



National General Certificate in Occupational Health and Safety



## Syllabus Guide

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# National General Certificate in Occupational Health and Safety

The NEBOSH National General Certificate provides a broad understanding of key health and safety issues. It covers risk management, UK HSE legislation, and how to identify and control common workplace hazards.

The course is split into 2 units: NG1 and NG2. NG1 is assessed with an open book online exam while NG2 is a practical work-based assignment.

## Learning outcomes

By completing the NEBOSH General Certificate, you'll be able to:

- Justify health and safety improvements using moral, financial and legal arguments
- Advise on the main duties for health and safety in the workplace
- Help your organisation manage contractors
- Work within a health and safety management system, and recognise what effective general policy, organisation, and arrangements should look like
- Positively influence health and safety culture and behaviour to improve performance
- Do a general risk assessment of your workplace
- Recognise workplace changes that have significant health and safety impacts and how to minimise them
- Develop basic safe systems of work and know when to use permit-to-work systems for special risks
- Take part in incident investigations
- Check the effectiveness of your management system through monitoring, audits and reviews

## Full course syllabus

### Unit NG1: Management of Health and Safety

#### Element 1: Why we should manage workplace health and safety

- 1.1 Discuss the moral, financial and legal reasons for managing health and safety in the workplace
- 1.2 Explain how the law works and the consequences of non-compliance
- 1.3 Summarise the main health and safety duties of employers and workers in HSWA 1974 and MHSWR 1999
- 1.4 Explain how contractors should be selected, monitored and managed



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## Element 2: How health and safety management systems work and what they look like

- 2.1 Give an overview of the elements of a health and safety management system and the benefits of having a formal/certified system
- 2.2 Discuss the main ingredients of health and safety management systems that make it effective - general policy, organisation, arrangements

## Element 3: Managing risk - understanding people and processes

- 3.1 Describe the concept of health and safety culture and how it influences performance
- 3.2 Summarise how health and safety culture at work can be improved
- 3.3 Summarise the human factors which positively or negatively influence behaviour at work in a way that can affect health and safety
- 3.4 Explain the principles of the risk assessment process
- 3.5 Discuss typical workplace changes that have significant health and safety impacts and ways to minimise those impacts
- 3.6 Describe what to consider when developing and implementing a safe system of work for general activities
- 3.7 Explain the role, function and operation of a permit-to-work system
- 3.8 Discuss typical emergency procedures (including training and testing) and how to decide what level of first aid is needed in the workplace

## Element 4: Health and safety monitoring and measuring

- 4.1 Discuss common methods and indicators used to monitor the effectiveness of management systems
- 4.2 Explain why and how incidents should be investigated, recorded and reported
- 4.3 Explain what an audit is and why and how it is used to evaluate a management system
- 4.4 Explain why and how regular reviews of health and safety performance are needed



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## NG2: Risk Assessment

For this unit, you must produce a risk assessment of a workplace which considers a wide range of identified hazards (drawn from elements 5-11) and meets best practice standards.

### Element 5: Physical and psychological health

### Element 6: Musculoskeletal health

### Element 7: Chemical and biological agents

### Element 8: General workplace issues

### Element 9: Work equipment

### Element 10: Fire

### Element 11: Electricity

## Course assessment

- An online open-book assessment
- A 3-hour practical risk assessment carried out in the workplace
- You need to pass both assessments to achieve your NEBOSH General Certificate.



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