NEBOSH

MANAGEMENT OF HEALTH AND SAFETY

UNIT GIC1:

For: NEBOSH International General Certificate in Occupational Health and Safety

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Available for 24 hours

Guidance to learners

This is an open book assessment. It is **not** supervised, and you can use any learning resources, for example, your course notes, or a website. But you must **not** copy, cut and paste content from these, or any other source.

You do **not** need to reference relevant information sources in your answer to a specific question unless the question asks for it. However, you must tell us about the general sources of information you used in your assessment, for example, your course notes. You must write this in the box provided at the end of the answer sheet template.

You may only use AI-enabled assistants or tools for planning your work, for example, to help you find and summarise relevant information sources and to simplify concepts or ideas. But you must **not** use AI-generated output in any form in your assessment. This means that you must **not** copy and paste content (such as blocks of text or images) from AI-generated outputs, or use AI-generated outputs that you have rewritten in different words. Your thoughts, ideas, interpretation, analysis and words must be your own.

When you finish this assessment and submit it for marking, you are declaring that it is your own work. Claiming that work is your own when you know it is someone else's is known as malpractice. There can be severe penalties if you do this. You must **not** work with anyone else, or copy work from other people. NEBOSH uses advanced software and live interviews to help decide if it really is your own work.

The assessment begins with a scenario. You must complete a series of tasks based on this scenario. Each task will include one or more questions. Your answers to **most** of these tasks should fully or partly be based on relevant information from the scenario. Each task will clearly state if this applies.

Please attempt all tasks. 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 you should include in your response. In general, one mark is given for each correct technical point that you clearly demonstrate. Single-word answers or lists are not likely to be enough to gain high marks.

You are **not** expected to write more than 3000 words in total.

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

You must write your answers in the answer sheet template provided.

SCENARIO

Canning factory

Tins & Cans is a metal can manufacturing organisation that has been operating for over 30 years. It has one factory and has recently been acquired by a much larger global can manufacturing and supplier organisation, BigTin.

The production process involves large coils of thin steel sheets being delivered, uncoiled, cut into long strips, and coated in a liquid polymer to protect the metal. The steel strips are then heated before being cut into small sections. Each section is mechanically rolled and welded to form the can body, before the end of the can is attached and sealed. Finally, each can is quality checked and loaded onto a pallet to be despatched to the customer.

Tins & Cans has a managing director (MD), a human resources (HR) manager, and three shift managers who are responsible for the day-to-day production at the factory. In addition, there is an engineering manager (EM) who is responsible for building and machinery maintenance, the permit-to-work (PTW) system, managing contractors, and overall machinery operations. There are 50 permanent workers. Tins & Cans also use an employment agency to provide additional temporary workers. Tins & Cans started using a small number of temporary agency workers two years ago and since then has expanded their use. Now, there can be up to 50 temporary agency workers at the factory during any shift.

The organisation recently received a large order of steel cans for a new customer and is operating at maximum capacity. The shift managers are also trying to demonstrate to BigTin's senior management team (SMT) that Tins & Cans is being run efficiently.

You are an independent health and safety consultant appointed by BigTin's SMT to conduct an internal health and safety audit of the Tins & Cans factory, which will take five days. The audit report will be reviewed by BigTin's SMT, as they plan to integrate the newly-acquired organisation into their existing health and safety management system.

One day before the agreed start date of the audit, you are informed that the audit will need to be delayed by one week. This is because Tins & Cans has just taken on a last-minute rush order. You are concerned by the delay, as you have been given a specific deadline for your final report.

