



**UNIT IGC3 – THE HEALTH AND
SAFETY PRACTICAL APPLICATION**

Student number 00208088

Location Rua Fresca 1º Tardoz 3080 Figueira da Foz, Portugal **Date of review** 11 /12 /13

Introduction

On the 11th December 2013, carried out a workplace inspection of MF&NF Law firm, at Rua Fresca 1º Tardoz 3080 Figueira da Foz, Portugal.

The main function of this firm involves the practical application of abstract legal theories and knowledge to solve specific individualized problems, or to advance the interests of those who retain (i.e., hire) lawyers to perform legal services.

The law firm is embedded in a residential building. Within this firm, we can verify the existence of three offices, (one administration office, and two lawyer' office), a waiting room (with chairs and magazines) and one toilet.

The average of the workers is 47; there are 5 employees (two secretaries and a cleaning woman, 1 lawyer and an administrator who is also a lawyer in the firm. This assessment is concerned only with the offices and toilet.

Executive Summary

Firstly I am pleased to report that the level of general housekeeping meets a satisfactory level. However I have identified some issues that require attention, the main ones been lack of adjustable chair, electrical cables poorly positioned at the rear of computer desk, used damaged electrical cable of a computer, cleaning products stored in the toilet, no fire extinguishers, the first aid box is not sealed and has inadequate and outdated contents, lone working and working outside normal working hours, and overuse injuries from extended periods of filing and storage hard copies of documents.

Failure to act on these recommendations will result in ill health and injury leaving you wide open to civil action claims from individuals which if taken to the High Court can result in £50,000 to unlimited compensation been awarded.

Health and safety should be led from the top and cascaded down through each level, promoting a good health and safety culture which improve staff morale, reduce accident, and increase productivity. By acting on the recommendations in this report the authority will be fulfilling its legal, moral and financial obligation.

Main findings of the inspection

Detailed consideration has been given to the main hazards and unsafe practices in the law firm, due to the fact that certain Health and Safety regulations are not being adhered to, these are explained below under 7 headings. Other points that require attention are the shortfall in following procedures in identifying defects by the workforce. Administrator is also at fault by not carrying out workplace inspections or ignoring clear breaches of health and safety legislation. Examples of this would be the lack of training in Preventing Overuse Injuries Training Course (MHO regulations 1992 as amended in 2002), the periodical control of equipment's for safe condition and taken out of use if any damage found, providing step-stool or step ladders used to access high shelves, providing sufficient number and position of fixed socket outlets, implement a workplace violence prevention and management, and provide drinkable water (Welfare Regulations).

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Safety First J. R. Wesley, 2018-10-22 A Health Safety Resource for Retail Commercial Property Managers Realistic Examples To truly excel in HSE and or OSH best practice you need more than an understanding of rules and codes Practical application matters A successful and competent manager understands the full range of HSE related risk in his or her unique workplace as well as the importance of OSH policy enforcement and proper employee trainings Learn important considerations for ensuring compliance in retail and commercial environments through real life examples that are easy to understand Learn about risks and hazards associated with Gas fire and electrical dangers Personal security and violence Biological hazards Dangers from improper equipment handling Exposure to hazardous substances Excellent preparation for the NEBOSH Unit D exam Tags Nebosh OSH OSHA H S Hse Puwr Osha Coshh Hasawa Health And Safety Workplace Safety Occupational Health And Safety Health Legislation Vocational Training Vocational Reference Nebosh Unit D PDF Nebosh Unit D Example Report Nebosh Unit D Assignment Example Nebosh Unit D Guidance Nebosh Unit D Examiners Report Nebosh Unit D Gap Analysis Nebosh Unit D Help Nebosh diploma Nebosh Unit D Sample Report

Guidelines on Occupational Safety and Health Management Systems International Labour Office, 2001 These guidelines have been prepared by the International Labour Office in order to assist employers and national organisations with practical advice on implementing and improving occupational safety and health OSH management systems in order to reduce work related injuries occupational ill health and diseases and unsafe working conditions The guidelines may be applied on two levels they provide a national OSH framework for legal and voluntary regulatory standards and encourage the integration of OSH management principles with overall policy management at the organisational level

Introduction to Oil and Gas Operational Safety Wise Global Training Ltd, 2014-12-05 Introduction to Oil and Gas Operational Safety is aligned directly to the NEBOSH International Technical Certificate in Oil and Gas Operational Safety Concisely written by a highly experienced team this full colour reference provides complete coverage of the syllabus including chapters on fire hazards risk management and emergency response It will ensure that you are fully equipped with the knowledge and understanding to respond and deal with the daily hazards you may face whilst working in the oil and gas industry Complete with tables case studies and self test questions this book will guide you through the principles of how to manage both offshore and onshore operational risks to prepare you for your exam and beyond

