

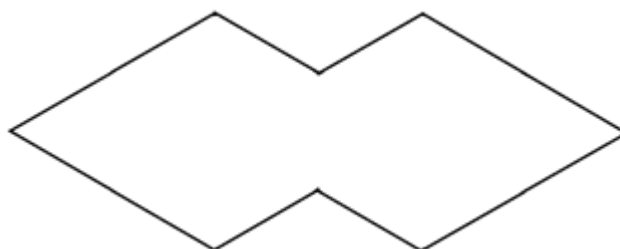
SSP.HSA.01

General responsibilities (14 piece puzzle)

Matching statements

Hazard	Anything with the potential to cause harm
Risk	The likelihood of an event coupled with the severity of harm
Method statement	A logical sequence detailing how an activity is to be carried out safely
Employer duty	Provide and maintain safe plant, equipment and safe systems of work
Employee duty	To co-operate with their employer in all matters relating to health and safety
Risk assessment	Identifies hazards, risks and control measures for an activity
Accident	An incident that causes physical injury or damage
Near miss	An incident that could have resulted in an injury or damage
Average number of fatalities every year as a result of falls through fragile surfaces	7
A leaning ladder should be set at an angle of degrees	75
The first consideration when planning work at height	Can it be avoided?
The last resort when working at height	Personal fall arrest (harness & shock absorbing lanyard)
Should be given to workers starting work at a new location	Full site induction
Gives details of safe working practices for a specific task (can ask questions)	Tool-box talk
Must be carried out on plant or equipment	Pre-use checks

Finished puzzle shape:



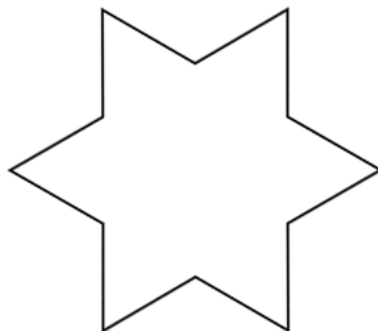
SSP.HSA.02

Health, hazardous substances, noise and vibration (12 piece puzzle)

Matching statements

Employer duty	Avoid the use of hazardous substances where possible
Employee duty	Follow the safe system of work for the task
The last resort for controlling exposure to dust	Respiratory protective equipment (RPE)
Effective methods of controlling dust exposure	Avoid creating dust, on-tool extraction, dampening down, wet cutting
Should be carried out before issuing respiratory protective equipment	Face-fit testing
Hand-arm vibration syndrome (HAVS) symptoms	Pain & numbness, loss of sense of touch, pins & needles, loss of grip strength...
Whole body vibration	Associated with spinal injuries
The damage from exposure to high levels of noise or vibration can be...	Permanent and disabling
You should be wearing hearing protection if you have to shout to be understood from....	2 metres or less
You can help to reduce the risk of HAVS injuries by....	Keeping your hands warm, not exceeding usage limits on tools, relaxing your grip, taking regular breaks
Effects of noise exposure	Noise induced hearing loss, stress, fatigue, loss of concentration
If you think you have discovered asbestos you should....	Stop work immediately, warn others to keep away, report to your supervisor or employer

Finished puzzle shape:



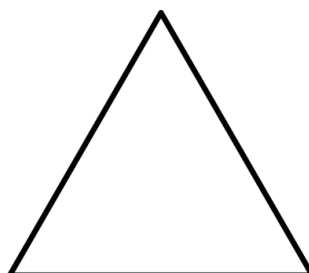
SSP.SS.01

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
Risk	The likelihood of an event coupled with the severity of harm
Improvement notice	Identifies a breach of legislation No immediate risk of serious personal injury
ACOP	Practical advice on how to comply with the law 'Special legal status'
Guidance	'No legal status' Information on best practice
Criminal law	Against the state Fines & imprisonment Beyond all reasonable doubt
Civil law	Balance of probabilities Individual 'V' individual Compensation & injunction
Powers of inspectors	Enter premises at any reasonable time, take measurements, samples, photographs, serve notices.....
Employers duty	Provide information, instruction, training and supervision
Employees duty	Co-operate with their employer in all matters relating to health and safety
An important element of the supervisor's role	Ensure that your work team understand their duties and responsibilities
Prohibition notice	Takes immediate effect Risk of serious personal injury
Risk assessment step 1	Identify the hazards
Risk assessment step 2	Establish who could be harmed and how
Risk assessment step 3	Evaluate risk levels and consider existing controls
Risk assessment step 4	Record your findings
Risk assessment step 5	Review and revise

Finished puzzle shape:



SSP.SS.02.1

Working at height (16 piece puzzle)

Matching statements

Avoid working at height (example/s)	Assemble at ground level, use extendable handles on equipment
Collective fall prevention (example/s)	MEWPs, scaffolding with edge protection
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)
Should be considered when planning all WAH activities	The skills, knowledge, training and experience of each individual involved
Methods for erecting mobile access towers (PASMA)	Advanced guard-rail system Through-the-trap (3T method)
(MEWPs) Mobile elevating work platforms	Will need a lift plan for all work and thorough examination every six months (LOLER)
A rescue plan should.....	Not rely on the emergency services
EN131 ladder	Domestic, or trade and industrial standards
Average number of fatalities every year as a result of falls through fragile surfaces	7
A leaning ladder should be set at an angle of degrees	75
Ladders should only be used for.....	Short duration work
Working at height (definition)	Any height where a fall could cause personal injury
Top guard rails should be a minimum of cm above the working platform	95
Personal harnesses should be thoroughly examined at least every months	6
All equipment for working at height should be.....	Inspected before use
Personal fall arrest systems should be considered as.....	The last resort

Finished puzzle shape:



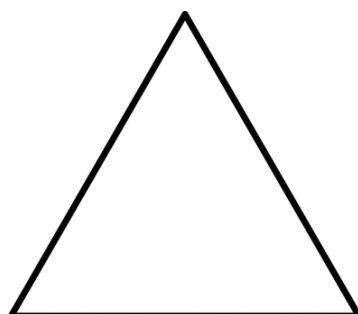
SSP.SS.03

Lifting equipment, work equipment and electricity (16 piece puzzle)

Matching statements

Work equipment	PUWER
Lifting equipment	PUWER and LOLER
At least every 6 months	Thorough examination of lifting accessories
At least every 12 months	Thorough examination of lifting equipment (not for lifting persons)
All lifting operations...	Must be properly planned and appropriately supervised
All work and lifting equipment...	Should be subject to pre-use checks
Lifting equipment and accessories must be...	Marked with their rated capacity and configurations of use
Lifting operation categorisation	Basic - Intermediate - Complex
Hired crane	The employing organisation is responsible for the lifting operation
Contract lift	The employing organisation does not plan the lifting operation
High impact eye protection must be worn when using...	Abrasive wheels Cartridge or gas powered fixing tools
Abrasive wheels should only be mounted by...	Trained and authorised personnel
Reduce the severity of electric shock by using...	Battery operated tools
Only use 220-240 volt equipment in conjunction with a...	Residual current device (RCD)
A 'plug-in' RCD should be tested...	Before each use
110-130 volts	Yellow
220-240 volts	Blue
400 volts	Red

Finished puzzle shape:



SSP.SS.04

Hazardous substances, noise, vibration (16 piece puzzle)

Matching statements

Inhalation	Breathed into the lungs
Ingestion	Eating or drinking
Injection	Sharp objects, high pressure equipment
Absorption	Through the skin or eyes
Safety Data Sheet (SDS)	Hazards Handling & storage Emergency measures Disposal considerations...
COSHH assessment	Hazards Control measures Type, level & duration of exposure Monitoring & health surveillance
Acute	Sudden onset, rapid change
Chronic	Slow onset, long lasting
All pre-2000 non-domestic premises should have one	Asbestos management plan (register)
Covered by COSHH	Natural or artificial substances in solid, liquid, gaseous or vapour form
Not covered by COSHH	Asbestos and lead
The noise level is around 85dB(A) if you have to shout to be understood from m	2
The noise level is around 90dB(A) if you have to shout to be understood from m	1
HAVS	Hand-arm vibration syndrome
NIHL	Noise-induced hearing loss
Whole body vibration (WBV)	Associated with spinal injuries
Effects of noise exposure	Stress Loss of concentration Noise-induced hearing loss...
Effects of HAVS	Nerve damage Muscle fatigue Carpal tunnel syndrome Damage to blood vessels....