One week later, you attend the factory. As you sign in at reception, you are met by the HR manager; they let you know that they will be your point of contact during the audit process. You hold an introductory meeting with them, where you tell them that you plan to observe workers as they carry out main production tasks. The meeting focuses on reviewing the agenda that you have created for the week:

Day 1	Introductory meeting, initial tour of factory, and document review
Day 2	Meeting with MD, tour of each department
Day 3	Interviews with workers and directors
Day 4	Document review, interviews with managers
Day 5	Observation of workers, interviews with contractors, and closing meeting

After the introductory meeting and factory tour are complete, you begin reviewing documents that have been provided as paper copies. Most of these identify the HR manager as the document controller. You start reading the health and safety policy, which was written three years ago; when you cannot find the statement of general policy included in it, you ask the HR manager to check the electronic document to see if a page has not printed, and they leave to check. Within the available health and safety policy is a set of roles and responsibilities that does not seem to match the current organisational structure with the three shift managers. Next, you read a risk assessment covering production activities, that was last reviewed six months ago. You are familiar with the types of hazards and risks you expect to find at the factory, but many of these are not mentioned in the risk

assessment. When the HR manager returns, they give you a re-printed copy of the health and safety policy, but it is exactly the same as the one that you received before.

You ask for the PTW documentation. You are provided with three PTW forms for completed works that state the tasks to be completed and the associated hazards. You can see that two of the forms are missing details of the time limits of the task. The only signatures on both forms are from Contractor A, who is the permit receiver. You ask for PTW training records. The HR manager gives you a variety of training records, none of which relate to PTW.

On the morning of day 2, you are informed by the HR manager that the MD is unable to see you as they have an important call with a client; however, one of the other directors is available instead. When you speak with this director, they are not able to give any details on how health and safety is managed. They explain that health and safety was the responsibility of the factory manager; the factory manager left the organisation nearly eight months ago and the role has not yet been re-filled, so they are not sure who is currently responsible for health and safety. You contact the HR manager to arrange another appointment with the MD. The HR manager says that the MD will try to be available to attend the closing meeting.

You spend the rest of the day touring the manufacturing areas, with the relevant supervisors showing you around, explaining each process and what the key health and safety issues are. You are impressed that they are aware of their health and safety responsibilities. They enthusiastically discuss how they help ensure that all of their team members are inducted and trained on the relevant production machinery, and show you evidence of the safe systems of work that are used for training new workers.

You come to an area of the factory that is blocked off. This section's supervisor explains that new machinery is being installed onto the ceiling. Contractor A has been appointed to carry out the work. The working at height tasks that it involves are being controlled by a PTW system.

The permits are issued by the EM, who has several years of experience managing these types of projects. Contractor A and the EM discussed the exact scope of the project and decided that any changes to the task must be agreed by both of them, before work continues. There is a permit on display in the ongoing task area that is dated seven days ago.

Interviews

Most of days 3 and 4 are spent interviewing workers who are willing to talk to you about their experiences. Many of the permanent workers tell you about the full-day health and safety induction training session that they received when they first joined the organisation. Several supervisors also tell you about the recent large order and how Tins & Cans hired more permanent and temporary agency workers to help with the increased production. They tell you that due to this large order, the newest temporary workers were only given a very brief induction covering organisation rules, if there was time. They also mention that the MD has been less visible in the workplace over the last few months. Two temporary agency workers ask you if you know what the construction work being carried out in the factory is for.

Day 5

On the final day, you have an hour-long meeting with Contractor A, who provides details of the work that they are carrying out and the measures they are taking to control the risks. They explain that they try to have a daily meeting with one of the shift managers, but the shift managers are often too busy to attend. They state that the PTW system describes the hazards and risks involved with the installation of the new equipment, which they show you on the PTW form. They explain that this enables them to plan the work and help ensure that everyone is aware of the control measures that are in place.

When the work at height is taking place, a new permit is completed and displayed at the entrance to the work area. A copy is given to the shift manager on duty. Contractor A confirms that once they

start work for the day, they rarely see the EM or any supervisors until the end of their shift. Last week, Contractor A tried to find the EM to sign off the permit, but they were no longer in the factory.

After this meeting, you go to observe workers in the production area. The area is highly automated, but machinery still has to be manually loaded with the heavy metal coils. Workers check the quality of work at each stage of the production process, repeating the same movements throughout the day. Sometimes the machines become blocked, especially when two cans are accidentally taken through to the welding unit together. To clear the blockage, the safe system of work states that the conveyor and welding unit must be isolated from the power. Any cans on the welding unit must be allowed to cool for 10 minutes before being touched or removed.

