

## NEBOSH NGC1 Element 1

### Foundations in health and safety

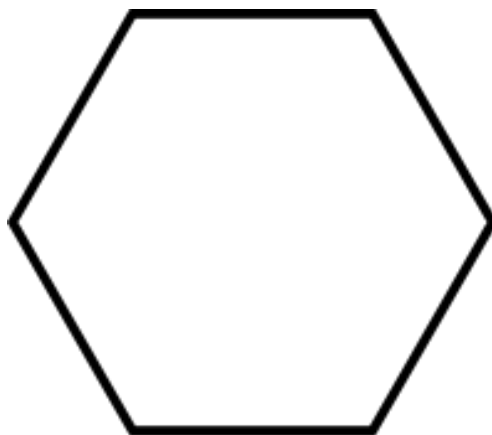
(24 piece puzzle)

#### Matching statements

Negligence	The lack of reasonable care or conduct resulting in an injury, damage or loss
Welfare	The provision of facilities to maintain the health and well-being of individuals
Burden of proof (Civil)	Balance of probabilities
Vicarious liability	Employers are liable for the actions of their employees
Guidance	No formal legal standing
Safety	The protection of people from physical injury
Insured costs	Injury, ill-health, damage
Prohibition notice	Risk of serious personal injury
Approved Code of Practice (ACOP)	Special legal status (quasi-legal)
Civil law	Individual or organisation seeking compensation
Uninsured costs	Fines, lost orders, production delays
Contributory negligence	The employee is deemed to have contributed to the negligent act
Health	The protection of bodies and minds from illness
Criminal law	Offence against the state
Tests and defences for tort of negligence	Duty owed, duty breached, injury or damage sustained
Improvement notice	Identifies a specific breach of the law
Practicable	Where technology exists "Must be done" irrespective of cost or inconvenience
Corporate manslaughter and Corporate homicide Act	Unlimited fines, remedial orders, press orders
Statute law	Laid down by parliament
Civil remedy	Compensation, injunction
Common law	'Judge made law' (Precedent)

Absolute duty	'Must' 'Shall'
Summary offence	Normally dealt with in a magistrates' court
Regulations	Requirements are often absolute
Indictable offence	Normally warrants a trial by Jury
Improvement and prohibition notices	Appeals heard by an employment tribunal
Burden of proof (Criminal)	Beyond all reasonable doubt
Statute barred	Civil action prohibited following a breach of statutory duty
Criminal punishment	Fines, imprisonment, remedial orders
Reasonably practicable	Risk balanced against cost measured in time, effort, inconvenience..

Finished puzzle shape:



## NEBOSH NGC1 Element 2

### Health and safety management systems – Plan

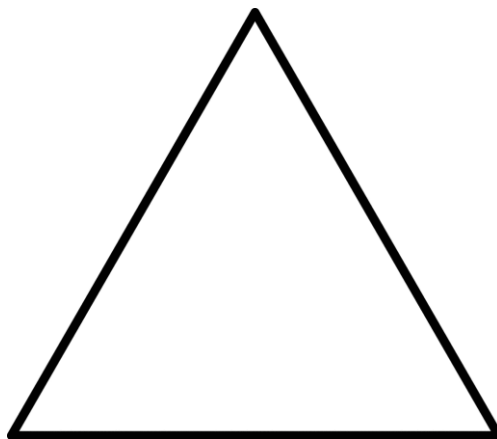
(16 piece puzzle)

#### Matching statements

Plan (HSG65)	Policy, planning
Do (HSG65)	Risk profiling, organising, implementing
Check (HSG65)	Measure performance, investigating accidents and incidents
Act (HSG65)	Reviewing performance, learning lessons
SMART	Specific, measurable, achievable, reasonable, time-bound
HSG65 model	Plan – Do – Check – Act
External stakeholders	Regulators, insurance companies, customers, neighbours....
Internal stakeholders	Directors and trustees, workforce, H&S advisers
Consultation	The action or process of discussing something in order to obtain advice or an opinion
Communication	The imparting of information by speaking, writing or other medium
There are generally ..... main elements in a health and safety policy	3
Prepare a written health and safety policy if you have ..... or more employees	5
Circumstances leading to the need for review of a H&S policy	Technical, organisational or legal changes
Benchmarking	The comparison of H&S performance with that of similar departments or organisations

MHSWR (Reg 5) Employers should have appropriate arrangements for the effective.....	Planning, organisation, control, monitoring and review of preventative and protective measures
Health and safety policy (Elements)	Statement of intent (What) Organisation (Who) Arrangements (How)
Key characteristics of a successful H&S management system	A positive H&S culture, involvement of all stakeholders, effective audit and continual improvement
Legislation requiring the preparation of a H&S policy	Health and Safety at Work etc. Act 1974 (Section 2)

Finished puzzle shape:



## NEBOSH NGC1 Element 3

### Health and safety management systems – Do

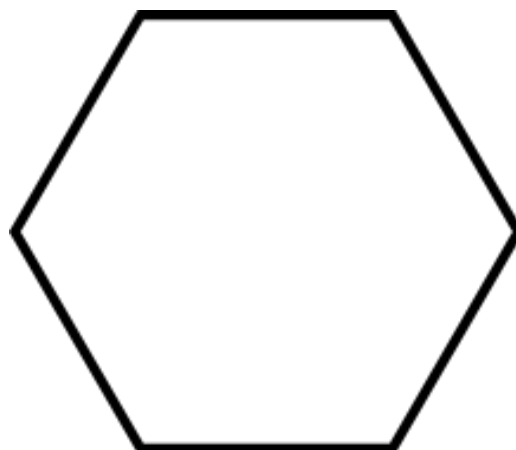
(24 piece puzzle)

