILO) codes of practice. Local laws and cultural factors form part of the study programme where relevant and appropriate.

The NEBOSH IGC gives an excellent foundation in health and safety to line managers as well as people looking to embark on a career as health and safety practitioners. No prior health and safety knowledge is required to enroll.

### **Who is the qualification designed for?**

This qualification is designed for anyone (managers, supervisors and workers) in any type of organization. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the International General Certificate in Occupational Health and Safety (IGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

### **Benefits for learners**

The IGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- ▶ justify the need for health and safety improvements;
- ▶ advise on duties for health and safety in the workplace;
- ▶ help your organization to manage contractors;
- ▶ work within a health and safety management system;
- ▶ positively influence health and safety culture and behavior;
- ▶ carry out a general risk assessment (using a 5-step approach) of your workplace;
- ▶ recognize workplace changes and their impacts and understand how to minimize these impacts;

### **Benefits for employers**

When you achieve the IGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

### *Expert Profile*



**David Mattock**

David Mattock is a Graduate in Maritime Studies from Cardiff University. He has a background in logistics, operations management, engineering and process safety in the oil and gas sectors. David worked for Kuwait Petroleum (GB) from 1997 – 2005. In 2007 he set up his own health and safety consultancy company called Beacon Safety Consulting. Beacon specializes in health and safety consultancy in the oil and gas sectors and has worked for organizations including the Oil and Pipelines Agency, Chevron, NuStar Energy, Certas Energy, Advanced Insulation and EDF. Beacon Safety Consulting's business is split between training and competent person work.

Since 1999 David has been working in health and safety. He is a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) and is on the UK Governments Occupational Health and Safety Consultants Register (OSHCR).

He runs a number of courses including the NEBOSH International General Certificate, NEBOSH Environmental Certificate, NEBOSH International Certificate in Oil and Gas Operational Safety, IOSH Managing Safely and tailored courses such as IOSH Working Safely in the Oil and Gas Industries.

Competent person work carried out by David's organization includes the production of safety reports, carried out hazard studies (including Hazard and Operability Studies (HAZOPS), bow-tie's and Failure Modes and Effects Analysis (FMEA).

David uses a combination of theory and practical knowledge to make training as relevant as possible to his delegates.

# Qualification key features

<b>Unit prefixes and title/s:</b>	Unit IG1: Management of health and safety Unit IG2: Risk assessment
Qualification level and number of credits:	National SCQF Level 6 with 11 credits (Equivalent to RQF Level 3)
Entry requirements:	None
Recommended minimum standards of English:	Equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests
Qualification grades:	The qualification grade is based on the result from Unit IG1 Distinction: 75 marks or higher Credit: 65 - 74 marks Pass: 45 - 64 marks
Exam Format	
Unit IG1:	Online Open-Book Examination
Unit IG2:	Practical Workplace Assessment

**Learning outcome:**

**Assessment criteria**

**The learner will be able to:**

**Justify health and safety improvements using moral, financial and legal arguments**

- Discuss the moral, financial and legal reasons for managing health and safety in the workplace
- Explain how health and safety is regulated and the consequences of non-compliance

**Advise on the main duties for health and safety in the workplace and help their organization manage contractors**

- 1.3a Summaries the main health and safety duties of different groups of people at work
- 1.3b Explain how contractors should be selected, monitored and managed

**Work within a health and safety management system, recognizing what effective policy, organizational responsibilities and arrangements should look like**

- Give an overview of the elements of a health and safety management system and the benefits of having a formal/certified system
- Discuss the main ingredients of health and safety management systems that make it effective – policy, responsibilities, arrangements

**Positively influence health and safety culture and behavior to improve performance in their organization**

**Describe the concept of health and safety culture and how it influences performance**

- Summaries how health and safety culture at work can be improved
- Summaries the human factors which positively or negatively influence behavior at work in a way that can affect health and safety

**Unit Assessments**

**All units are mandatory and there are no optional units.**

## DAY 1

### *Element 1: Foundations in health and safety*

#### Learning outcomes

- ▶ Outline the scope and nature of occupational health and safety
- ▶ Explain the moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace
- ▶ Explain the role of national governments and international bodies in formulating a framework for the regulation of health and safety.

## DAY 2

### *Element 2: Health and safety management systems 1 - Plan*

#### Learning outcomes

- ▶ Outline the key elements of a health and safety management system
- ▶ Explain the purpose and importance of setting policy for health and safety
- ▶ Describe the key features and appropriate content of an effective health and safety policy.

## DAY 3

### *Element 3: Health and safety management systems 2 - Do*

#### Learning outcomes

- ▶ Outline the health and safety roles and responsibilities of employers, managers, supervisors, workers and other relevant parties
- ▶ Explain the concept of health and safety culture and its significance in the management of health and safety in an organization
- ▶ Outline the human factors which influence behavior at work in a way that can affect health and safety
- ▶ Explain how health and safety behavior at work can be improved
- ▶ Explain the principles and practice of risk assessment
- ▶ Explain the preventive and protective measures
- ▶ Identify the key sources of health and safety information
- ▶ Explain what factors should be considered when developing and implementing a safe system of work for general activities
- ▶ Explain the role and function of a permit-to-work system.
- ▶ Outline the need for emergency procedures and the arrangements for contacting emergency services
- ▶ Outline the requirements for, and effective provision of, first aid in the workplace.

## DAY 4

### *Element 4: Health and safety management systems 3 - Check*

#### Learning outcomes

- ▶ Outline the principles, purpose and role of active and reactive monitoring
- ▶ Explain the purpose of, and procedures for, investigating incidents (accidents, cases of work-related ill-health and other occurrences)
- ▶ Describe the legal and organizational requirements for recording and reporting incidents

## DAY 5

### *Element 5: Health and safety management systems 4 - Act*

#### Learning outcomes

- ▶ Explain the purpose of, and procedures, for health and safety auditing
- ▶ Explain the purpose of, and procedures for, regular reviews of health and safety performance.
- ▶ Unit IGC2 Control of international workplace hazards
- ▶ Minimum unit tuition time 42 hours
- ▶ Recommended private study time 26 hours

## DAY 6

### *Element 1: Workplace hazards and risk control*

#### Learning outcomes

- ▶ Outline common health, welfare and work Environment requirements in the workplace
- ▶ Explain the risk factors and appropriate controls for violence at work
- ▶ Explain the effects of substance misuse on Health and safety at work and control measures to reduce such risks
- ▶ Explain the risk factors and appropriate controls for violence at work
- ▶ Explain the hazards and control measures for the safe movement of people in the workplace
- ▶ Explain the hazards and control measures for safe working at height
- ▶ Outline the hazards and control measures for temporary works.

### *Element 2: Transport hazards and risk control*

#### Learning outcomes

- ▶ Explain the hazards and control measures for the safe movement of vehicles in the workplace
- ▶ 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.

## DAY 7

### *Element 3: Musculoskeletal hazards and risk control*

#### Learning outcomes

- ▶ Explain work processes and practices that may give rise to work-related upper limb disorders and appropriate control measures
- ▶ Explain the hazards and control measures which should be considered when assessing risks from manual handling activities
- ▶ 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
- ▶ 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.

### *Element 4: Work equipment hazards and risk control*

#### Learning outcomes

- ▶ Outline general requirements for work equipment
- ▶ Explain the hazards and controls for hand-held tools
- ▶ Describe the main mechanical and non-mechanical hazards of machinery
- ▶ Explain the main control measures for reducing risk from machinery hazards.

## DAY 8

### *Element 5: Electrical safety*

#### Learning outcomes

- ▶ Outline the principles, hazards and risks associated with the use of electricity in the workplace
- ▶ Outline the control measures that should be taken when working with electrical systems or using electrical equipment in all workplace conditions.

## Element 6: Fire safety

### Learning outcomes

- ▶ Describe the principles of fire initiation, classification and spread
- ▶ Outline the principles of fire risk assessment
- ▶ Describe the basic principles of fire prevention and the prevention of fire spread in buildings
- ▶ Outline the appropriate fire alarm system and fire-fighting arrangements for a simple workplace
- ▶ Outline the factors which should be considered when implementing a successful evacuation of a workplace in the event of a fire.

## DAY 9

### Element 7: Chemical and biological health hazards and risk control

#### Learning outcomes

- ▶ Outline the forms of, the classification of, and the health risks from exposure to, hazardous substances
- ▶ Explain the factors to be considered when undertaking an assessment of the health risks from substances commonly encountered in the workplace
- ▶ Explain the use and limitations of occupational exposure limits including the purpose of long term and short term exposure limits
- ▶ Outline control measures that should be used to reduce the risk of ill-health from exposure to hazardous substances
- ▶ Outline the hazards, risks and controls associated with specific agents
- ▶ Outline the basic requirements related to the safe handling and storage of waste.

