

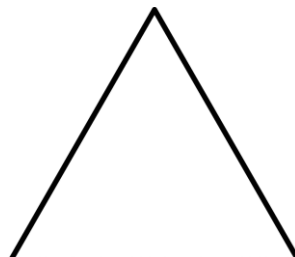
SSP.SM.01

Legal & management (16 piece puzzle)

Matching statements

Hazard	Anything with the potential to cause harm
Method statement	A logical sequence detailing how an activity is to be carried out safely
The likelihood of an event coupled with the severity	Risk
Improvement notice	Identifies a breach of legislation No immediate risk of serious personal injury
ACOP	Prepared by the HSE 'Special legal status'
Guidance notes	Practical guidance on how to comply with legislation 'No legal status'
Elements of a health and safety policy	Statement of intent Organisation Arrangements
Enforcement options	Informal advice Formal letter Improvement notice Prohibition notice Prosecution
Health and safety policy	Must be recorded if 5 or more employees
Statute law	Regulations Acts of Parliament
Reasonably practicable	Risk balanced against cost in terms of money, inconvenience and time
Practicable	If it is technically possible, you must comply irrespective of cost or inconvenience
Common law	'Judge made law' Judgements creating binding precedents
Prohibition notice	Takes immediate effect Activity involves a risk of serious personal injury
Statement of intent	Demonstrates a clear commitment. Signed by the most senior person
Behavioural safety programme	Effective leadership and worker engagement are key elements
Organisation	Identifies health and safety responsibilities (fire wardens..)
Arrangements	Records areas of risk, emergency procedures, employee consultation....

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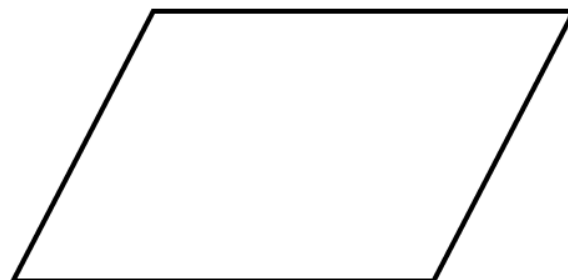
SSP.SM.02

Working at height (16 piece puzzle)

Matching statements

Avoid working at height (example/s)	Use extendable handles on equipment, assemble at ground level
Collective fall prevention (example/s)	Scaffolding with edge protection, MEWPs
Personal fall prevention (example/s)	A work restraint system preventing a worker getting into a fall position
Collective fall mitigation (example/s)	Safety netting, airbags or soft landing systems
Personal fall mitigation (example/s)	A fall arrest system (harness & shock absorbing lanyard)
Any working platform (static or mobile) from which a person could fall more than two metres	Should not be used unless it has been inspected within the previous seven days
Inspection	Required after installation, assembly, exceptional circumstances...
Mobile elevating work platforms (MEWPs)	Will need a lift plan for all work and thorough examination every six months (LOLER)
Methods for erecting mobile access towers (PASMA)	Advanced guard-rail system Through-the-trap (3T method)
A rescue plan should...	Not rely on the emergency services
1	Avoid working at height (hierarchy step...)
2	Use an existing safe place of work (hierarchy step...)
3	Collective fall prevention (hierarchy step...)
4	Personal fall prevention (hierarchy step...)
5	Collective fall mitigation (hierarchy step...)
6	Personal fall mitigation 'The last resort' (hierarchy step...)
Should be considered when planning all work at height activities	The skills, knowledge, training and experience of each individual involved
Average number of fatalities every year as a result of falls through fragile surfaces	7

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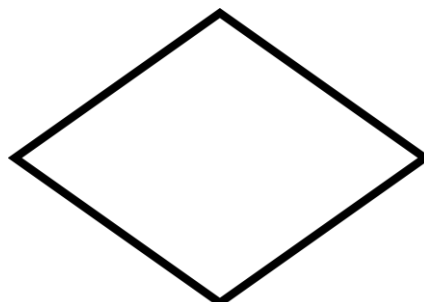
SSP.SM.03

