



NEBOSH Certificate NGC1/7 Monitoring, review and audit

Suggested answers to revision questions

A1 Yes we started this question as if it were an element 2 (Policy) question, but really the answer required is a NGC1/5, 7, 8 answer. When you first work through the study material, it will perhaps appear in your mind as sixteen fairly separate chunks. We have tried to emphasise the spider's web of links across the syllabus and by the time you have finished the study material a second time around, you should be becoming alert to 'across-the-element' questions such as this.

The syllabus lists the following forms of safety monitoring:

- *surveys*
 - *inspections*
 - *tours*
 - *sampling*
- you should be able to relate the safety audit (... a thorough systematic and critical examination of an organisation's safety management systems and procedures) to the various forms of monitoring*

(For completion, you should also have made passing reference to reactive monitoring: accidents, complaints from workers etc - the safety policy must have within it facilities for addressing things that have gone wrong. Also a mention of auditing would enrich your answer.)

As we have stressed, it may not be clear as to exactly when a survey becomes an inspection, but if you have in your mind a range of examples which you can use in your examination, you will be able to demonstrate your understanding to the NEBOSH examiners

- *safety inspection ... a physical inspection of part(s) of the workplace or of aspects of the work, probably making use of checklists*
- *safety tour ... a management team examines certain aspects of an organisation, perhaps as a prelude to more detailed investigations.*
- *safety sampling ... an inspection which is limited to certain areas of the workplace or to certain aspects of workplace activity.*
- *survey ... for example, a noise survey of an engineering workshop; survey may also mean planning the campaign to make best use of limited resources*

(We have tended to talk of safety sampling, safety survey; there will of course also be health sampling and health surveys - the noise survey would of course fall into this category.)

A2 The structure of HSG65. We realise we are running the risk of overdoing the need for you to know the structure of HSG65, but if you do ... well done. If you don't, check back in the NGC1/7 study material (or the NGC1/2, 3 or 4 study material for that matter.)

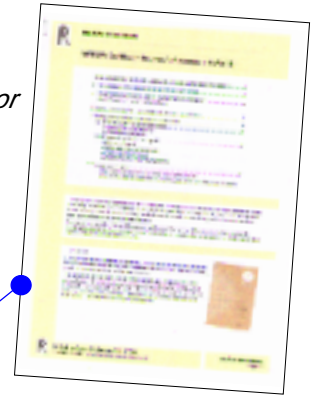
A3 Accident records. As we have stressed, and as the law requires, companies must keep records of accidents and illness. Such data may give a very poor indication of the effectiveness of the health and safety policy, particularly in a small company - in one word 'statistics'. The accident in which a worker is crushed to death by a reversing lorry in a sand and ballast yard where 'nothing like this has ever happened': in the course of a few seconds, the accident statistics for the yard have dramatically changed. Proactive monitoring would have highlighted the fact that there is no system of work in place for dealing with the manoeuvring of vehicles in the yard. Similarly, illness records are days ... months ... years removed from their cause. Again, appropriate proactive monitoring is required of the agents in the workplace: levels of chemicals in the air, the noise climate, vibration levels, intensity of radiation such as X-rays, infra-red and so on.





A4 If you have any queries at all about your answer, please speak to your tutor or contact us in Chichester. We also refer you back to sections entitled 'Prioritising risks' and 'Quantifying remedial actions' in the NGC1/5 study material. We also refer you forward to the separate study material for the practical assessment, NGC3, the whole purpose of which is for you to gain experience in prioritising required actions.

NGC3 Health and safety practical application



A5 Legislation with specific assessment requirements includes:

- The Noise at Work Regulations 2005
- The COSHH Regulations 2002
- The Manual Handling Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005

A6 Statutory inspections, ie legal requirements for testing certain pieces of equipment:

- local exhaust ventilation (14 months) required by COSHH
- power presses (12 months or 6 months, depending on the press) PUWER
- lifting equipment (6 months for equipment involved in lifting people, otherwise 12 months) PUWER, LOLER

Statutory testing, which will probably be undertaken by an outside organisation (insurance company or the manufacturer) is also required for pressure vessels, steam boilers used in central heating systems and other such equipment.

Even though statutory testing may be undertaken by an outside organisation, it remains the responsibility of the management to ensure that the testing is undertaken as required.

A7 Under The Safety Representatives and Safety Committee Regulations 1977 safety representatives are entitled to conduct inspections:

- after substantial changes to plant and equipment
- after substantial changes in processes or methods
- following notifiable accident or dangerous occurrences
- following notifiable disease(s)

A8 In outlining the distinction between a safety survey, a safety tour and safety sampling we suggest that you should make use of examples.

- survey: detailed investigation of one aspect of the workplace:
 - » noise / use of hearing protection
 - » pedestrian and vehicle management
 - » machine guards
 - » fire precautions / equipment
- survey (alternative and rather different use of the word): familiarisation exercise, preliminary checks before detailed survey (used in the above sense) is undertaken
- safety tour: usually something of a 'doctors round' with a group of people of different skills and positions in the company; we are aware that 'doctors round' may conjure up in your mind two very different pictures: a team pulling together, making full use of their skills or a group of people being towed around by (s)he-who-must-be-obeyed; whatever, in our experience the word 'tour' does usually appear to involve a group of people





- *safety sampling: in our mind, sampling probably falls below the survey in the hierarchy but is a good way for the safety officer, line manager etc to keep in contact with the activities in and needs of the workplace - perhaps acting as a trigger for certain more detailed surveys; sampling is obviously also of value in maintaining the profile of the 'safety people' in the organisation*

(As an aside, it is probably unlikely that NEBOSH would ask you this survey / tour / sampling question because they are well aware that there are problems of terminology; however, as we have already emphasised, NEBOSH will expect you to explain why ...

A9 ... even the most thorough inspection of the workplace will not constitute an audit. This because an audit, by definition must encompass an investigation of an organisation's safety management system (to repeat a phrase we like: 'is the company doing HSG65?'). An inspection does not ask this question, it looks at detail; the audit reviews the broader picture.

A10 Any definition of a health and safety audit should include the words:

... structured process ... independent information ... effectiveness ... health and safety management system ...

No prizes for seeing that all we have done is remove some words from the HSG65 definition which uses all the important words.

A11 Persons outside the company might be involved in undertaking aspects of a safety audit in some of the following circumstances:

- *engineering surveyors (including manufacturers of the equipment used)*
- *insurance company personnel:*
 - » *statutory inspections (pressure systems such as boilers, lifting equipment, fire certificate checks)*
 - » *general inspections in connection with the employer's liability insurance*
 - » *investigating claims connected with accidents (this of course will not be a planned in advance part of the audit but if accidents, ill-health, dangerous occurrences have happened, they must be encompassed by the audit)*
 - » *liaising with risk management and technical consultants carrying out inspections*
- *outside consultants undertaking safety inspections, noise surveys, environmental surveys*
- *HSE and local authority inspectors undertaking statutory inspections or carrying out accident investigations*

