

Sample Guide and Delivery Schedule/Curriculum plan – Workplace Health and Safety

Course Title	Workplace Health and Safety		Time	3 hours
Session/class/topic title	Introduction to Course		Accumulated total = 3	
Session no.				
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Course introduction • Housekeeping, general information on facilities in the premises • Learning to learn • Learning styles • Introduction to Health and Safety legislation 			
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ materials needed	Assessment Method, Portfolio building	
<p>Explain the basic principles of health and safety legislation.</p> <ul style="list-style-type: none"> • First night introductions - tour of the premises • First aid box and fire exits • Housekeeping at the start of each class • Learning styles and what they mean and how they apply to individuals <p>What learners want to learn</p>	<ul style="list-style-type: none"> • Discussion • Brain storming previous experiences of education and work • Reasons for attending the course • Copy of the class contract how we will work together • Expectations and responsibilities • Time keeping, respect for each other • diversity in cultures and learning styles <p>Introduction to health and safety legislation</p>	<ul style="list-style-type: none"> • Handouts • Worksheets 	<ul style="list-style-type: none"> • Individual learning plans • Reflective log journal • Learning style information worksheet • Worksheets 	

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Health and Safety roles and responsibilities		Accumulated total = 6
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminder 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/Skill or Competence	Resources/Materials needed	Assessment Method, Portfolio building
<p>Define both employer and employee responsibilities for a familiar work or learning environment with regard to health and safety and accident prevention by referring to appropriate health and safety legislation for Ireland.</p> <p>The learner will have a basic knowledge of:</p> <ul style="list-style-type: none"> • Roles and responsibility of health and safety personnel within the workplace 	<p>Understand and differentiate the various roles associated with workplace health and safety</p> <p>Duties and powers of the HSA inspectors</p>	<ul style="list-style-type: none"> • Handouts • Worksheets 	<ul style="list-style-type: none"> • Glossary of terms • Worksheets

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Hazards		Accumulated total = 9
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning Outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ Materials needed	Assessment Method, Portfolio building
<p>Identify existing and potential health hazards and safety hazard in a familiar work or learning environment including who could be affected by the hazard.</p> <p>Group hazards by type, including physical, electrical, mechanical, chemical, psychological and work related musculoskeletal disorders (WMSDs).</p> <p>The learner will have a working knowledge of:</p> <ul style="list-style-type: none"> • The various hazards in the workplace 	<ul style="list-style-type: none"> • Discussion • Internet searches 	<ul style="list-style-type: none"> • Computers 	<ul style="list-style-type: none"> • Collection of work • Pictures • Worksheets • Reflective log

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Risks and controls		Accumulated total = 12
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ Materials needed	Assessment method, Portfolio building
Identify existing and potential health hazards and safety hazard in a familiar work or learning environment including who could be affected by the hazard and how.	<ul style="list-style-type: none"> • The learner will apply risk ratings to different scenarios • Discussion • Handouts 	<ul style="list-style-type: none"> • Computer /projector screen/flip chart 	<ul style="list-style-type: none"> • Risk rating worksheets • Reflective log

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Risk Assessments and safety statements		Accumulated total = 15
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning Outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ materials needed	Assessment method, Portfolio building
Identify existing and potential health hazards and safety hazard in a familiar work or learning environment including who could be affected by the hazard and how.	<ul style="list-style-type: none"> • Discussion • Learner demonstration • Brain storming • Internet searches 	<ul style="list-style-type: none"> • Computers • Worksheets • handouts 	Risk assessments forms Safety statements Worksheets

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Fire equipment and drills		Accumulated total = 18
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ materials needed	Assessment method, Portfolio building
<p>Demonstrate the correct method of using a fire blanket and fire fighting equipment.</p> <p>Participate in a fire drill following procedures correctly.</p> <p>The learner will apply basic techniques for:</p> <ul style="list-style-type: none"> • Composition for fire • Use of fire blankets • Use of fire extinguisher • Procedures required in fire drills 	<ul style="list-style-type: none"> • Learner will demonstrate the use of a fire blanket and fire fighting equipment. • Discuss fire drill procedures • Participate in a fire drill 	<ul style="list-style-type: none"> • Handouts on fire • Handouts on fire drills and equipment • Camera/video • Fire extinguishers • Fire blanket 	<ul style="list-style-type: none"> • Audio description • Written description • Skills demonstration

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Workplace accidents		Accumulated total = 21
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ materials needed	Assessment method, Portfolio building
Describe the procedures to be taken following an accident including completion of the appropriate documentation and knowledge of roles and responsibilities.	<ul style="list-style-type: none"> • Learner will complete an accident report form. • Learner will review procedure for doing so online. 	<ul style="list-style-type: none"> • Computers for internet searches • Accident forms • Fire safety risk assessment • handouts 	<ul style="list-style-type: none"> • Skills demonstration • Forms • Worksheets

Course Title	Workplace Health and Safety	Time	3 hours
Session/class/topic title	Ergonomic and Manual Handling		Accumulated total = 24
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/ materials needed	Assessment method, Portfolio building
Give examples of ergonomic risk in a familiar work or learning environment.	<ul style="list-style-type: none"> • Learner will view videos on manual handling techniques • Learners will also view videos on ergonomics in various work sectors 	<ul style="list-style-type: none"> • Boxes • Handouts • Computers 	<ul style="list-style-type: none"> • Worksheets

Course Title	Workplace Health and Safety	Time	12 hours
Session/class/topic title	Workplace health, hygiene, and safety practices and procedures		Accumulated total = 36
Session no.			
<ul style="list-style-type: none"> • Session/class objectives • Tutor notes/reminders 	<ul style="list-style-type: none"> • Brief recap of previous sessions • Class topic introduction • Check all evidence is finished and filed per learner for portfolio reference from previous sessions 		
<ul style="list-style-type: none"> • Learning outcomes • Workplace health and safety • Individual learning plan • Class goals 	Class activity/ delivery method for Knowledge/ Skill or Competence	Resources/materials needed	Assessment method, Portfolio building
<p>Describe health and safety related issues in a familiar work or learning environment in the context of the tools, equipment and associated documentation.</p> <p>Demonstrate knowledge of personal and workplace health, safety and hygiene by following good health, safety and hygiene practices in the work or learning environment.</p>	These classes will be determined by the diversity of work sectors.	<ul style="list-style-type: none"> • Computers • Handouts 	<ul style="list-style-type: none"> • Worksheets • Reflective log