Manual handling, lifting operations and work equipment (18 piece puzzle)

Matching statements

Lifting equipment	PUWER and LOLER
Work equipment	PUWER
At least every 6 months	Thorough examination of lifting accessories
At least every 12 months	Thorough examination of lifting equipment (not for lifting persons)
Task, individual, load, environment	TILE
Must be properly planned	All lifting operations
T	Repetitive, twisting, above head height...
I	State of health, training, previous injuries...
L	Sharp edges, handles, confirmed weight...
E	Level surface, lighting, trip hazards, steps...
Avoid hazardous manual handling operations	As far as is reasonably practicable
Assess hazardous manual handling operations...	That cannot be avoided
Avoid manual handling by...	Using mechanical lifting aids
Manual handling	Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force
Employees' duty	Make full and proper use of any system of work and equipment provided
Musculoskeletal disorders account for around% of reported work related illnesses every year	40
If a manual handling operation is repeated once or twice a minute the load should be reduced by..%	30
Contract lift	The employing organisation does not plan the lifting operation
Hired crane	The employing organisation is responsible for planning the lifting operation
Lifting operation categorisation	Basic, intermediate and complex
Lifting equipment and accessories	Must be marked with their rated capacity and configurations of use

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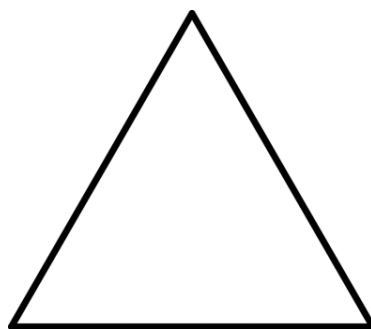
SSP.SM.04

Hazardous substances, asbestos and lead (16 piece puzzle)

Matching statements

Inhalation	Breathed into the lungs
EH40	Workplace exposure limits
All pre-2000 non-domestic premises should have one	Asbestos management plan (register)
SDS (example contents)	Hazards, handling and storage, emergency measures
Absorption	Through the skin or eyes
COSHH assessment (example contents)	Hazardous properties. Type, level & duration of exposure. Control measures. Monitoring. Health surveillance....
Injection	Sharp objects, high pressure equipment
Ingestion	Eating or drinking
Covered by COSHH	Natural or artificial substances in solid, liquid, gaseous or vapour form
Not covered by COSHH	Asbestos and Lead
Lead	A cumulative poison that is either absorbed into the bloodstream or inhaled
Asbestos	A naturally occurring fibrous mineral
Management survey	Generally non-invasive and presumptive
Refurbishment or demolition survey	Fully invasive
Licensed work	14-day notice period. Licensed asbestos contractor
Notifiable non-licensed work	Notify before work starts (no notification period)
Non-licensed work	No notification required
STEL	Short term exposure limit

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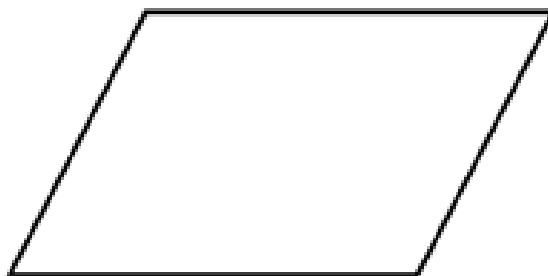
SSP.SM.05

Noise and vibration (16 piece puzzle)

