



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Cork Education and Training Board

**Programme Module for
Workplace Safety**

leading to

Level 4 FETAC

Workplace Safety 4N1124

Introduction

This programme module may be delivered as a standalone module leading to certification in a FETAC minor award. It may also be delivered as part of an overall validated programme leading to a Level 4 FETAC Certificate.

The teacher/tutor should familiarise themselves with the information contained in Cork Education and Training Board's programme descriptor for the relevant validated programme prior to delivering this programme module.

The programme module is structured as follows:

1. Title of Programme Module
2. FETAC Component Title and Code
3. Duration in hours
4. Credit Value of FETAC Component
5. Status
6. Special Requirements
7. Aim of the Programme Module
8. Objectives of the Programme Module
9. Learning Outcomes
10. Indicative Content
11. Assessment <ul style="list-style-type: none">a. Assessment Technique(s)b. Mapping of Learning Outcomes to Assessment Technique(s)c. Guidelines for Assessment Activities
12. Grading
13. Learner Marking Sheet(s), including Assessment Criteria

Integrated Delivery and Assessment

The teacher/tutor is encouraged to integrate the delivery of content where an overlap between content of this programme module and one or more other programme modules is identified. This programme module will facilitate the learner to develop language, literacy and numeracy skills relevant to the themes and content of the module.

Likewise the teacher/tutor is encouraged to integrate assessment where there is an opportunity to facilitate a learner to produce one piece of assessment evidence which demonstrates the learning outcomes from more than one programme module. The integration of the delivery and assessment of level 4 Communications and level 4 Mathematics modules with that of other level 4 modules is specifically encouraged.

Structured communication and teamwork is encouraged between the teacher/tutor delivering this programme module and the language, literacy, numeracy and learning support teacher/tutor, as

appropriate, to facilitate the learner in completing the programme module and achieving certification in the award.

Indicative Content

The indicative content in Section 10 does not cover all teaching possibilities. The teacher/tutor is encouraged to be creative in devising and implementing other approaches, as appropriate. The use of examples is there to provide suggestions. The teacher/tutor is free to use other examples, as appropriate. The indicative content ensures all learning outcomes are addressed but it may not follow the same sequence as that in which the learning outcomes are listed in Section 9. It is the teacher's/tutor's responsibility to ensure that all learning outcomes are included in the delivery of this programme module.

1. Title of Programme Module Workplace Safety
2. Component Name and Code Workplace Safety 4N1124
3. Duration in Hours 100 Hours (typical learner effort, to include both directed and self directed learning)
4. Credit Value 10 Credits
5. Status This programme module may be compulsory or optional within the context of the validated programme. Please refer to the relevant programme descriptor, Section 9 Programme Structure
6. Special Requirements None
7. Aim of the Programme Module This programme module aims to provide the learner with the knowledge, skill and competence to appreciate the importance of workplace safety. It is designed to develop skills in handling workplace items and safety equipment safely and effectively
8. Objectives of the Programme Module <ul style="list-style-type: none">• To facilitate the learner to identify the skills, attributes and experiences they have developed and incorporate them into their research within workplace safety• To create an appreciation of the importance of each individuals role in maintaining a safe work environment while following correct procedures• To develop an understanding of the scope and depth of the legislation document "Safety, Health and Welfare Act 2005"• To facilitate the learners recognition of health and safety signage and equipment in the workplace• To promote autonomy in performing key reading and writing tasks• To create an awareness in the learner of the need to make health and safety accessible to all• To assist the learner to develop the language, literacy and numeracy skills related to workplace safety through the medium of the module themes and content• To enable the learner to take responsibility for his/her own learning.

9. Learning Outcomes of Level 4 Workplace Safety 4N1124

Learners will be able to:

1. Identify the various work areas, hazardous equipment, protective clothing or personal protection, specific to work areas in a business using appropriate terminology
2. Identify fire exits, assembly points and emergency exits in the workplace, entry and exit points, and Health and Safety signage in each workplace area
3. Explain the importance of correct procedures for fire drills, accidents and emergencies
4. Explain the importance of protective clothing to minimise injuries and accidents in the workplace
5. Discuss a range of fire safety equipment in the workplace to include uses of various types of fire extinguishers, sprinkler systems, and smoke alarms
6. Discuss the legislation governing Health and Safety in all workplaces to include employers and employees responsibilities
7. Explain what a Health and Safety statement is and its importance for the workplace
8. Identify Health and safety officials in the workplace
9. Carry out the correct procedures for handling heavy, hazardous and fragile items
10. Demonstrate the use of a fire extinguisher
11. Carry out the correct procedure for checking that smoke alarms are working
12. Participate in a group discussion relating to hazard identification
13. Access all areas of the building safely
14. Work safely following workplace safety procedures.

10. Indicative Content

This section provides suggestions for programme content but is not intended to be prescriptive. The programme module can be delivered through classroom based learning activities, group discussions, one-to-one tutorials, field trips, case studies, role play and other suitable activities, as appropriate.

Section 1: Choose a particular work environment -

- Identify various work areas noting all hazardous equipment, for example kitchen, office, classroom, work statement etc
- List the available safety equipment taking care to classify the types of hazards they may be employed in.
- Identify the accessible protective clothing specific to the work areas and explain its importance in minimizing injuries and accidents
- Extend learners health and safety vocabulary to include terms such as “BPM and ACoPs”
- Take part in a recorded group discussion relating to hazard identification, employee, employer responsibility, prevention and cause

Section 2: Fire safety

- Create a detailed plan of a familiar work environment highlighting all entry and exit points, the location of all safety equipment and all signage pertaining to health and safety incorporating the use of tools such as colour coding and photography
- Demonstrate in the above visual, the everyday safe entry and exit routes
- Explain the importance of correct procedures for fire drills, accidents and emergencies while considering their accessibility to all users within more than one scenario
- Learners research the range of fire safety equipment in a workplace to include various types of fire extinguishers, sprinkler systems and smoke alarms
- Present their findings in a clear and concise manner in a chosen context, for example people with special needs, the elderly etc
- Illustrate the steps to effectively use a fire extinguisher and present in a format conducive to the chosen context above
- Familiarise the learner with the procedure involved when checking a smoke alarm is working, taking into consideration low battery, replacing, mains powered smoke

alarms with battery back-up battery and suitable location
Section 3: Legislation and the role of the Safety, Health and Welfare Act
<ul style="list-style-type: none">• Recognise the importance of legislation governing health and safety, examine its application in the workplace• Compile a collection of examples where the use of health and safety legislation has and has not been applied, for example accident reports, fire risk assessments and HSA inspections. Consider the role of the employee and the employer in each situation• Explore the role of designated individuals involved in the application of health and safety legislation, taking into account their appointment and training.• Identify Health and safety officials in the workplace• Explain what is a health and safety statement and why it is important• Examine a range of Health and safety statements appraise their ability to meet the required legislation• Detail their daily routine in a workplace or learning environment, state which safety procedures they have followed
Section 4: Manual handling in the workplace
<ul style="list-style-type: none">• Define what manual handling is while recognising its numerous headings such as ergonomics, safe lifting etc• Recognise the risks of incorrect manual handling, discussing the long term effects under headings such as social, economic and physical restrictions• List and demonstrate the steps involved in lifting heavy, hazardous and fragile items

11. Assessment**11a. Assessment Techniques**

Collection of Work 100%

11b. Mapping of Learning Outcomes to Assessment Techniques

In order to ensure that the learner is facilitated to demonstrate the achievement of all learning outcomes from the component specification; each learning outcome is mapped to an assessment technique(s). This mapping should not restrict an assessor from taking an integrated approach to assessment.

