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| **Minor Award Name** | **Workplace Safety** |
| **Minor Award Code** | **4N1124** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Identify the various work areas, hazardous equipment, protective clothing or personal protection, specific to work areas in a business using appropriate terminology** | Website | * The HAS Website covers [Safety, Health and Welfare at Work (General Application) Regulations 2007 , Part 2 Chapter 3](http://www.irishstatutebook.ie/2007/en/si/0299.html) covers Use of Personal Protective Equipment at work. The [European Communities (Personal Protective Equipment) Regulations 1993](http://www.irishstatutebook.ie/1993/en/si/0272.html) provide that PPE may not be placed on the market or brought into service unless it complies with basic health and safety requirements. It is deemed to be in conformity with the Regulations if it bears the CE mark | Health and Safety Authority (HAS) | <http://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/PPE_-FAQs/Personal_Protective_Equipment_FAQ_Responses.html> |
| Book | This textbook based on the revised QQI module (5N1794) introducing the knowledge, skill and competence to promote and maintain safety and health in a work environm**ent NIFAST** is a FETAC accredited leading specialist in health and safety training in Ireland and is associated with the Health and Safety Authority, IOSH, NISO and ROSPA. | Author(s): NIFAST  Published By: Gill and MacMillan | <http://www.gilleducation.ie/health/health/safety--health-at-work> |
| Website | This Website explains that employers have duties concerning the provision and use of personal protective equipment (PPE) at work. PPE is equipment that will protect the user against health or safety risks at work. It covers items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). | Health and Safety Executive (HSE) | <http://www.hse.gov.uk/toolbox/ppe.htm> |
| Website | These pages look at certain common hazards and occupational health issues that may exist in workplaces. Each topic contains information on the key concerns with that hazard and the general controls that an employer can consider as part of reducing their risk. This section should be read in conjunction with information in the Health and Safety Legislation pages (where legislation exists specific to the hazard) and the Management of Health and Safety pages will provide more detail on the risk assessment aspects of these hazards. | IBEC | <https://www.ibec.ie/IBEC/ES.nsf/vPages/Health_and_safety~Workplace_hazards_and_health_issues~work-equipment?OpenDocument#.Vv5l0PlVhBc> |
| **Identify fire exits, assembly points and emergency exits in the workplace, entry and exit points, and Health and Safety signage in each workplace area** | Website | The HSA Website explains that safety signs must be used whenever a hazard or danger cannot be avoided adequately or reduced in another way.  Before installing safety signs an employer should examine whether the hazard can be avoided. | HSA | <http://www.hsa.ie/eng/Topics/Signage/Safety_Signs/> |
| Video | This HSE video shows and explain various standard health and safety workplace signage. | HSE | <https://www.youtube.com/watch?v=By1LWWnG_70&ebc=ANyPxKpjVxqVTA35PLBzSNDLUvjrpMYbgUovkGfz_C8t-2VXioV07aaQTNE0CRvtDB-UEEZTWODm-OQ-qvQ3MGhFeKehcivYxA> |
| Book | This textbook based on the revised QQI module (5N1794) introducing the knowledge, skill and competence to promote and maintain safety and health in a work environm**ent NIFAST** is a FETAC accredited leading specialist in health and safety training in Ireland and is associated with the Health and Safety Authority, IOSH, NISO and ROSPA. | Author(s): NIFAST  Published By: Gill and MacMillan | <http://www.gilleducation.ie/health/health/safety--health-at-work> |
| Website | These HAS webpages looks at fire exits, emergency exits and assembly points and explains the importance of these in the workplace. | HSA | <http://www.hsa.ie/eng/Topics/Fire/Emergency_Escape_and_Fire_Fighting/> |
| **Explain the importance of correct procedures for fire drills, accidents and emergencies** | Video | This video explains reasons why all building must have an evacuation plan in the event of fire drills, accidents and emergencies. | YouTube | <https://www.youtube.com/watch?v=UuTowptYlrM> |
| Website | This Website explains that a fire emergency evacuation plan (FEEP) is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. | Fire Safety Advice Centre | <http://www.firesafe.org.uk/fire-emergency-evacuation-plan-or-fire-procedure/> |
| **Explain the importance of protective clothing to minimise injuries and accidents in the workplace** | Video | This video explains that everyday millions of employees perform work-related tasks that present various health and safety hazards. Personal Protective Equipment is an important part of your safety. PPE is needed to reduce employee exposure to these hazards | YouTube  Osha safety training | <https://www.youtube.com/watch?v=vQcexRngBQc> |
| Website | This Website explains why protective clothing and work wear is important in the workplace, and how it provides for the safety and reduces a workers exposure to hazards. | Work Place Protective Clothing | <https://workplaceprotectiveclothing.wordpress.com/2013/10/21/why-protective-workwear-is-important-in-the-workplace/> |
| **Discuss a range of fire safety equipment in the workplace to include uses of various types of fire extinguishers, sprinkler systems, and smoke alarms** | Website | The HAS Website explain the safest way to deal with fire is to prevent it. Fire poses a significant risk in the workplace. The Health & Safety Authority has a role in monitoring employers' management of fire risk. Much responsibility for fire safety rests with the Local Authority | HSA | <http://www.hsa.ie/eng/Topics/Fire/> |
| Video | This video teaches about Fire Suppression and Alarm Systems available from Fire Systems, Including Fire Sprinkler Systems, Fire Alarms & Monitoring, Portable Fire Extinguishers, Special Hazard - Clean Agent Waterless Fire Protection, Kitchen Hood Fire Systems, Emergency & Exit Lighting, Mobile Equipment/Vehicle Fire Systems and more | YouTube video  Craig Carnley | <https://www.youtube.com/watch?v=ROgOiYBscDQ> |
| Information Sheet | This information sheet gives employers and employee’s practical advice on fire and how to reduce the risk of fire occurring, spreading and causing harm. Fire in the workplace poses a serious risk to the safety and health of all occupants within the building as fire and smoke have the potential to injure or kill large numbers of people very quickly. | Besmart | <https://besmart.ie/fs/doc/Fire%20Safety%20Fact%20Sheet.pdf> |
| **Discuss the legislation governing Health and Safety in all workplaces to include employers and employees responsibilities** | Website | This Website focuses on the main legislation providing for the health and safety of people in the workplace are the [Safety, Health and Welfare at Work Acts 2005 and 2010](http://www.irishstatutebook.ie/2005/en/act/pub/0010/index.html). They apply to all employers, employees (including fixed-term and temporary employees) and self-employed people in their workplaces. The Acts set out the rights and obligations of both employers and employees and provides for substantial fines and penalties for breaches of the health and safety legislation. | Citizens Information | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/health_and_safety/health_safety_work.html> |
| Website | The Health and Safety Authority (HSA) has overall responsibility for the administration and enforcement of health and safety at work in Ireland. | HSA | <http://www.hsa.ie/eng/About_Us/Role_of_the_HSA/> |
| Website | The HSA Website gives a clear understanding of the legislation governing Health and Safety in the work place. It also explains that employers and employees have extensive duties under the Act. | HSA | <http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety,_Health_and_Welfare_at_Work_Act_2005/> |
| Book | This textbook based on the revised QQI module (5N1794) introducing the knowledge, skill and competence to promote and maintain safety and health in a work environm**ent NIFAST** is a FETAC accredited leading specialist in health and safety training in Ireland and is associated with the Health and Safety Authority, IOSH, NISO and RoSPA. | Author(s): NIFAST  Published By: Gill and MacMillan | <http://www.gilleducation.ie/health/health/safety--health-at-work> |
| **Explain what a Health and Safety statement is and its importance for the workplace** | Website | All employers including the self-employed must have a safety statement relating to their workplace and work activities. Too often HSA Inspectors come across generic Safety Statements that are prepared by someone with no real understanding of the activities undertaken by the employer | HSA | <http://www.hsa.ie/eng/Small_Business/Getting_Started/Safety_Statements_Made_Simple/> |
| Video | This short video by Besmart is a free online resource tool which help to develop a safety statement and risk assessment for a business in 4 steps | Besmart | <http://www.hsa.ie/eng/Small_Business/Getting_Started/Safety_Statements_Made_Simple/> |
| Publication | These guidelines are designed to help an employer or self-employed person to manage safety and health at their place of work. When the guidelines refer to safety and health, they mean the safety, health and welfare of workers while at work. | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Guidelines_on_Risk_Assessments_and_Safety_Statements.pdf> |
| **Identify Health and safety officials in the workplace** | Website | This Website explains that the goal of a workplace health and safety officer is to maintain a safe work environment for all employees in the workplace | Chron.com  Denise Brown, Demand Media | <http://work.chron.com/role-workplace-health-safety-officer-11000.html> |
| Website | This publication “Safety Representatives and Safety Consultation Guidelines” by the Health Services Authority explains the functions responsibilities and role of the health and safety officials in the workplace | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Guidelines_Safety_Representatives.pdf> |
| **Carry out the correct procedures for handling heavy, hazardous and fragile items** | Publication | This Guide sets out practical ways to eliminate or reduce these injuries when handling heavy, hazardous and fragile items in the work place. | Worksafe | <https://www.worksafe.vic.gov.au/__data/assets/pdf_file/0020/9425/large_bulky_awkwardVs3.pdf> |
| Publication | This guidance outlines the key parts of the Manual handling of loads regulation and its related Schedule and it aims to give a better understanding of the risk factors associated with manual handling. | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidance_Manual_Handling.pdf> |
| Video | This video explains that correct manual handling techniques are required to avoid back pain or injury. It shows the risks of incorrect manual handling procedures. | YouTube Video  Kristy Fuller | <https://www.youtube.com/watch?v=w3bfzog6eqQ> |
| **Demonstrate the use of a fire extinguisher** | Video | This video demonstrates the use of a fire extinguisher | YouTube Video  Altantic Training | <https://www.youtube.com/watch?v=tWGKO3CqgWg> |
| Video | This Website demonstrates How to use a fire extinguisher safely it shows the most common types of Fire Extinguishers, [Water](http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx#water), [CO2](http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx#co2), [ABC Powder](http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx#powder), and [AFFF Foam](http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx#foam) | Safe Fire Direct | <http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx> |
| Website | This Website is intended to provide individuals with a quick reference guide on how to use a fire extinguisher. | Fire Extinguisher 101 | <http://www.fire-extinguisher101.com/using.html> |
| **Carry out the correct procedure for checking that smoke alarms are working** | Video | This video shows how testing a smoke detector involves climbing up a secured stepladder, hitting the test button on the device and holding it down until it sounds the alarm. | YouTube video  expertvillage | <https://www.youtube.com/watch?v=9eYtItPh5No> |
| Website | This Website give a step by step instruction and pictures on the correct procedure for checking that smoke alarms are working | WikiHow | <http://www.wikihow.com/Test-a-Smoke-Detector> |
| **Participate in a group discussion relating to hazard identification** | Website | In this Website the Has explains that part of the SSWP form deals with hazard identification, risk assessment, and risk control. | HSA | <http://www.hsa.ie/eng/Your_Industry/Construction/Safe_System_of_Work_Plan_SSWP/Part_2_Hazard_Identification_Control_Identifier/> |
| Video | This interactive video asks what you should do next when a hazardous situation is identified. After each hazard scenario the video pauses and asks how you would handle the situation. This could form group discussions | YouTube Video  CCS TechTest | <https://www.youtube.com/watch?v=-Fns7J2YLNY> |
| **Access all areas of the building safely** | Website | This Website looks at making your building more accessible and ways of accessing the building safely. | National Disability Authority | <http://accessibility.ie/MakeYourBuildingsMoreAccessible/> |
| **Work safely following workplace safety procedures** | Website | This Website outlines the responsibilities and roles of employers and employees to follow workplace safety procedures | Citizens Information | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/health_and_safety/health_safety_work.html> |
| Website | This area of the Website site has valuable guidelines and information on workplace health and safety management, with particular emphasis on the Roles and responsibilities of Directors and Senior Managers who are in control of workplaces and work activities. | HSA | <http://www.hsa.ie/eng/Topics/Work_Safely/> |
| Publication | The guidance is principally aimed at enterprises with a well-defined management structure, where occupational safety and health management can be integrated into the general management system. | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Workplace_Safety_and_Health_Management.pdf> |
| Book | This textbook based on the revised QQI module (5N1794) introducing the knowledge, skill and competence to promote and maintain safety and health in a work environm**ent NIFAST** is a FETAC accredited leading specialist in health and safety training in Ireland and is associated with the Health and Safety Authority, IOSH, NISO and RoSPA. | Author(s): NIFAST  Published By: Gill and MacMillan | <http://www.gilleducation.ie/health/health/safety--health-at-work> |
| Website | All workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers. Employers have a duty to consult with their employees, or their representatives, on health and safety matters | HSE | <http://www.hse.gov.uk/workers/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Health Safety Authority | <http://www.hsa.ie/eng/> |
| Health Services Executive (HSE) | <http://www.hse.ie> |
| Health Information & Quality Authority (HIQA) | <http://www.hiqa.ie> |
| Health Protection Surveillance Centre (HPSC) for Infection Control | <http://www.hpsc.ie> |
| Fire Safety Ireland (FSI) | <http://www.firesafetyinternational.com> |
| Food Safety Authority Ireland (FSAI) | <https://www.fsai.ie/> |
| Nutrition and Health Foundation | <http://www.nutritionandhealth.ie/> |
| World Health Organisation | <http://www.who.int> |
| Irish Statue Book | <http://www.irishstatutebook.ie/> |

**Other Organisations:**

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| **Name** | **Contact Information** |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie) |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/> |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie) |
| Scoil Net | [www.scoilnet.ie](http://www.scoilnet.ie) |
| Teachers CPD | <http://teachercpd.ie/> |
| Skillshare | <https://www.skillshare.com> |
| International Literacy Association - Lesson Plans | <http://www.readwritethink.org/classroom-resources/lesson-plans/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates  Online courses delivered mainly by Universities and Colleges worldwide.  Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?  <https://www.youtube.com/watch?v=eW3gMGqcZQc> |
| Providers of MOOCs  e.g.  <https://www.mooc-list.com/> |
| <https://www.coursera.org/> |
| <https://www.udemy.com/> |
| <https://alison.com/> |
| <https://www.canvas.net/> |
| <http://www.lynda.com/> |
| <http://www.open.edu/> |
| <http://www.extension.harvard.edu/open-learning-initiative> |
| <https://www.uclaextension.edu/pages/search.aspx?c=free+courses> |
| <http://oyc.yale.edu/> |