



International Diploma in Occupational Safety and Health

Unit 1 Examination

Principles of Health and Safety Management

INSTRUCTIONS TO CANDIDATES

Do not open this booklet until the invigilator tells you to do so.

You are allowed **THREE HOURS** to complete this examination.

There are two sections to this paper.

Section A has one question worth a total of 40 marks.

You are advised to spend no more than **ONE HOUR** on Section A.

Section B has eight questions each worth 10 marks (total 80 marks).

You are advised to spend no more than **TWO HOURS** on Section B.

Answer ALL questions. The questions may be answered in any order.

Marks for part questions are shown in square brackets.

Your answers should include reference to examples from the workplace wherever appropriate.

Write your answers in the answer booklet provided using a black or blue pen.

You may make notes on this question paper, in the resource booklet, in the answer booklet or on separate sheets of paper, but any notes you make must be handed in at the end of the examination.

Scenario

You are the health and safety manager for a recently constructed large office complex (Figure 1). The building is being used primarily as an international call centre (Figure 2) with workers occupying the building 24 hours per day.

Your company are the owner and primary tenant of the building. Several floors of the building have been leased to other organisations.

In addition to the main office areas, the building also has a large underground car park, a fitness and recreation block and a large communal canteen/dining area.

You have just completed a site safety tour, twelve months since the building was handed over. This was undertaken as part of the contract and handover agreement with the principal contractor.

The findings of the tour indicated no significant health and safety problems with structural aspects of the building. However, a number examples of poor practices were identified, including those that are listed below.

- Blocked fire escapes
- Trailing cables across many gangways
- Boxes stored above head height
- No evidence of electrical equipment testing
- Evidence of smoking in unauthorised parts of the building
- Reports of near misses involving cars exceeding speed limits in the car park

Additionally, several employees have raised concerns that the air conditioning is ineffective. This appears to be confirmed in that temperatures up to 30 degrees Celsius are being recorded at several locations throughout the building.

You have also received a report from the site occupational health provider. They have received a number of complaints from the call centre staff. The issues raised in these complaints include possible hearing damage and ear infections through contact with shared head-sets and also cases of work-related stress.



Figure 1 (Office)



Figure 2 (Call centre)

SECTION A

Question 1 (Refer to the Scenario)

1. (a) **Outline** the main hazards and risks associated with the activities at this premises. [5]
- (b) **Outline** the policy and organisational issues that will need to be reviewed when considering improvements. [10]
- (c) **Describe** and justify suitable controls to prevent and minimise the health and safety risks associated with office and call centre work. [10]
- (d) **Describe** the steps you would take in developing a management action plan based on the current and future risks at this company. [10]
- This should focus on the risks associated with office and call centre work but the plan should also include the wider health and safety issues relevant to this company. Your plan should include clear recommendations, priorities and timescales.
- (e) **Describe** how you would communicate this management action plan to relevant parties. [5]

SECTION B

2. (a) **Outline** the essential elements of the **organisation** section of a health and safety management system. [5]
- (b) **Outline** the essential elements of the **review** section of a health and safety management system. [5]
3. (a) **Explain** the role of the health and safety practitioner in implementing a health and safety management system. [6]
- (b) **Outline** the benefits of a formalised health and safety management system in relation to relationships with customers and suppliers. [4]
4. **Outline** the main hazards associated with work place transport used in a large industrial warehouse. [10]
5. (a) **Outline** the types of personal protective equipment (PPE) used for the protection of:
i. Hands [2]
ii. Eyes [2]
- (b) **Outline** how to assess the suitability and effectiveness of PPE. [6]

6. **Describe** the role and function of **TWO** key occupational health & safety informing bodies. [10]
7. **Describe** the approaches available to manage work at height risks on a large construction site. [10]
8. (a) **Outline** the main global environmental risks associated with fossil fuels. [5]
(b) **Outline** the local environmental impacts associated with an Anaerobic digestion facility. [5]
9. (a) **Outline** the techniques that can be used to assess the risk of human failure. [5]
(b) **Explain** how the likelihood of human error can be reduced. [5]