Learning Outcome	Assessment Technique
1. Identify the various work areas, hazardous equipment, protective clothing or personal protection, specific to work areas in a business using appropriate terminology	Collection of Work
2. Identify fire exits, assembly points and emergency exits in the workplace, entry and exit points, and Health and Safety signage in each workplace area	Collection of Work
3. Explain the importance of correct procedures for fire drills, accidents and emergencies	Collection of work
4. Explain the importance of protective clothing to minimize injuries and accidents in the workplace	Collection of work
5. Discuss a range of fire safety equipment in the workplace to include uses of various types of fire extinguishers, sprinkler systems, and smoke alarms	Collection of work
6. Discuss the legislation governing Health and Safety in all workplaces to include employers and employees responsibilities	Collection of work
7. Explain a Health and Safety statement and its importance for the workplace	Collection of Work
8. Identify Health and safety officials in the workplace	Collection of work
9. Carry out the correct procedures for handling heavy, hazardous and fragile items	Collection of work
10. Demonstrate the use of a fire extinguisher	Collection of Work
11. Carry out the correct procedure for checking that smoke alarms are working	Collection of work
12. Participate in group discussion relating to hazard identification	Collection of work
13. Access all areas of the building safely	Collection of work
14. Work safely following workplace safety procedures.	Collection of work

11c. Guidelines for Assessment Activities

The Assessor is required to devise assessment briefs for the Collection of Work and the Skills Demonstration. In devising the assessment briefs, care should be taken to ensure that the Learner is given the opportunity to show evidence of ALL learning outcomes.

Assessment Briefs may be designed to allow the learner to make use of a wide range of media in presenting assessment evidence, as appropriate. Quality assured procedures must be in place to ensure the reliability of learner evidence.

Collection of Work	100%
The collection of work may be produced throughout the duration of this programme module	
<p>In producing the documents for the collection of work, the Learner should demonstrate the following:</p> <ul style="list-style-type: none"> • Choose a particular work environment and – <ul style="list-style-type: none"> ○ An identification of various work areas noting all hazardous equipment ○ List the available safety equipment taking care to classify the types of hazards they may be employed in. ○ An identification of the accessible protective clothing specific to the work areas and explain its importance in minimizing injuries and accidents ○ An extension of learners health and safety vocabulary to include terms such as “BPM and ACoPs” • Fire safety <ul style="list-style-type: none"> ○ Taking part in a recorded group discussion relating to hazard identification ○ Creation of a detailed plan of a familiar work environment highlighting all entry and exit points, the location of all safety equipment and all signage pertaining to health and safety incorporating the use of tools such as colour coding and photography ○ An ability to demonstrate in the above visual, the everyday safe entry and exit routes ○ An explanation of the importance of correct procedures for fire drills, accidents and emergencies while considering their accessibility to all users within more than one scenario ○ A capacity to research the range of fire safety equipment in a workplace to include various types of fire extinguishers, sprinkler systems and smoke alarms ○ A presentation of their findings in a clear and concise manner in a chosen context, for example people with special needs, the elderly etc ○ To create a step by step guide on how to effectively use a fire extinguisher and present in a format conducive to the chosen context above ○ A description of the procedure involved when checking a smoke alarm is working, taking into consideration low battery, replacing battery and suitable location 	

- **Legislation and the role of the 2005 Health and Safety Act-**
 - A recognition of the importance of legislation governing health and safety, examine its application in the workplace
 - Compile a collection of examples at least 5 where the use of health and safety legislation has and has not been applied, for example accident reports, fire risk assessments and HSA inspections. Consider the role of the employee and the employer in each situation
 - List the roles of designated individuals involved in the application of health and safety legislation, taking into account their appointment and training.
 - An Identification of the Health and safety officials in the workplace
 - An explanation of a health and safety statement and why it is important in at least 200 words
 - How to critically evaluate at least 2 Health and safety statements appraising their ability to meet the required legislation in at least 200 words
 - Detail their daily routine in a workplace, stating at least 5 which safety procedures they have followed

- **Manual handling in the workplace-**
 - Give a definition of what manual handling is while recognising its numerous headings such as ergonomics, safe lifting etc, with the aid of visual supports
 - A recognition of the risks of incorrect manual handling, exploring the long term effects under headings such as social, economic and physical restrictions
 - Illustrate the steps involved in the lifting of heavy, hazardous and fragile items

The collection of work may include work sheets, diagrams, cloze tests, multiple choice statements or other appropriate evidence in the form of written, oral, graphic, audio, visual or any combination of these. Any audio or video evidence must be provided on tape. All instructions for the Learner should be clearly outlined in an assessment brief.

