

nebosh

Accredited Centre
1195

NEBOSH

International General Certificate in Occupational Health and Safety

Course Code — HSSE001
V06/042016-NP



Course Aims & Objectives

NEBOSH IGC in Occupational Health and Safety

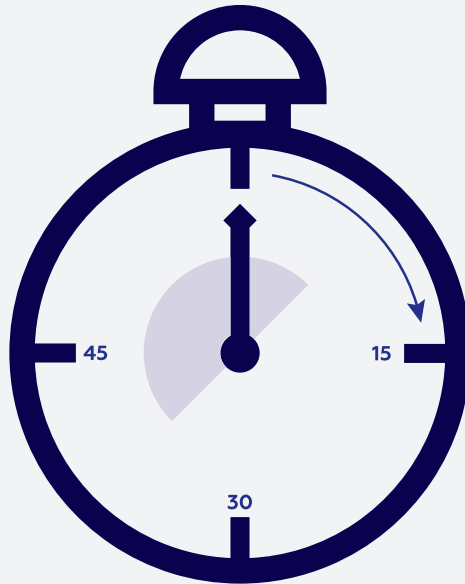


The **NEBOSH International General Certificate** (IGC) covers the principles relating to health and safety, identification and control of workplace hazards and the practical application of this knowledge. The IGC syllabus takes a risk management approach based on best practice and international standards, such as the International Labour Organisation (ILO) codes of practice .

The qualification also features a practical workplace assessment.

The International General Certificate is divided into three units, each of which is assessed separately:

- Management of International Health and Safety (IGC1)
- Controlling Workplace Hazards (GC2)
- Health and Safety Practical Application (GC3)



**One worker dies
every 15 seconds*.**



*The International Labour Organization (ILO) is a United Nations agency dealing with labour issues, particularly international labour standards, social protection, and work opportunities for all. 185 of the 193 UN member states are members of the ILO.

Managers, Supervisors
and Employees

throughout the world take
the qualification because
it gives them the **skills** and
know-how to
fulfil their health and
safety responsibilities in
any country and in
any kind of organisation.

Management of
Health and Safety in the
workplace is **not only**
a legal obligation and
moral imperative;
it also makes good
business sense.

HOW IS IT ASSESSED?

Units IGC1 and GC2 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 GC3 is assessed by one two-hour practical examination carried out in the candidate's own workplace. The assessment must normally be taken within 14 days of a written examination. The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.

WHO SHOULD ATTEND

This course is suitable for those embarking on a career in health and safety, providing a sound basis for progression on to the NEBOSH International Diploma.

PRE-REQUISITES

No previous health and safety knowledge is required.

The standard of English required by candidates studying the NEBOSH International General Certificate in Occupational Health and Safety must be such that they can both understand and articulate the concepts contained in the syllabus. NEBOSH recommends that students should reach the equivalent of a scoring of 6.0 or higher under the International English Language Testing System (IELTS).

DURATION

The course is 10 days and 1 day for examination. The course is typically structures as follows:

Week 1: Unit IGC1

Week 2: Unit GC2

Week 3: Monday (Examination of Units IGC1, GC2) and Friday (submission of Unit GC3).

PARTICIPANTS

Maximum of 20

LOCATION

- JTN Training Centre, Miri, or
- JTN Training Centre, Labuan, or
- Other locations as advertised, or
- In-company upon request

Health and Safety is **important**. It **protects people from injury and loss of life**. People with NEBOSH IGC **know how to help** their employer **avoid prosecution, litigation, absence costs and loss of reputation**, wherever they operate.

Qualification

Qualification Level



The NEBOSH International General Certificate is accredited and credit rated by the Scottish Qualifications Authority Accreditation for delivery across the UK. It is rated within the Scottish Credit and Qualifications Framework as SCQF Level 6 with 15 SCQF credit points.

This qualification is comparable to a Vocationally-Related Qualification (VRQ) at Level 3 within the National Qualifications Framework (NQF), and Qualifications and Credit Framework (QCF), or A-Level standard.

Qualification Type



NEBOSH qualifications are categorised as 'Other' qualifications by SQA Accreditation in Scotland. These are categorised as Vocationally-Related Qualifications (VRQs) in England, Wales and Northern Ireland.

VRQs provide the knowledge and practical skills required for particular job roles through a structured study-based training programme, that combine the testing of knowledge and understanding in written examinations with practical application of learning in the workplace.

VRQs are a popular type of qualification because they are nationally recognised, flexible and offer routes for progression to employment or further study.

Qualification Progression



Unit IGC1 is common to:

- NEBOSH International General Certificate in Occupational Health and Safety
- NEBOSH International Certificate in Construction Health and Safety
- NEBOSH International Certificate in Fire Safety and Risk Management

This enables students seeking to develop specialist knowledge to combine units across these NEBOSH qualifications. Unit IGC1 holders do not need to re-sit this examination providing it was successfully achieved within the five year completion period for each qualification.

Units GC2 and GC3 are common to:

- NEBOSH National General Certificate in Occupational Health and Safety
- NEBOSH International General Certificate in Occupational Health and Safety

This, therefore, enables candidates to obtain both the National and International General Certificate qualifications by passing just four units, ie, Units IGC, GC2 and GC3 to form the International General Certificate and Unit NGC1 to complete the National General Certificate (Units GC2 and GC3 passed as part of the International General Certificate can be used as exemptions for the National General Certificate).

Candidates wishing to further develop their health and safety expertise may consider studying:

- NEBOSH International Diploma in Occupational Health and Safety
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety.

This is designed to provide students with the expertise required to undertake a career as a health and safety practitioner and also provides a sound basis for progression to postgraduate study.



Over **45,000** have
achieved this
qualification since
it was introduced
in 2004.

Course Benefits

For Candidates



CAREER DEVELOPMENT

For some, this qualification is a first step towards a career as a health and safety professional. For others, it forms part of an important set of qualifications that will bring them success and advancement in whatever field they choose.

Many professionals enjoy the course and proceed to the NEBOSH International Diploma*, forging a rewarding, lifetime career in health and safety.

* The NEBOSH International Diploma builds upon the foundation of knowledge provided by the NEBOSH International General Certificate course, and is designed to provide students with the expertise needed for a career as a health and safety practitioner. It also provides a sound basis for progression to postgraduate study, as the qualification is equivalent to Level 6 (degree level).

RECOGNITION

Holders of this qualification are entitled to Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). This qualification also meets the academic requirements for Technical Membership (Tech IOSH) of IOSH.

For more information about IOSH, please visit www.iosh.co.uk

For Employers



A SAFER WORKPLACE

Management of health and safety in the workplace is not only a legal obligation and a moral imperative; it also makes good business sense.

Health and safety is important. It protects people from injury and loss of life. People with the NEBOSH International General Certificate know how to help their employer avoid prosecution, litigation, absence costs and loss of reputation, wherever they operate.

ASSURANCE

Employers whose staff are NEBOSH qualified is an employer committed to health and safety. The NEBOSH International General Certificate provides an assurance of safety — something that can help employers achieve recognised standards and can even win new business.

RETURN ON INVESTMENT

An employee with a NEBOSH International General Certificate has a practical set of skills that brings real value to the modern global workplace.

Full-time Study

Course Timetable

Week 1

Unit IGC1 & Unit GC3

DAY	MORNING SESSION				AFTERNOON SESSION			
	07:30	09:30	9:45	12:00	13:00	15:00	15:15	16:30
1	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety		UNIT IGC1 ELEMENT 1 Foundations in Health and Safety		UNIT IGC1 ELEMENT 1 Foundations in Health and Safety		UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	
2	UNIT IGC1 ELEMENT 2 HSMS — Plan		UNIT IGC1 ELEMENT 2 HSMS — Plan		UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do	
3	UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do	
4	UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 3 HSMS — Do		UNIT IGC1 ELEMENT 4 HSMS — Check	
5	UNIT IGC1 ELEMENT 4 HSMS — Check		UNIT IGC1 ELEMENT 5 HSMS — Act		UNIT IGC1 ELEMENT 5 HSMS — Act		UNIT GC3 Health and Safety Practical Application Briefing	

Full-time Study

Course Timetable

Week 2

Unit GC2

DAY	MORNING SESSION				AFTERNOON SESSION			
	07:30	09:30	9:45	12:00	13:00	15:00	15:15	17:00
6	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control		UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control		UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control		UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	
7	UNIT GC2, ELEMENT 2 Transport Hazards and Risk Control		UNIT GC2 ELEMENT 2 Transport Hazards and Risk Control		UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control		UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control	
8	UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control	
9	UNIT GC2 ELEMENT 5 Electrical Safety		UNIT GC2 ELEMENT 6 Fire Safety		UNIT GC2 ELEMENT 6 Fire Safety		UNIT GC2 ELEMENT 6 Fire Safety	
10	UNIT GC2 ELEMENT 7 Chemical and Biological		UNIT GC2 ELEMENT 7 Chemical and Biological		UNIT GC2 ELEMENT 8 Physical and Psychological		UNIT GC2 ELEMENT 8 Physical and Psychological	

Part-time Study

Course Timetable

Week 1 - 3

Unit IGC1, GC2 & Unit GC3

WEEK	MORNING SESSION				AFTERNOON SESSION			
	07:30	09:30	9:45	12:00	13:00	15:00	15:15	16:30
1	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety	UNIT IGC1 ELEMENT 1 Foundations in Health and Safety
	UNIT IGC1 ELEMENT 2 HSMS — Plan	UNIT IGC1 ELEMENT 2 HSMS — Plan	UNIT IGC1 ELEMENT 2 HSMS — Plan	UNIT IGC1 ELEMENT 2 HSMS — Plan	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do
2	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do
	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 3 HSMS — Do	UNIT IGC1 ELEMENT 4 HSMS — Check	UNIT IGC1 ELEMENT 4 HSMS — Check
3	UNIT IGC1 ELEMENT 4 HSMS — Check	UNIT IGC1 ELEMENT 5 HSMS — Act	UNIT IGC1 ELEMENT 5 HSMS — Act	UNIT IGC1 ELEMENT 5 HSMS — Act	UNIT IGC1 ELEMENT 5 HSMS — Act	UNIT IGC1 ELEMENT 5 HSMS — Act	UNIT GC3 Health and Safety Practical Application Briefing	UNIT GC3 Health and Safety Practical Application Briefing
	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control	UNIT GC2 ELEMENT 1 Workplace Hazards and Risk Control

Part-time Study

Course Timetable

Week 4 - 5

Unit GC2

WEEK	MORNING SESSION				AFTERNOON SESSION			
	07:30	09:30	9:45	12:00	13:00	15:00	15:15	17:00
4	UNIT GC2, ELEMENT 2 Transport Hazards and Risk Control		UNIT GC2 ELEMENT 2 Transport Hazards and Risk Control		UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control		UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control	
	UNIT GC2 ELEMENT 3 Musculoskeletal Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control		UNIT GC2 ELEMENT 4 Work Equipment Hazards and Risk Control	
5	UNIT GC2 ELEMENT 5 Electrical Safety		UNIT GC2 ELEMENT 6 Fire Safety		UNIT GC2 ELEMENT 6 Fire Safety		UNIT GC2 ELEMENT 6 Fire Safety	
	UNIT GC2 ELEMENT 7 Chemical and Biological		UNIT GC2 ELEMENT 7 Chemical and Biological		UNIT GC2 ELEMENT 8 Physical and Psychological		UNIT GC2 ELEMENT 8 Physical and Psychological	

Course Syllabus

Unit IGC1

Management of Health and Safety



Element 1 : Foundations in Health and Safety

- 1.1 The scope and nature of occupational health and safety
- 1.2 The moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace
- 1.3 The role of national government and international bodies in formulating a framework for the regulation of health and safety

Element 2 : Health and Safety Management Systems (HSMS) — Plan

- 2.1 The key elements of a health and safety management system
- 2.2 The purpose and importance of setting policy for health and safety
- 2.3 The key features and appropriate content of an effective health and safety policy

Element 3 : Health and Safety Management Systems (HSMS) — Do

- 3.1 Organisational health and safety roles and responsibilities of employers, directors, managers, supervisors, workers and other relevant parties
- 3.2 Concept of health and safety culture and its significance in the management of health and safety in an organisation
- 3.3 Human factors which influence behaviour at work
- 3.4 How health and safety behaviour at work can be improved
- 3.5 Principles and practice of risk assessment
- 3.6 Preventive and protective measures
- 3.7 Sources of health and safety information
- 3.8 Factors that should be considered when developing and implementing a safe system of work for general work activities
- 3.9 Role and function of a permit-to-work system
- 3.10 Emergency procedures and the arrangements for contacting emergency services
- 3.11 Requirements for, and effective provision of, first-aid in the workplace

Element 4 : Health and Safety Management Systems (HSMS) — Check

- 4.1 Active and reactive monitoring
- 4.2 Investigating incidents
- 4.3 Recording and reporting incidents

Element 5 : Health and Safety Management Systems (HSMS) — Act

- 5.1 Health and safety auditing
- 5.2 Review of health and safety performance



Course Syllabus

Unit GC2

Controlling Workplace Hazards



Element 1 : Workplace Hazards and Risk Control

- 1.1 Health, welfare and work environment requirements
- 1.2 Violence at work
- 1.3 Substance misuse at work
- 1.4 Safe movement in the workplace
- 1.5 Working at height
- 1.6 Hazards and control measures for works of a temporary nature

Element 2 : Transport Hazards and Risk Control

- 2.1 Safe movement of vehicles in the workplace
- 2.2 Driving at work

Element 3 : Musculoskeletal Hazards and Risk Control

- 3.1 Work-related upper limb disorders
- 3.2 Manual handling hazards and control measures
- 3.3 Manually operated load handling equipment
- 3.4 Powered load handling equipment

Element 4 : Work Equipment Hazards and Risk Control

- 4.1 General requirements for work equipment
- 4.2 Hazards and controls for hand-held tools
- 4.3 Mechanical and non-mechanical hazards of machinery
- 4.4 Control measures for reducing risks from machinery hazards

Element 5 : Electrical Safety

- 5.1 Principles, hazards and risks associated with the use of electricity at work
- 5.2 Control measures when working with electrical systems or using electrical equipment in all workplace conditions



Course Syllabus

Unit GC2 Controlling Workplace Hazards

CONTINUATION



Element 6 : Fire Safety

- 6.1 Fire initiation, classification and spread
- 6.2 Fire risk assessment
- 6.3 Fire prevention and prevention of fire spread
- 6.4 Fire alarm system and fire-fighting arrangements
- 6.5 Evacuation of a workplace

Element 7 : Chemical and Biological Health Hazards and Risk Control

- 7.1 Forms of, classification of, and health risks from hazardous substances
- 7.2 Assessment of health risks
- 7.3 Occupational exposure limits
- 7.4 Control measures
- 7.5 Specific agents
- 7.6 Safe handling and storage of waste

Element 8 : Physical and Psychological Health Hazard and Risk Control

- 8.1 Noise
- 8.2 Vibration
- 8.3 Radiation
- 8.4 Stress



Course Syllabus

Unit GC3

Health and Safety Practical Applications



In this unit, candidates are expected to carry out, unaided, a safety inspection of a workplace, identifying the more common hazards, deciding whether they are adequately controlled and, where necessary suggesting appropriate and cost effective control measures.

Unit GC3 involves a comprehensive guidance by the tutor on the presentation and submission on the structure and style of the report.

Candidates are also required to prepare a report that persuasively urges management to take appropriate action, explaining why such action is needed (including reference to possible breaches of legislation) and identifying, with due consideration of reasonable practicability, the control measures that should be implemented.