Finished puzzle shape:



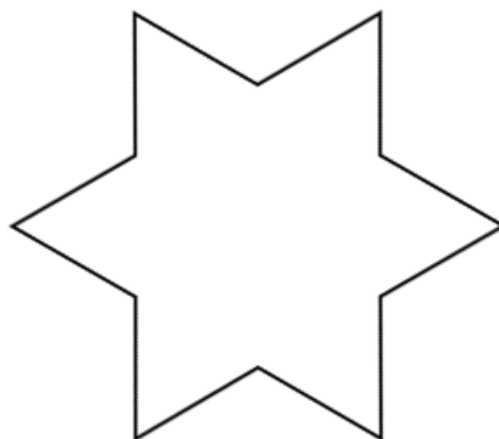
SSP.SS.05

Manual handling (12 piece puzzle)

Matching statements

Employers duty	Identify manual handling tasks and carry out an assessment
T	Repetitive twisting, lifting above head height...
I	State of health, training, previous injuries...
L	Sharp edges, handles, confirmed weight...
E	Level surface, lighting, trip hazards...
TILE	Task, individual, load, environment
Avoid manual handling by...	Using mechanical lifting aids
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
Employees duty	Make full and proper use of any safe system of work and equipment
Team lifting control measures	Proper planning, communication, similar size and build
Solutions to manual handling problems	Pallet trucks, conveyor belts, sack trolleys...

Finished puzzle shape:



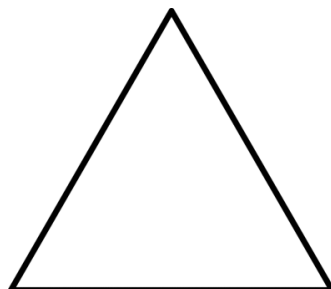
SSP.SM.01

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....

Finished puzzle shape:



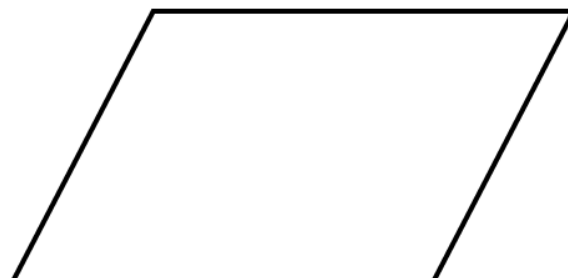
SSP.SM.02

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

Finished puzzle shape:



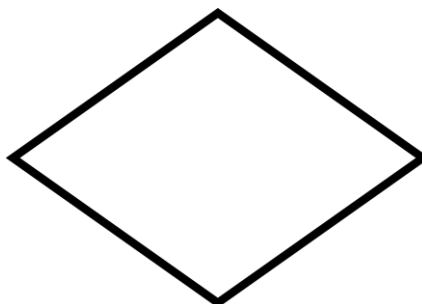
SSP.SM.03

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

Finished puzzle shape:



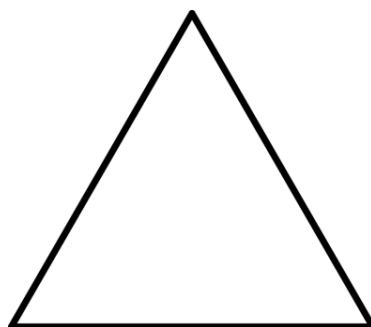
SSP.SM.04

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

Finished puzzle shape:



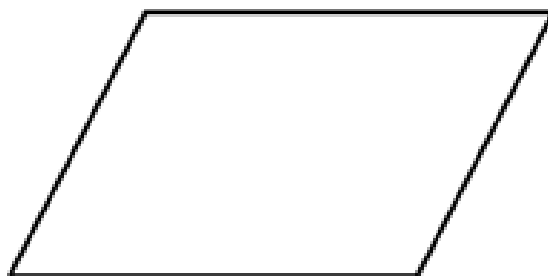
SSP.SM.05

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

Finished puzzle shape:



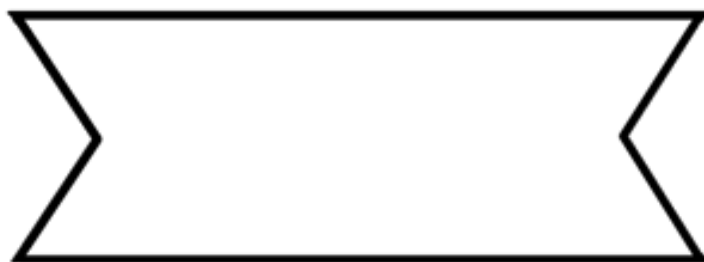
SSP.SM.06 Electricity and fire

(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

Finished puzzle shape:



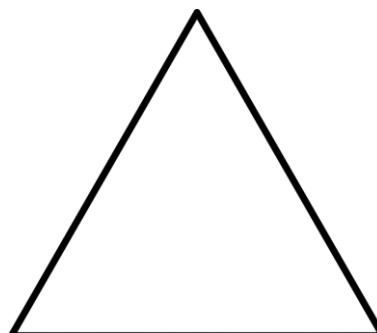
SSP.SM.07

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

Finished puzzle shape:



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?

Finished puzzle shape:

