

Table of Contents

Chapter	Description	Page
1	Health & Safety Management Systems (SMS) <ul style="list-style-type: none">→ Introduction→ Policy→ Organising – the 4 Cs→ Planning and Implementing→ Measuring Performance→ Reviewing Performance and Auditing→ Summary	2
2	Health & Safety Risk Management <ul style="list-style-type: none">→ Introduction→ Definitions→ Basic Risk Management Model→ What is Risk Assessment?→ Recording Risk Assessments→ Management Review of Risk Assessments→ Summary	13
3	Leadership and Organisational Safety Culture <ul style="list-style-type: none">→ Introduction→ Leadership in terms of Health & Safety→ 10 Principles of Leadership Behaviour→ Definition of safety culture within an organisation→ Safety Culture and Adverse Events→ Barriers→ Assessing safety culture→ Improving safety culture→ Summary	29

Chapter	Description	Page
4	<p>Proactive Monitoring</p> <ul style="list-style-type: none"> → Introduction → Proactive Monitoring <ul style="list-style-type: none"> – Safety Inspections – Safety Inspection Checklist – Safety Audits → How often? → Trend Analysis → Summary 	43
5	<p>Reactive Monitoring</p> <ul style="list-style-type: none"> → Introduction → Reactive Monitoring → The Accident Triangle → Incident Reporting and Recording → Accident/Incident Investigation → Domino Theory → Conducting Investigation Interviews → Summary 	51
6	<p>Slips, Trips and Falls prevention</p> <ul style="list-style-type: none"> → Introduction → Movement of People at Work → Falls on a level → Housekeeping → Falls from Height → Slips/Trips/Falls Risk Assessment → Controls for Slips, Trips and Falls → Housekeeping Inspections → Summary 	61
7	<p>Fire Safety Management</p> <ul style="list-style-type: none"> → Introduction → The Fire Triangle → Fire Prevention → Fire Fighting Activities → Fire Hazard Identification → Assessing and Reducing the Risk of Fire → Summary 	75

Chapter	Description	Page
8	Manual Handling in the Workplace <ul style="list-style-type: none"> → Introduction → Definition of Manual Handling in the Workplace → Risk Factors → Manual Handling Risk Assessment → Controlling Manual Handling Risks → Summary 	85
9	Display Screen Equipment (DSE) <ul style="list-style-type: none"> → Introduction → Display Screen Equipment (DSE) → DSE Hazards Injuries → DSE Assessment → Benefits of DSE Assessment → Training of Assessors and Users → Summary 	96
10	Managing Work-related Stress <ul style="list-style-type: none"> → Introduction → Definition of Stress and Work Related Stress → Sources of stress → Effects of stress → Prevention of Workplace Stress → Management of Stress at Work → New Approaches to Stress Management → Summary 	105
11	Preventing Bullying at Work <ul style="list-style-type: none"> → Introduction → Definition of Bullying → Bullying prevention policy → Communication of the Policy → Training and Supervision → Bullying prevention measures → Resolving bullying at work → Summary 	115