Matching statements

Noise	Any unwanted sound
Acute	Sudden onset, rapid change
Chronic	Slow onset, long lasting
Double the intensity of sound equates to an increase ofdB	3
The noise level is around 85 dB(A) if you have to shout to be understood from m	2
The noise level is around 90 dB(A) if you have to shout to be understood from m	1
Lower exposure action value (LEAV)	80dB(A) or a peak sound pressure of 135dB(C)
Upper exposure action value (UEAV)	85dB(A) or a peak sound pressure of 137dB(C)
Exposure limit value (ELV)	87dB(A) or a peak sound pressure of 140dB(C)
Create 'hearing protection zones' where noise levels are at ...	85dB(A)
Exposure action value (EAV) for hand arm vibration	2.5 m/s ² A(8)
Exposure limit value (ELV) for hand arm vibration	5.0 m/s ² A(8)
The damage can be disabling and permanent	Exposure to excessive levels of noise or vibration
HAWS	Hand-arm vibration syndrome
NIHL	Noise-induced hearing loss
Daily personal exposure level	L _{EP,d}
A requirement for workers exposed at or above the EAV	Health surveillance
Whole body vibration (WBV)	Associated with spinal problems

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SSP.SM.06

Electricity and fire (14 piece puzzle)

Matching statements

Conduction	Heat is transmitted from one point to another through a solid material
Convection	Superheated gases or heat rising from a fire igniting other combustible materials
Radiation	The transfer of heat through the air to other combustible materials
Class A	Carbonaceous material (paper, cloth, wood)
Class B	Flammable liquids or liquefiable solids (oil, fat, paint)
Class C	Flammable gases or liquefied gases (propane, acetylene)
Class D	Combustible metals (magnesium, phosphorus)
Class F	High temperature cooking oils or fats
110-130 volts	Yellow
220-240 volts	Blue
400 volts	Red
Only use 220-240 volt equipment in conjunction with a	Residual current device (RCD)
A 'plug in' RCD should be tested.....	Before each use
If possible, hand held tools should be.....	Battery powered
Fire extinguishers should be fully serviced	Annually

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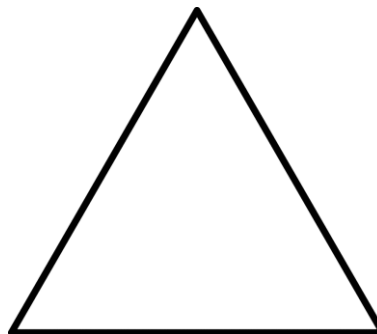
SSP.SM.07

Accident reporting and workplace monitoring (16 piece puzzle)

Matching statements

Accident	An unintended incident that results in damage, injury or ill health
Near miss	An unintended incident that had the potential to cause damage, injury or ill health
Safety tour	General inspection of the workplace (broad scope)
Safety inspection	A formal, scheduled event (pre-determined criteria)
Reporting form for a disease	F2508A
HSE accident book	BL510
Proactive monitoring	Safety tours, inspections, hazard spotting exercises
Reactive monitoring	Accident/incident/near miss investigation, ill health reports
Report immediately	Specified injuries, dangerous occurrences, fatalities
Methods of reporting	Telephone, online
Report within 15 days	Over-seven-day injuries
Report an injury involving a member of the public	Only if taken directly to hospital
Reportable specified injury	Permanent loss of sight or reduction of sight
Reportable occupational disease	Hand-arm vibration syndrome (HAVS)
Reportable dangerous occurrence	Plant or equipment coming into contact with overhead power lines
Who has responsibility to report (RIDDOR)	The employer
Employer must still keep records of.....	Over-three-day injuries
Not reportable under RIDDOR	Death after 14 months as a result of a work related injury

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SSP.SM.08

Risk assessment (14 piece puzzle)

Matching statements

Hazard	Anything with the potential to cause harm
Risk	The likelihood of an event coupled with the severity
5 employees or more	The significant findings must be recorded
Step 1	Identify the hazards
Step 2	Decide who might be harmed and how
Step 3	Evaluate the risks and consider existing controls
Step 4	Record your findings
Step 5	Review and revise
Qualitative	No numerical score for residual risk level
Quantitative	The residual risk is given a numerical score
Collective measure	A soundproof enclosure around a noisy machine
Personal protective equipment	The last resort
Important elements of the risk assessment process	Consultation and communication
Reasons for review	As a result of an incident New procedures, equipment, substances, legislation, guidance.....
The first consideration	Can we eliminate or avoid?

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