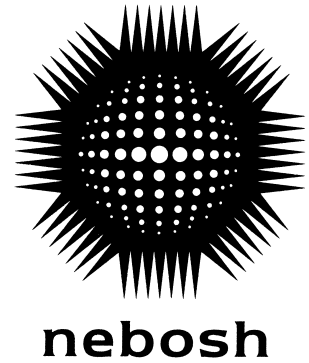


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NEBOSH

UNIT NG1 and NGC1: MANAGEMENT OF HEALTH AND SAFETY



For: NEBOSH National General Certificate in Occupational Health and Safety
NEBOSH National Certificate in Construction Health and Safety
NEBOSH National Certificate in Fire Safety and Risk Management

Open Book Examination

Date available: [dd Month yyyy] (00:00-23:59 UCT Universal Co-ordinated Time)

Guidance to learners

This is an open book examination. It is not invigilated, and you are free to use any learning resources to which you have access, eg your course notes, or the HSE website, etc.

By submitting your completed examination for marking, you are declaring it is entirely your own work. Knowingly claiming work to be your own when it is someone else's work is malpractice, which carries severe penalties. This means that you must **not** collaborate with or copy work from others. Neither should you 'cut and paste' blocks of text from the Internet or other sources.

The examination begins with a realistic scenario to set the scene. You will then need to complete a series of tasks based on this scenario. Each task will consist of one or more questions.

Your responses to **most** of these tasks should wholly, or partly, draw on relevant information from the scenario. The task will clearly state the extent to which this is required.

The marks available are shown in brackets to the right of each question, or part of each question. This will help guide you to the amount of information required in your response. In general, one mark is given for each correct technical point that is clearly demonstrated. Avoid writing too little as this will make it difficult for the Examiner to award marks. Single word answers or lists are unlikely to gain marks as this would not normally be enough to show understanding or a connection with the scenario.

The examination will take you approximately 4 hours to complete. This includes reading, researching, and completing the tasks. You are not expected to write more than 3 000 words in total.

Try to distribute your time and word count proportionately across all tasks.

It is recommended that you use the available answer template. You will receive further instructions on how to submit your assessment.

Please attempt **ALL** tasks.

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SCENARIO

You are a newly appointed health and safety advisor for a construction company. You work in the head office, which is a two-storey office building, along with:

- 20 other office-based workers who administer construction contracts. One of these workers has impaired hearing;
- an office-based contracts manager, who co-ordinates construction work contracts and activities;
- 20 mobile construction workers, including an operations manager, who occasionally visit the office in their vehicles.

The opening hours of the office are flexible depending on the needs of the work.

The contracts manager has a reputation for being irritable and unapproachable, is only seen when arriving and leaving, and is occasionally abusive if interrupted.

The office building is in a business park away from main traffic routes. The office has its own on-site car park, but spaces are sometimes limited. When all of the allocated spaces are taken, some vehicles are parked across existing parked cars, blocking them in and making it hazardous to manoeuvre. No one has assessed the risks in the car park.

Recently, a near miss occurred in the car park, when a distracted construction worker reversed their vehicle recklessly, narrowly missing a fellow construction worker walking to their own vehicle parked opposite. As a result, there was an angry exchange between the two of them.

You decided to talk informally with some of the workers. They described previous near misses and minor collisions; with vehicles reversing out of allocated spaces into other vehicles, and vehicles narrowly missing pedestrians. The workers said that they would not report these because they were afraid of being blamed. Also, no one listened to them or took any action. They also told you that there is no formal health and safety discussion between workers and managers.

In your role as a health and safety advisor you would like to improve health and safety because you take your responsibilities seriously and want to make the workplace safer for everyone.

You discuss the near miss and subsequent exchange with the two workers and the operations manager. You ask for their opinions. The worker, who was almost struck by the reversing car, suggested that it would be safer if everyone reversed into car parking spaces. The operations manager was less helpful and said that there was nothing to worry about, and that this has been happening for years, but no one had ever been seriously hurt. The operations manager also said it was best for people to sort it out themselves.

Workers tell you that outside of daylight hours, lighting levels in the car park are poor. Sometimes workers arrive and leave when it is dark. Floodlights are mounted on the office wall facing the car park. However, the floodlights were not working at the time of the incident. Again, no one had reported that these lights were not working.

You have decided to review the commitment the company has made to worker health and safety. There seems to be no statement of general policy (statement of intent) on health and safety. The policy is not displayed on noticeboards. You have searched the company intranet and you cannot find this statement of general policy anywhere. You have asked the contracts manager about this, who replied that the safety policy is an important document and is only available if needed for third parties. None of the workers know what a statement of general policy looks like. You tell the contracts manager that the company is breaking health and safety law.

Due to the seriousness of the recent car park near miss, and health and safety policy issues, you insist that a health and safety committee meeting should be held as soon as possible. You have

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asked the contracts manager and the operations manager to attend. Both managers agree, as the last health and safety committee meeting was over a year ago.

SAMPLE

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Task 1: Discussing moral reasons for managing health and safety

- 1 You have been asked to chair the health and safety committee meeting. Before the meeting, you decide that you will open the meeting by reminding everyone of moral expectations of health and safety.

Prepare notes of the moral arguments you will use at the meeting.

(10)

Note: You should support your answer, where applicable, using relevant information from the scenario.

Task 2: Why near misses should be investigated

- 2 At the health and safety committee meeting, you discuss the recent car park near miss. Some of the committee members dismiss the idea of investigating trivial car park near misses, but you disagree.

What arguments can you give to convince the committee to investigate this car park near miss?

(10)

Note: You should support your answer, where applicable, using relevant information from the scenario.

Task 3: Effective health and safety policy arrangements

- 3 The contracts manager tries to reassure the health and safety committee that the company has an adequate statement of general policy for health and safety. Copies of the policy are shown to the committee – see below:

This health and safety policy is a commitment to:

Prevent accidents.

Investigate accidents and near misses.

Prevent injury and ill-health.

Provide safe and healthy working conditions.

Provide safe plant and equipment for office and mobile workers.

Ensure safe handling and use of substances.

Set and review specific, measurable, achievable, realistic and time-bound (SMART) health and safety objectives.

Meet legal requirements.

Identify health and safety hazards and risks in the workplace.

Provide adequate training.

Consult with workers.

Review this policy every 10 years.

Based on the scenario only, comment on how effectively this policy has been implemented.

(10)

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Task 4: Improving formal consultation

- 4 The health and safety committee now look at consultation within the company.

What formal meetings could you plan, that are likely to help improve consultation in this workplace?

(5)

Note: You should support your answer, where applicable, using relevant information from the scenario.

Task 5: Safety culture

- 5 Based on the scenario only, comment on the current health and safety culture in the company.

(15)

End of examination

Now follow the instructions on submitting your answers in the *Open Book Examination Learner Guide*.

Note: This Learning Partner example incorporates five typical examples of tasks and questions that total 50 marks. The actual examination question paper will contain tasks and questions that total 100 marks.