



**nebosh**

**Syllabus summary –  
International General Certificate  
in Occupational Health and Safety**

**November 2014**

## **Syllabus summary - NEBOSH International General Certificate in Occupational Health and Safety (January 2013 specification)**

### **Structure**

The syllabus is divided into 3 units. Unit IGC1 is further divided into five elements and Unit GC2 into eight elements.

#### **Unit IGC1: Management of international health and safety**

<b>Element Number</b>	<b>Element Title</b>	<b>Recommended hours</b>	<b>Page</b>
1	Foundations in health and safety	7	4
2	Health and safety management systems - Plan	3	4
3	Health and safety management systems - Do	17	5
4	Health and safety management systems – Check	5	5
5	Health and safety management systems - Act	4	6
	<b>Minimum unit tuition time</b>	<b>36</b>	
	<b>Recommended private study time</b>	<b>23</b>	

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**Unit GC2: Control of workplace hazards**

<b>Element Number</b>	<b>Element Title</b>	<b>Recommended hours</b>	<b>Page</b>
1	Workplace hazards and risk control	8	7
2	Transport hazards and risk control	4	7
3	Musculoskeletal hazards and risk control	6	8
4	Work equipment hazards and risk control	6	8
5	Electrical safety	3	9
6	Fire safety	6	9
7	Chemical and biological health hazards and risk control	6	10
8	Physical and psychological health hazards and risk control	3	10
	<b>Minimum unit tuition time</b>	<b>42</b>	
	<b>Recommended private study time</b>	<b>26</b>	

**Unit GC3: Health and safety practical application**

<b>Element Number</b>	<b>Element Title</b>	<b>Recommended Hours</b>	<b>Page</b>
1	Health and safety practical application	2	11
	<b>Minimum unit tuition time</b>	<b>2</b>	
	<b>Recommended private study time</b>	<b>4</b>	
	<b>Minimum total tuition time</b>	<b>80</b>	
	<b>Recommended total private study time</b>	<b>53</b>	
	<b>Total overall hours</b>	<b>133</b>	

## **Unit IGC1: Management of international health and safety**

### **Element 1: Foundations in health and safety**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the scope and nature of occupational health and safety
- Explain the moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace
- Explain the role of national governments and international bodies in formulating a framework for the regulation of health and safety.

***Recommended tuition time not less than 7 hours***

### **Element 2: Health and safety management systems - Plan**

#### **Learning Outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the key elements of a health and safety management system
- Explain the purpose and importance of setting policy for health and safety
- Describe the key features and appropriate content of an effective health and safety policy.

***Recommended tuition time not less than 3 hours***

## **Element 3: Health and safety management system - Do**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the health and safety roles and responsibilities of employers, directors, managers, supervisors, workers and other relevant parties
- Explain the concept of health and safety culture and its significance in the management of health and safety in an organisation
- Outline the human factors which influence behaviour at work in a way that can affect health and safety
- Explain how health and safety behaviour at work can be improved
- Explain the principles and practice of risk assessment
- Explain the preventive and protective measures
- Identify the key sources of health and safety information
- Explain what factors should be considered when developing and implementing a safe system of work for general activities
- Explain the role and function of a permit-to-work system.
- Outline the need for emergency procedures and the arrangements for contacting emergency services
- Outline the requirements for, and effective provision of, first aid in the workplace.

***Recommended tuition time not less than 17 hours***

## **Element 4: Health and safety management systems - Check**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the principles, purpose and role of active and reactive monitoring
- Explain the purpose of, and procedures for, investigating incidents (accidents, cases of work-related ill-health and other occurrences)
- Describe the legal and organisational requirements for recording and reporting incidents

***Recommended tuition time not less than 5 hours***

## **Element 5: Health and safety management systems - Act**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain the purpose of, and procedures, for health and safety auditing
- Explain the purpose of, and procedures for, regular reviews of health and safety performance.

***Recommended tuition time not less than 4 hours***

## **Unit GC2: Control of workplace hazards**

### **Element 1: Workplace hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline common health, welfare and work environment requirements in the workplace
- Explain the risk factors and appropriate controls for violence at work
- Explain the effects of substance misuse on health and safety at work and control measures to reduce such risks
- Explain the hazards and control measures for the safe movement of people in the workplace
- Explain the hazards and control measures for safe working at height
- Outline the hazards and control measures associated with works of a temporary nature.

***Recommended tuition time not less than 8 hours***

### **Element 2: Transport hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain the hazards and control measures for the safe movement of vehicles in the workplace
- Outline the factors associated with driving at work that increases the risk of an incident and the control measures to reduce work-related driving risks.

***Recommended tuition time not less than 4 hours***

### **Element 3: Musculoskeletal hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Explain work processes and practices that may give rise to work-related upper limb disorders and appropriate control measures
- Explain the hazards and control measures which should be considered when assessing risks from manual handling activities
- Explain the hazards and controls to reduce the risk in the use of lifting and moving equipment with specific reference to manually-operated load moving equipment
- Explain the hazards and the precautions and procedures to reduce the risk in the use of lifting and moving equipment with specific reference to powered load handling equipment.

***Recommended tuition time not less than 6 hours***

### **Element 4: Work equipment hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline general requirements for work equipment
- Explain the hazards and controls for hand-held tools
- Describe the main mechanical and non-mechanical hazards of machinery
- Explain the main control methods for reducing risk from machinery hazards.

***Recommended tuition time not less than 6 hours***

## **Element 5: Electrical safety**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the principles, hazards and risks associated with the use of electricity in the workplace
- Outline the control measures that should be taken when working with electrical systems or using electrical equipment in all normal workplace conditions.

***Recommended tuition time not less than 3 hours***

## **Element 6: Fire safety**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Describe the principles of fire initiation, classification and spread
- Outline the principles of fire risk assessment
- Describe the basic principles of fire prevention and the prevention of fire spread in buildings
- Outline the appropriate fire alarm system and fire-fighting arrangements for a simple workplace
- Outline the factors which should be considered when implementing a successful evacuation of a workplace in the event of a fire.

***Recommended tuition time not less than 6 hours***

## **Element 7: Chemical and biological health hazards and risk control**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the forms of, the classification of, and health risks from exposure to hazardous substances
- Explain the factors to be considered when undertaking an assessment of the health risks from substances commonly encountered in the workplace
- Describe the use and limitations of occupational exposure limits including the purpose of long term and short term exposure limits
- Outline control measures that should be used to reduce the risk of ill-health from exposure to hazardous substances
- Outline the hazards, risks and controls associated with specific agents
- Outline the basic requirements related to the safe handling and storage of waste.

***Recommended tuition time not less than 6 hours***

## **Element 8: Physical and psychological health hazards and risk control**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- Outline the health effects associated with exposure to noise and appropriate control measures
- Outline the health effects associated with exposure to vibration and appropriate control measures
- Outline the principal health effects associated with ionising and non-ionising radiation and basic protection techniques
- Outline the meaning, causes and effects of work-related stress and appropriate control actions.

***Recommended tuition time not less than 3 hours***

## **Unit GC3: Health and safety practical application**

### **Learning outcomes**

- Demonstrate the ability to apply knowledge of the unit IGC1 and GC2 syllabus, by successful completion of a health and safety inspection of a workplace
- Complete a report to management regarding the inspection with recommendations.

### **Content**

This unit contains no additional syllabus content. However, completion of study for unit IGC1 and GC2 is recommended in order to undertake the practical application unit GC3.

### **Link to examination unit(s)**

Unit GC3 is not normally offered independently of the taught elements. Students will normally be required to complete the GC3 assessment within 10 working days (before or after) of sitting the examination for Units IGC1 and/or GC2.

## **Unit assessments**

Units IGC1 and GC2 are taught units each assessed by a two-hour written examination. Each examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked by external examiners appointed by NEBOSH.

Unit GC3 is assessed by a practical assessment; the time to complete the assessment is not restricted but candidates should aim to complete the inspection and the report within two hours. This is held on a date set by the course provider and must be taken within 10 working days of a written examination. The practical assessment is internally assessed by the course provider and externally moderated by NEBOSH.

## **Further details**

The full syllabus and further information regarding the practical unit is available in the NEBOSH Guide to the qualification available for purchase via the NEBOSH website ([www.nebosh.org.uk](http://www.nebosh.org.uk)).

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