Nebosh National General Certificate S/Bk Rms, Following a thorough review to include relevant legislation this exceptionally successful publication is now produced in full colour throughout highlighting the 300 photographs and sketches many hand drawn to show the standard required at NEBOSH examination Written to fulfil the requirements of the NEBOSH Certificate syllabus which reflects the management model in the HSE s Successful Health practical explanations plus useful charts and tables Sample NEBOSH exam questions and

answers are also included along with a practical assessment example Collectively this forms a must have reference guide for managers as well as essential support for NEBOSH courses and Distance Learning programmes It also meets the Employment National Training Organisation ENTO standards for health and safety at NVQ Level 3 and the Qualifications and Curriculum Authority QCA standards for Level 3

Five Steps to Risk Assessment HSE Books, Health and Safety Executive, 2006 Offers guidance for employers and self employed people in assessing risks in the workplace This book is suitable for firms in the commercial service and light industrial sectors

Introduction to Health and Safety at Work Phil Hughes MBE, Ed Ferrett, 2020-12-21 Introduction to Health and Safety at Work covers the fundamentals of occupational safety and closely follows the NEBOSH National General Certificate syllabus which was updated in 2019 and came into use in 2020 Highly illustrated and over 600 pages in length it covers all of the essential elements of health and safety management the legal framework risk assessment and control standards and also includes checklists report forms and record sheets to supplement learning It also has an extensive summary of current health and safety legislation Aligned to the NEBOSH National General Certificate in Occupational Health and Safety Practice questions and answers to test knowledge and increase understanding In addition to helping students study for the NGC it is used for reference and revision on other Health and Safety qualifications at level 3 and above including the Nebosh Diploma It is also a source of reference and guidance for health and safety practitioners in the workplace

Introduction to Health and Safety in Construction Phil Hughes, Ed Ferrett, 2015-09-16 Introduction to Health and Safety in Construction has been specially written for the thousands of students who complete the NEBOSH National Certificate in Construction Health and Safety each year Fully revised in alignment with the April 2015 syllabus the fifth edition provides students with all they need to tackle the course with confidence The book covers all the essential elements of health and safety management in construction including the legal framework risk assessment and control standards Highly illustrated with information provided in a clear easily accessible format it also provides checklists and record sheets to supplement learning Aligned to the NEBOSH National Certificate in Construction Health and Safety Practice questions and answers to test knowledge and increase understanding Complete with a companion website containing extra resources for tutors and students at www.routledge.com/cw/hughes The only textbook endorsed for the NEBOSH National Certificate in Construction Health and Safety the Introduction to Health and Safety in Construction is also suitable for construction courses in the UK and overseas and serves as a comprehensive reference for managers and professionals within the construction industry

Recording and Notification of Occupational Accidents and Diseases International Labour Office, 1996

Introduction To Workplace Safety And Health Management: A Systems Thinking Approach (Second Edition) Yang Miang Goh, 2020-12-03 This book takes a systems thinking approach to allow readers to understand how Workplace safety and health WSH is an integral part of any organisation The different chapters are strung together by an overarching model of incident causation and underpinning models are presented to allow

a strong conceptual foundation Practical WSH knowledge also discussed in relevant chapters to ensure that beginners have an introduction to the fundamentals of WSH hazards and controls The second edition presents additional systems thinking concepts and archetypes not covered previously the safe design process in Australia thoughts on learning disabilities and safety culture and additional case studies Besides the strong emphasis on conceptual framework readers will also be exposed to the details of a WSH management system and practical WSH processes hazards and controls A series of online quizzes are available to readers to help them to reinforce the concepts of each chapter Undergraduates and post graduates will benefit from the systematic introduction to the foundations of WSH management Practitioners will strengthen their conceptual understanding and widen their perspective by re visiting the foundations of WSH management through a systems thinking lens

Principles of Construction Safety Allan St John Holt,2008-04-15 The construction industry has not had a good record on health and safety and faces tough legal and financial penalties for breaches of the law This book provides a unique resource for all those who construct or procure the construction of projects of all sizes and in all countries and for clients who need to keep abreast of their own and their contractors responsibilities It gives practical guidance on best practice including measuring performance and recording information developing a safety policy and method statements assessing risk training and understanding people the basics of the construction environment interface The book addresses several topics not found in other reference works discussing techniques of health and safety and basic environmental management as applied to the industry It uniquely provides 50 quick reference guides setting out solutions to common problems These include falls manual and mechanical handling work with asbestos and noise It also summarises the main UK legal requirements on construction safety and health and includes a number of useful checklists and model forms Written by a very experienced health and safety practitioner who is also author of the highly successful IOSH book Principles of Health and Safety at Work this book will be welcomed by all responsible for health and safety It will also provide an excellent text for the NEBOSH National Examination Board in Occupational Safety and Health Construction Safety and Health national certificate

Growing Your Business Robert Baron,Scott Shane,2008-09-01 If you are an entrepreneur starting a new venture this book provides the information you need to choose your initial team of cofounders and employees It shows you how to piece individual skills talents and abilities into a cohesive structure that is prepped for success and follows with advice on how to continue using the same principles beyond the founding team far into the future