12. Grading

Distinction:	80% - 100%
Merit:	65% - 79%
Pass:	50% - 64%
Unsuccessful:	0% - 49%

At levels 4, 5 and 6 major and minor awards will be graded. The grade achieved for the major award will be determined by the grades achieved in the minor awards.

Module Name	Learner Marking Sheet
Workplace Safety	Collection of Work 100%

Learner's Name: _____ Learner's PPSN: _____

Assessment Criteria Evidence of the following is included in the assessment portfolio:	Maximum Mark	Learner Mark
<ul style="list-style-type: none"> • Choose a particular work environment and – <ul style="list-style-type: none"> ○ Identify various work areas noting all hazardous equipment 5 ○ List the available safety equipment taking care to classify the types of hazards they may be employed in. 5 ○ Identify the accessible protective clothing specific to the work areas and explain its importance in minimizing injuries and accidents 5 ○ Extend learners health and safety vocabulary to include terms such as “BPM and ACoPs” 5 		
<ul style="list-style-type: none"> • Fire <ul style="list-style-type: none"> ○ Take part in a recorded group discussion relating to hazard identification 5 ○ Create a detailed plan of a familiar work environment highlighting all entry and exit points, the location of all safety equipment and all signage pertaining to health and safety incorporating the use of tools such as colour coding and photography Demonstrate in the above visual, the everyday safe entry and exit routes 10 ○ An explanation of the importance of correct procedures for fire drills, accidents and emergencies while considering their accessibility to all users within more than one scenario Learners research the range of fire safety equipment in a workplace to include various types of fire extinguishers, sprinkler systems and smoke alarms Present their findings in a clear and concise manner in a chosen context, for example people with special needs, the elderly etc 10 ○ Document the steps to effectively use a fire extinguisher and present in a format conducive to the chosen context above A description of the procedure involved when checking a smoke alarm is working, taking into consideration low battery, replacing battery and suitable location 5 		

<ul style="list-style-type: none"> ● Legislation and the role of the 2005 Health and Safety Act- <ul style="list-style-type: none"> ○ A recognition of the importance of legislation governing health and safety, examine its application in the workplace Compile a collection of examples where the use of health and safety legislation has and has not been applied, for example accident reports, fire risk assessments and HSA inspections. Consider the role of the employee and the employer in each situation ○ List the roles of designated individuals involved in the application of health and safety legislation, taking into account their appointment and training. Identify Health and safety officials in the workplace ○ An explanation of a health and safety statement and why it is important Critical evaluation of Health and safety statements appraising their ability to meet the required legislation ○ Detail their daily routine in a workplace, stating which safety procedures they have followed 	<p>10</p> <p>5</p> <p>10</p> <p>5</p>	
<ul style="list-style-type: none"> ● Manual handling in the workplace- <ul style="list-style-type: none"> ○ Give a definition of what manual handling is while recognising its numerous headings such as ergonomics, safe lifting etc ○ Identify the risks of incorrect manual handling, exploring the long term effects under headings such as social, economic and physical restrictions ○ List the steps involved in lifting heavy, hazardous and fragile items 	<p>5</p> <p>10</p> <p>5</p>	
Total Mark	100	

This is to state that the evidence presented in the attached portfolio is complete and is the work of the named Learner.

Assessor's Signature: _____ Date: _____

External Authenticator's Signature: _____ Date: _____