You are observing a temporary worker who is on their second day working at the factory. They tell you that yesterday they were working alongside a more experienced co-worker, who had shown them a faster way to clear the blockages that most of the permanent workers used on busy production days. The temporary worker expresses their excitement that today they have been given responsibility to make sure that one of the production lines runs effectively. After 30 minutes, they hear an alarm and realise that the welding unit is blocked. The temporary worker looks around for another worker to help them, but there is no-one nearby, other than you. The conveyor has stopped moving and, before you can react, the temporary worker reaches their hand into the welding unit to unblock the cans. Upon touching the first can, they feel a burning sensation in their hand. Before they are able to remove the can, there is a blue flash, and they are thrown backwards onto the floor, where they land on their arm.

You immediately come to the temporary worker's assistance and shout for help and for a first-aider. Within two minutes a supervisor arrives, followed by a first-aider who starts to treat the injured worker. The injured worker's arm has begun to swell, and you remind the supervisor that an ambulance needs to be called urgently.

A few minutes later, you meet with the shift manager and explain what you have seen. They immediately take control, and order everyone away from the area and for the machine to be isolated and locked off.

The shift manager then contacts the MD to let them know what has happened. The shift manager asks you if you can help with the investigation as you are 'health and safety qualified' and they are not. You explain that this is not your responsibility, but you will assist if needed. The MD arrives at the factory 30 minutes later and demands that the machine is turned back on immediately so that production can continue, despite worker concerns. Due to the incident, the audit was not completed.

It is later confirmed that while in the hospital the injured worker was treated for burns and a broken bone in their forearm, and they will not be able to return to work for at least two weeks.

Task 1: Working within a health and safety management system

1 BigTin plan to integrate Tins & Cans' manufacturing factory into their existing formal health and safety management system.

How could Tins & Cans benefit from a formal health and safety management system? **(17)**

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

Task 2: Approach to auditing

2 (a) Comment on whether the health and safety audit of the factory was conducted well. **(17)**

Note: *Your answer must be based on the scenario only.*

(b) What are the benefits of using third party auditors, rather than internal workers, for carrying out health and safety audits? **(6)**

Task 3: Hierarchy of control

3 Using the 'general hierarchy of control' as a framework, comment on how the risk of injury when the machine blockages occur could be minimised. **(16)**

Notes: *Your answers must relate to the correct level of the hierarchy.*

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

Task 4: Assessing the permit-to-work (PTW) system arrangements

4 Comment on the application of the PTW system at the factory. **(16)**

Note: *Your answer must be based on the scenario only.*

Task 5: Training recommendations

5 Management-level workers often receive different, specific types of health and safety training depending on their role, as well as general health and safety training that will be given to *all* management-level workers.

What training would you recommend for *management-level w*orkers in the factory at Tins & Cans, to improve health and safety competence? **(12)**

Notes: *You must relate the information to the relevant individuals or groups.*

Your answer must relate directly to the scenario.

Task 6: Collaborative working

6 Paragraph 11 of the International Labour Organisation's (ILO's) R164 – Occupational Safety and Health Recommendation, 1981 (No. 164) states that when different organisations work in the same workplace, they should collaborate on health and safety arrangements to reduce exposure to foreseeable risk.

As part of their policy, Tins & Cans have extended this collaboration to *any worker* working on their premises.

Explain how Tins & Cans may have exposed workers **not** directly employed by them to risk, by **not** collaborating effectively. **(13)**

Note: *Your answer must be based on the scenario only.*

Task 7: Reporting the incident

7 Why must the incident be reported to the competent authority? **(3)**

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

End of assessment

Now follow the instructions on the answer sheet template about submitting your answers.

Disclaimer

The scenario is fictional. No element of the content is intended as a factual representation of any specific person, organisation, or event.

Important note