Health and Safety at Work For Dummies RRC,2016-05-02 Are you complying with health and safety regulations in the workplace Making mistakes in many areas of health and safety can be both incredibly dangerous and hugely costly So what can you do to avoid hazards and expensive time consuming legal battles That s where Health Safety at Work For Dummies comes in Cutting through the clutter it provides you with the practical must know information you need to ensure your workplace is a suitably safe environment that complies with government health and safety rules and regulations Did you know that in 2014 1 2 million

working people suffered from work related illnesses 2 535 mesothelioma deaths occurred due to past asbestos exposure and 133 workers were killed on the job The list goes on and the statistics are staggering Health Safety at Work For Dummies shows you how to keep your employees safe from becoming another statistic in this frightening data Arming you with critical information needed to adhere to health and safety regulations it offers expert guidance on managing and implementing health and safety in your business controlling workplace risks going the extra mile in following orders and much more Offers an easy to follow overview for getting started with health and safety Provides tips and advice for planning your health and safety management Includes guidance on monitoring and reviewing your health and safety systems Clearly demonstrates how to organize and motivate your workforce to comply with rules and regulations You can't afford to run a business that doesn't provide a safe work environment Be smart safe and proactive with the help of this essential guide *Introduction to Fire Safety Management* Andrew Furness, Martin Muckett, 2007 All you need to know to successfully manage fire safety in accordance with the Fire Safety Order [Introduction to International Health and Safety at Work](#) Phil Hughes, Ed Ferrett, 2010-08-24 This text has been written for the fast growing NEBOSH international certificate in health and safety taken by around 6 000 students worldwide Matched to the new 2011 syllabus and written in simple English the coursebook provide students with all they need to tackle the course with confidence [First Aid at Work](#) HSE Books, 2009 The Health and Safety First Aid Regulations 1981 apply to workplaces in the UK including those with less than five employees and to the self employed *Six Thinking Hats* Edward De Bono, 2009-11-05 The classic work about meetings and decision making Meetings are a crucial part of all our lives but too often they go nowhere and waste valuable time In *Six Thinking Hats* Edward de Bono shows how meetings can be transformed to produce quick decisive results every time The Six Hats method is a devastatingly simple technique based on the brain's different modes of thinking The intelligence experience and information of everyone is harnessed to reach the right conclusions quickly These principles have been adopted by businesses and governments around the world ending conflict and confusion in favour of harmony and productivity The Six Hats strategy will fundamentally change the way you work and interact An inspiring man with brilliant ideas De Bono never ceases to amaze with his clarity of thought Sir Richard Branson [The Costs of Accidents at Work](#), 1997 This revised version of HS G 96 0 7176 1343 7 continues to publicize the message that most companies do not realize the extent of their losses due to accidents It emphasizes that there is no contradiction between profitability and good health and safety management TUC figures show that unions secured damage awards totalling 304m for workplace injuries and ill health to their members in 1995 The revision is aimed primarily at management and applies to all industries It replaces 0 7176 1343 7 with the same series number *CSP Exam Essential Practice Simply and Thoroughly Explained* Lorenzo Cena, Damien Hammond, Daniel Farcas, 2020-08-20 The CSP Exam Essential Practice by Farcas Hammond and Cena is as the name implies an essential set of questions in Occupational Safety This book is well laid out in 19 sections It draws the reader in which

certainly assists with their increased retention of the amount of material that has to be covered The questions are well introduced with a short narrative before the introduction of the pertinent equations and solution to the over 600 example essential questions The book serves not only as a formidable preparation for the CIH exam but a good review of basic principles a reference for many of the day to day technical issues confronting the practicing worker s safety and a guide for raising awareness of potential problems for which alert action is required The authors bring a breadth of experience and insight into the issues handled in the text They bring context to the basic principles to be highlighted by the examples of the questions and their solutions CSP Exam Essential Practice should be a must have text for everyone in the field Michael McCawley Ph D West Virginia University **Introduction to Health and Safety at Work** Phil Hughes MBE,Phil Hughes,Ed Ferrett,2015-08-27 Introduction to Health and Safety at Work covers the fundamentals of occupational safety and health for the thousands of students who complete the NEBOSH National General Certificate in Occupational Health and Safety each year Fully revised in alignment with the April 2015 syllabus this sixth edition provides students with all they need to tackle the course with confidence The highly illustrated content covers all of the essential elements of health and safety management the legal framework risk assessment and control standards and also includes checklists report forms and record sheets to supplement learning Aligned to the NEBOSH National General Certificate in Occupational Health and Safety Practice questions and answers to test knowledge and increase understanding Complete with a companion website containing extra resources for tutors and students at www.routledge.com/cw/hughes Written by renowned authors the Introduction to Health and Safety at Work is also a handy reference for managers and directors dealing with the day to day issues of health and safety and is of great value to those studying for level 3 N SVQ and the NEBOSH National Diploma
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