



## Health & Safety Essentials

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### Background

*Health & Safety Essentials* is the simple, easy way to introduce your staff to basic health & safety concepts. This engaging e-learning programme will help create awareness of hazards and improve the safety culture throughout your organisation.

'*Essentials*' is designed to cover a wide range of risks and it is therefore ideal for complex organisations who may have both office and field staff. By utilising engaging graphics and interactive sequences *Health & Safety Essentials* ensures all employees receive training that is appropriate to their needs.

As with all Cardinus courses *Health & Safety Essentials* is fully customisable. Modules can be switched on and off and new modules added. Importantly your own policy information can be added providing a powerful facility for the creation and dissemination of health & safety data.

### Management features

*Health & Safety Essentials* is fully supported by PACE, Cardinus' powerful management module. Features include:

- Tools to monitor training records and identify your employees who have successfully completed their training. PACE will also identify your employees who have not started or not completed their training.
- Advanced automated email capability to encourage participation.
- Charting and sophisticated statistical reporting.
- Fully SCORM compliant.



### OBJECTIVES

On completion of *Health & Safety Essentials* delegates will be able to:

- Understand the benefits of effective health and safety management.
- Understand your organisation's Health & Safety policies and procedures.
- Understand their key Health and Safety responsibilities.
- Understand the meaning of a hazard and how they arise.
- Recognise the common hazards within the workplace.
- Understand the means of communication within the organisation on health and safety issues.
- Understand the role of a health and safety committee.
- Recognise the importance of incident reporting and investigation.
- Know where to find further information and where to get help.

### TOPICS COVERED

- An overview of safety law and relevant policies
- The role of the employee in preventing accidents
- Slips, Trips and Falls
- Hazardous Substances
- Evacuation Procedures
- Noise
- Electricity
- Work Equipment
- Work Vehicles
- Health & Hygiene
- Ergonomics
- Health & Safety Policy

### DURATION

This is a 45 minute e-learning course

### COST

*Health & Safety Essentials* represents great value for money. Licences vary from £2 - £20 depending upon the number of delegates. Please call Cardinus for more details.