Candidates should study the documents given carefully before submitting their practical application.

The guidance given by the tutor should be read carefully in conjunction with the practical application mark scheme, to fit the requirements of the practical application.

Packages

Full-time Study Package



Our full-time NEBOSH International General Certificate in Occupational Safety and Health package includes the following:

- Full 10-days tuition programme following the NEBOSH-approved timetable
- Exam on the Sunday following the second week
- Training delivered by our highly qualified and experienced professionals with a background in delivering engaging and effective health and safety training
- NEBOSH manuals including the latest updates
- Daily question papers and next day marking to prepare candidates for exam
- Mock exam and guidance in preparation of exam day
- All registration fees, exam fees and certificate costs
- Lunch, snacks and beverages.

Full-time Study Package with Accommodation and Transfers



Our full-time NEBOSH International General Certificate in Occupational Safety and Health package with accommodation includes the following:

- Full 10-days tuition programme following the NEBOSH-approved timetable
- Exam on the Sunday following the second week
- Training delivered by our highly qualified and experienced professionals with a background in delivering engaging and effective health and safety training
- NEBOSH manuals including the latest updates
- Daily question papers and next day marking to prepare candidates for exam
- Mock exam and guidance in preparation of exam day
- All registration fees, exam fees and certificate costs
- Lunch, snacks and beverages
- Individual hotel room at the Imperial Palace Hotel Miri
- Daily transfers to course venue.

Part-time Study Package



Our part-time NEBOSH International General Certificate in Occupational Safety and Health package includes the following:

- Study over 5 consecutive weekends following the NEBOSH-approved timetable
- Exam in 6th week on the Sunday
- Training delivered by our highly qualified and experienced professionals with a background in delivering engaging and effective health and safety training
- NEBOSH manuals including the latest updates
- Daily question papers and next day marking to prepare candidates for exam
- Mock exam and guidance in preparation of exam day
- All registration fees, exam fees and certificate costs
- Lunch, snacks and beverages.

Revision & Exam Package



Our Revision & Exam package includes the following:

- Full day course revision with a tutor to ensure you are fully prepared for the exam
- Mock exam question practice, exam strategy discussions and an overview of NEBOSH marking plan
- Exam registration



Payment

Acceptable Form of Payment

- Cash and Credit/ Debit Card
- Credit Card via Paypal
- Cheque/ Bank Draft Direct Bank In
- Telegraphic Transfer to our Bank Account



Please visit
jtntechnicalservices.com/payment
to know more about how to arrange payments

Registration Form

Please complete the form and write in **BLOCK CAPITALS**. JTN Technical Services **will not accept responsibility** for errors made by delegates in completing this form.



SECTION 1 – PERSONAL DETAILS

Title (Mr/ Mrs/ Miss/ Other): _____ **I.C/ Passport Number:** _____

First Name (as shown in I.C/ Passport): _____

Surname (as shown in I.C/ Passport): _____

Date of Birth: Day _____ Month: _____ Year: _____ **Gender:** Male Female

Country: _____ **Nationality:** _____

Company's Name: _____

Job Title: _____

SECTION 2 – MAILING ADDRESS & CONTACT DETAILS

Mailing Address: _____

City: _____ **Postcode:** _____ **Mailing Address:** Home Work

Telephone Number: Work: _____ Home/ Mobile: _____

Email Address: _____

SECTION 3 – COURSE DETAILS

Course Title: NEBOSH International General Certificate in Occupational Health and Safety

Course Start Date: _____ **Course End Date:** _____

Examination Date: _____

Exam Resit

DO NOT FILL IF NOT APPLICABLE

Exam: IGC 1 GC2 GC3

Student Number: _____



If you are interested in taking this qualification, please call a member of our staff on **+60 85 420 040** to discuss the programme in more detail such as assessment criteria, timelines, payment structure etc.

Alternatively, contact us online by visiting jnttechnicalservices.com/contact or email contact@jnttechnicalservices.com and one of our advisors will get back to you by phone or email.

Online version of this overview at nebosh.jtn.me