

# CALEDONIAN TRAINING ACADEMY LTD

MANAGING TRANSPORT COMPLIANCE



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**SUMMARY:** In the workplace, there are many reasons why good health and safety practices must be implemented and maintained. These include legal reasons, such as complying with the Health and Safety at Work etc Act 1974, moral reasons, including protecting your workforce from unnecessary injury, and financial reasons, such as reducing preventable costs to your business.

To ensure that these practices are maintained, it is essential that your workforce receives appropriate training that is suitable for their role in order to allow them to work more confidently and safely.

## **COURSE OUTLINE**

### **Introducing managing safely**

- The key reasons for managing and working safely.
- Who is responsible for safety and health in the workplace?
- Safety management systems.

### **Assessing risks**

- The terms 'hazard,' 'hazardous event' and 'risk.'
- What a risk assessment is and how to complete one.
- The benefits of carrying out risk assessments.

### **Controlling risks**

- What is meant by reasonably foreseeable risk and the three-knowledge test.
- The extent to which risk must be controlled.
- What the hierarchy of risk control is and how to apply it.
- What is meant by residual risk.

### **Understanding responsibilities**

- The law surrounding health and safety management in the workplace.
- The differences between criminal and civil law.
- The outcomes of not working within the law.

### **Understanding hazards**

This module provides an overview of the following common hazards, including how they can cause harm and what can be done about them:

- aggression and violence
- asbestos
- bullying

- chemicals and harmful substances
- computer workstations
- confined spaces
- drugs and alcohol
- electricity
- fire
- getting in and out
- heights
- housekeeping
- lighting
- manual handling
- noise
- personal hygiene
- plant and machinery
- slips and trips
- stress
- temperature
- vehicles and transport
- welfare facilities

## Investigating incidents

- The terms 'incident,' 'accident' and 'near miss.
- Why to investigate incidents.
- Immediate, underlying and root causes.
- The actions to take following an incident.

## Measuring performance

- The three essential principles for good safety and health performance.
- The types of performance indicator in the workplace.
- What is meant by auditing.
- The types of evidence used in an audit.

**Awarding Body:** CTA Certificate.

**Course Duration:** 8-10 Candidate per trainer over 1 day.

**Costings:** Training course costs per candidate £65.00+Vat.