## Element 8: Physical and psychological health hazards and risk control

### Learning outcomes

- ▶ Outline the health effects associated with exposure to noise and appropriate control measures
- ▶ Outline the health effects associated with exposure to vibration and appropriate control measures
- ▶ Outline the health effects associated with ionizing and non-ionizing radiation and appropriate control measures
- ▶ Outline the meaning, causes and effects of work related stress and appropriate control measures.

## DAY 10

### REVISION and Question Papers

- ▶ Unit IGC3 International health and safety practical application
- ▶ Candidates are required to carry out a safety inspection of a workplace and prepare a report that persuasively urges management to take appropriate action. There is no time limit to this unit but candidates are advised to spend 2-4 hours to complete the unit.

### Learning outcomes

- ▶ Demonstrate the ability to apply knowledge of the unit IGC1 and IGC2 syllabus, by successful completion of a health and safety review of a workplace
- ▶ Complete a report to management regarding the review with recommendations.



For an in-house training option, alternative dates & locations kindly contact **IBEFoRuM**

We are happy to add extra content to the programme to meet additional requirements from your company.

Arif Ulla | +91 984 511 3293  
arif.ulla@ibeforum.com



## NEBOSH International General Certificate in Occupational Safety & Health

7<sup>th</sup> - 18<sup>th</sup> December 2020

Delegate Details				
Title	Name	Job Title	Phone	Email

Organisation Details
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Company Name	
Contact Person for Finance/Payment	
Phone	
Email	

Payment Method	Bank Wire Transfer	Authorization & Acceptance of Sales Contract
<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> Diners Club Name on Card: _____ Card Billing Address: _____ City: _____ State: _____ Country: _____ Zip: _____ Card#: _____ <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px 0;"></div> Visa CVC Number or Euro card/Master CVV Number (Last 3 Digit No's on the back of the card) <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px; vertical-align: middle;"></span>	I hereby declare I am authorised to sign this contract, Term & Conditions in the name of the Company/ Organisation.  Name: _____  Date: _____ Signature: _____	
Agreed Price for this Contract		
Per Delegate Price (A)	USD 1,800.00	
No. of Delegates (B)		
Total Price (A x B)		
38 USD administration charge and any applicable withholding or any other tax or fee will be applied		

Kindly Complete this form and Send it back to:		
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We reserve the right to refuse admission to the event if payment has not been received. Cheque payment at the event will not be accepted.</p> <p>2. Cancellation, Postponement and Substitution Policy. All cancellations, postponement and substitution shall be communicated via email to the official EMAIL ID as provided in the registration form.</p> <p>You may substitute delegates at any time by providing reasonable advance notice no less than 8 (eight) days prior to the event to IBEFORUM. For any cancellations received via email to our official EMAIL ID not less than ten (10) days (inclusive of business &amp; holidays) prior to the event, you will receive a 90% credit to be used at another IBEFORUM event which must occur within one year from the date of issuance of such credit. An administration fee of 10% of the contract fee will be retained by IBEFORUM for all permitted cancellations. 100% cancellation fee will be levied if the cancellation takes place within nine (9) days (inclusive of business &amp; holidays) of the event. No credit will be issued for any cancellations occurring within nine (9) days (inclusive of business &amp; holidays) of the event date. No refund would be given for delegates that do not show up at the event.</p> <p>In the event that IBEFORUM cancels an event for any reason, you will receive a credit for 100% of the contract fee paid. You may use this credit for another IBEFORUM event to be mutually agreed with IBEFORUM, which must occur within one year from the date of cancellation.</p> <p>In the event that IBEFORUM postpones an event for any reason and the delegate is unable or unwilling to attend in on the rescheduled date, you will receive a credit for 100% of the contract fee paid. You may use this credit for another IBEFORUM event to be mutually agreed with IBEFORUM, which must occur within one year from the date of postponement.</p> <p>Except as specified above, no credits will be issued for cancellations. There are no refunds given under any circumstances.</p> <p>Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, IBEFORUM reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever.</p>	<p>Any substitutions or alterations will be updated on our web page as soon as possible.</p> <p>3. 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