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**Syllabus summary -  
NEBOSH National General  
Certificate in Occupational  
Health and Safety**

**October 2009**

# **Syllabus summary - NEBOSH National General Certificate in Occupational Health and Safety (October 2009 specification)**

## **Structure**

The qualification is divided into three units: NGC1 (Management of health and Safety), NGC2 (Controlling workplace hazards) and NGC3 (Health and safety practical application).

## **Unit NGC1: Management of health and safety**

<b>Element Number</b>	<b>Element Title</b>	<b>Recommended hours</b>	<b>Page</b>
1	Foundations in health and safety	6	4
2	Health and safety management systems - Policy	4	4
3	Health and safety management systems - Organising	6	5
4	Health and safety management systems – Planning	11	5
5	Health and safety management systems - Measuring, audit and review	9	6
<b>Minimum unit tuition time</b>		<b>36</b>	
<b>Recommended private study time</b>		<b>21</b>	

## **Unit NGC2: Controlling workplace hazards**

<b>Element Number</b>	<b>Element Title</b>	<b>Recommended hours</b>	<b>Page</b>
1	Workplace hazards and risk control	8	7
2	Transport hazards and risk control	4	7
3	Musculoskeletal hazards and risk control	6	8
4	Work equipment hazards and risk control	6	8
5	Electrical safety	3	9
6	Fire safety	6	9
7	Chemical and biological health hazards and risk control	6	10
8	Physical and psychological health hazards and risk control	3	10
	<b>Minimum unit tuition time</b>	<b>42</b>	
	<b>Recommended private study time</b>	<b>26</b>	

## Unit NGC3: Health and safety practical application

Element Number	Element Title	Recommended hours	Page
1	Health and safety practical application	2	50
	<b>Minimum unit tuition time</b>	<b>2</b>	
	<b>Recommended private study time</b>	<b>4</b>	
	<i>Minimum total tuition time</i>	<i>80</i>	
	<i>Recommended total private study time</i>	<i>51</i>	
	<i>Total overall hours</i>	<i>131</i>	

## **Unit NGC1: Management of health and safety**

### **Element 1: Foundations in health and safety**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 1.1 Outline the scope and nature of occupational health and safety
- 1.2 Explain the moral and financial reasons for promoting good standards of health and safety in the workplace
- 1.3 Explain the legal framework for the regulation of health and safety including sources and types of law
- 1.4 Explain the scope, duties and offences of employers, managers, employees and others under the Health and Safety at Work etc. Act 1974
- 1.5 Explain the scope, duties and offences of employers, managers, employees and others under the Management of Health and Safety at Work Regulations
- 1.6 Outline the legal and organisational health and safety roles and responsibilities of clients and their contractors.

***Recommended tuition time not less than 6 hours***

### **Element 2: Health and safety management systems 1 – Policy**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 2.1 Outline the key elements of a health and safety management system
- 2.2 Explain the purpose and importance of setting policy for health and safety
- 2.3 Describe the key features and appropriate content of an effective health and safety policy.

***Recommended tuition time not less than 4 hours***

## **Element 3: Health and safety management systems 2 –Organising**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 3.1 Outline the organisational health and safety roles and responsibilities of employers, directors and managers
- 3.2 Explain the concept of health and safety culture and its significance in the management of health and safety in an organisation
- 3.3 Outline the human factors which influence behaviour at work in a way that can affect health and safety
- 3.4 Explain how health and safety behaviour at work can be improved
- 3.5 Outline the need for emergency procedures and the arrangements for contacting emergency services
- 3.6 Outline the requirements for, and effective provision of, first aid in the workplace.

***Recommended tuition time not less than 6 hours***

## **Element 4: Health and safety management systems 3 – Planning**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 4.1 Explain the importance of planning in the context of health and safety management systems
- 4.2 Explain the principles and practice of risk assessment
- 4.3 Explain the general principles of control and a basic hierarchy of risk reduction measures
- 4.4 Identify the key sources of health and safety information
- 4.5 Explain what factors should be considered when developing and implementing a safe system of work for general activities
- 4.6 Explain the role and function of a permit-to-work system.

***Recommended tuition time not less than 11 hours***

## **Element 5: Health and safety management systems 4 – Measuring, audit and review**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 5.1 Outline the principles, purpose and role of active and reactive monitoring
- 5.2 Explain the purpose of, and procedures, for health and safety auditing
- 5.3 Explain the purpose of, and procedures for, investigating incidents (accidents, cases of work-related ill-health and other occurrences)
- 5.4 Describe the legal and organisational requirements for recording and reporting incidents
- 5.5 Explain the purpose of, and procedures for, regular reviews of health and safety performance.

***Recommended tuition time not less than 9 hours***

## **Unit NGC2: Controlling workplace hazards**

### **Element 1: Workplace hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 1.1 Outline common health, welfare and work environment requirements in the workplace
- 1.2 Explain the risk factors and appropriate controls for violence at work
- 1.3 Explain the effects of substance misuse on health and safety at work and control measures to reduce such risks
- 1.4 Explain the hazards and control measures for the safe movement of people in the workplace
- 1.5 Explain the hazards and control measures for safe working at height
- 1.6 Explain the hazards of, and control measures for, excavations.

***Recommended tuition time not less than 8 hours***

### **Element 2: Transport hazards and risk control**

#### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 2.1 Explain the hazards and control measures for the safe movement of vehicles in the workplace
- 2.2 Outline the factors associated with driving at work that increase the risk of an incident and the control measures to reduce work related driving risks.

***Recommended tuition time not less than 4 hours***

## **Element 3: Musculoskeletal hazards and risk control**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 3.1.1 Explain work processes and practices that may give rise to work-related upper limb disorders and appropriate control measures
- 3.2 Explain the hazards and control measures which should be considered when assessing risks from manual handling activities
- 3.3 Explain the hazards, precautions and procedures to reduce the risk in the use of lifting and moving equipment with specific reference to manually operated load moving equipment
- 3.4 Explain the hazards and the precautions and procedures to reduce the risk in the use of lifting and moving equipment with specific reference to mechanically operated load moving equipment.

***Recommended tuition time not less than 6 hours***

## **Element 4: Work equipment hazards and risk control**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 4.1 Outline general requirements for work equipment
- 4.2 Explain the hazards and controls for hand-held tools
- 4.3 Describe the main mechanical and non-mechanical hazards of machinery
- 4.4 Explain the main control measures for reducing risk from machinery hazards.

***Recommended tuition time not less than 6 hours***

## **Element 5: Electrical safety**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 5.1 Outline the principles, hazards and risks associated with the use of electricity in the workplace
- 5.2 Outline the control measures that should be taken when working with electrical systems or using electrical equipment in normal workplace conditions.

***Recommended tuition time not less than 3 hours***

## **Element 6: Fire safety**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 6.1 Describe the principles of fire initiation, classification and spread
- 6.2 Outline the principles of fire risk assessment
- 6.3 Describe the basic principles of fire prevention and the prevention of fire spread in buildings
- 6.4 Identify the appropriate fire alarm system and fire-fighting equipment for a simple workplace
- 6.5 Outline the factors which should be considered when implementing a successful evacuation of a workplace in the event of a fire.

***Recommended tuition time not less than 6 hours***

## **Element 7: Chemical and biological health hazards**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 7.1 Outline the forms of, the classification of, and the health risks from exposure to, hazardous substances
  - 7.1.1 Explain the factors to be considered when undertaking an assessment of the health risks from substances commonly encountered in the workplace
- 7.3 Explain the use and limitations of Workplace Exposure Limits including the purpose of long term and short term exposure limits
- 7.4 Outline control measures that should be used to reduce the risk of ill-health from exposure to hazardous substances
- 7.5 Outline the hazards, risks and controls associated with specific agents
- 7.6 Outline the basic requirements related to the safe handling and storage of waste

***Recommended tuition time not less than 6 hours***

## **Element 8: Physical and psychological health hazards and risk control**

### **Learning outcomes**

On completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 8.1 Outline the health effects associated with exposure to noise and appropriate control measures
- 8.2 Outline the health effects associated with exposure to vibration and appropriate control measures
- 8.3 Outline the health effects associated with ionising and non-ionising radiation and outline appropriate control measures
- 8.4 Outline the causes and effects of stress at work and appropriate control measures.

***Recommended tuition time not less than 3 hours***

## **Unit NGC3: Health and safety practical application**

### **Learning outcomes**

The aim of this unit is to assess a candidate's ability to complete successfully two activities:

- Demonstrate the ability to apply knowledge of the unit NGC1 and NGC2 syllabus, by successful completion of an health and safety review of a workplace
- Complete a report to management regarding the review with recommendations.

### **Content**

This unit contains no additional syllabus content. However, completion of study for unit NGC1 and NGC2 is recommended in order to undertake the practical application unit NGC3.

### **Link to examination unit(s)**

Unit NGC3 is not normally offered independently of the taught elements. Students will normally be required to complete the NGC3 assessment within 14 days (before or after) of sitting the examination for Units NGC1 and/or NGC2.

## **Unit assessment summary**

Units NGC1 and NGC2 are taught units each assessed by one two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked by external examiners appointed by NEBOSH.

Unit NGC3 is assessed by one two-hour practical examination. This is held on a date set by the course provider and must be taken within 14 days of a written examination. The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.

## **Further details**

The full syllabus Guide to the qualification is available for purchase via the NEBOSH website ([www.nebosh.org.uk](http://www.nebosh.org.uk)). Guidance for candidates and course providers regarding the practical unit is also available on the website.

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