#### Matching statements

Hazard	Anything with the potential to cause harm
Risk	The likelihood of harm being realised coupled with the severity
Risk assessment	The process of evaluating risk levels, identifying control measures and determining residual risk
Qualitative	No numerical score for residual risk level
Quantitative	The measurement of risk by probability, giving the risk level a numerical score
The general hierarchy of control	Eliminate the hazard Substitute Engineering controls Signs, markings, warnings and administrative controls Personal protective equipment
Risk assessment (Step 1)	Identify the hazards
Risk assessment (Step 2)	Decide who might be harmed and how
Risk assessment (Step 3)	Evaluate the risks and existing controls
Risk assessment (Step 4)	Record the significant findings
Risk assessment (Step 5)	Monitor and review
Suitable and sufficient	Identifies the significant risks, ignores the trivial, prioritises measures, appropriate to the nature of the work, valid over a reasonable period of time.....
General principles of prevention	Avoid risk Evaluate the risks which cannot be avoided Combat the risk at source Adapt the work to the individual Adapt to technical progress.....
Permit to work	Ensures a higher level of control for high risk activities to ensure that they can be carried out safely
Health and safety culture	The product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour determining commitment
Indicators of the health and safety culture	Sickness rates, staff turnover, accident rates, complaints about working conditions, compliance with safety rules....
Human factors	Organisational – Job – Individual
Organisational factors	Culture, leadership, resources, work patterns, communications....

Job factors	Task, workload, environment, procedures, displays and controls....
Individual factors	Competence, skills, personality, attitude, risk perception....
Sources of information (internal)	Accident, ill health and absence records, inspection and investigation reports, maintenance records.....
Sources of information (external)	Manufacturers data, HSE, legislation, trade associations.....
Control measures (technical)	Guarding, warning systems....
Control measures (procedural)	Method statements, permits to work....
Control measures (behavioural)	Training, raising awareness....
Reasons for risk assessment review	Accident or incident. Changes to legislation, equipment, processes, people....
Replacing 110 volt hand held tools with battery powered tools should reduce the.....	Severity of harm
Electrical equipment subject to a rigorous inspection and maintenance regime should reduce the.....	Likelihood of harm
First aid provision factors	Number of persons on site, pattern of working hours, substances and equipment being used, proximity of emergency services....
Collective protective measures take priority over.....	Personal (individual) protective measures

Finished puzzle shape:



## NEBOSH NGC1 Element 4

### Health and safety management systems – Check

(16 piece puzzle)

#### Matching statements

Active monitoring (examples)	Workplace inspection, monitoring performance standards....
Reactive monitoring (examples)	Monitoring data for accidents, near misses, dangerous occurrences, ill health....
Injury accident	Any unplanned event that results in injury, ill health or damage to property
Dangerous occurrence	A specific, reportable adverse event where there was potential for serious injury or death, as defined in RIDDOR
Near miss	An event that while not causing harm, has the potential to cause injury or ill health
Immediate causes	The most obvious reason why an adverse event happens (unsafe acts and conditions)
Root cause	An initiating event or failure from which all other causes spring (management and system failures)
Specified injuries (examples)	Fractures, other than to fingers, thumbs and toes. Permanent loss or reduction of sight....
Reportable occupational disease (examples)	Hand-arm vibration syndrome, occupational dermatitis....
Dangerous occurrence (example)	The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
Active monitoring (definition)	Taking the initiative before things go wrong ensuring that standards are being implemented
Reactive monitoring (definition)	Looking at historical events to learn from past mistakes
A robust workplace inspection will cover...	Premises, plant and substances, procedures and people
Safety inspection (definition)	Formal, recorded assessment of workplace safety identifying hazardous conditions or practice
Safety survey (definition)	Detailed assessment of one aspect of an organisations safety management system

Safety tour	Used to establish employee familiarity with procedures through questioning
Over 3 - day lost time injuries	Employer to maintain records of...
Over 7 - day lost time injuries	Reportable within 15 days

Finished puzzle shape:





## NEBOSH NGC1 Element 5

### Health and safety management systems – Act

(12 piece puzzle)

#### Matching statements

External audit	Impartial, independent, may lack familiarity
Internal audit	Better understanding of systems and procedures, may not be objective
Health and safety audit	The structured process of collecting information on the efficiency, effectiveness and reliability of a management system and planning for corrective action
The audit process (Preparatory work)	Agree the objectives and scope of the audit. Prepare and agree on the procedure
The audit process (On site)	Observation of conditions and work activities. Review of additional documents
The audit process (Conclusion)	Assemble the evidence. Evaluate the evidence
The review stage....	Combines the results from performance measurement with audit findings to improve the approach to health and safety management
Plan (HSG65)	Policy, planning
Do (HSG65)	Risk profiling, organising, implementing
Check (HSG65)	Measure performance, investigating accidents and incidents
Act (HSG65)	Reviewing performance, learning lessons
SMART	Specific, measurable, achievable, reasonable, time-bound

Finished puzzle shape:

