

International Diploma in Occupational Safety and Health (IDipOSH)

The International Diploma in Occupational Safety and Health (IDipOSH) is an entirely new, professional qualification for health and safety managers and practitioners who have specific responsibility for health and safety in the workplace.

The International Diploma has been developed by British Safety Council Awards in consultation with the Institution of Occupational Safety and Health (IOSH), the International Institute of Risk and Safety Management (IIRSM), the Health and Safety Executive (HSE) and major employers.

The International Diploma is accredited by IOSH as meeting the requirement for membership of the Institution at Graduate level (Grad IOSH). Following the successful completion of a period of Initial Professional Development (IPD), a Graduate member may transfer to Chartered Member of IOSH (CMIOSH).

The International Diploma is recognised by the IIRSM as meeting the academic requirement for full membership of the Institute.

“We very much welcome the development of this new professional qualification which meets the academic requirements for entry to the Graduate category of IOSH membership (Grad IOSH). This is a high-quality product carefully targeting the real needs of health and safety practitioners”.

**Hazel Harvey,
Director of Professional Affairs, IOSH**

British Safety Council Awards

British Safety Council Awards is committed to promoting higher standards of competence and professionalism through the provision of relevant qualifications that meet the needs of learners and employers at all levels and across all sectors.

British Safety Council Awards is recognised by the UK Qualifications and Curriculum Authority (QCA) as an official awarding body. As such, it has met and must adhere to a wide range of quality assurance criteria so that rigour and consistency in the awarding of qualifications is maintained.

Qualifications development is guided by a Steering Committee comprising representatives from the regulatory authorities, professional bodies, standard setting bodies, enforcement bodies, employers and trade unions. Through focus groups, British Safety Council Awards further consults with employers and licensed training providers. Specifications are then developed with the help of independent practitioners specialising in a particular field.

British Safety Council Awards' qualifications are overseen by a Qualifications Quality Assurance Committee comprising a panel of independent professionals. Assessment procedures comply with best practice in the examinations industry and are monitored by the regulator.

International Diploma: The Benefits

- An internationally-recognised qualification which is universally accepted as a badge of professionalism and commitment.
- A completely updated syllabus based on international standards and best practice that covers the elements required to promote a positive health and safety culture and build the business case for health and safety.
- Online examinations available all year round at Prometric Testing Centres worldwide.
- Meets the academic requirements for membership of IOSH (Grad IOSH) and full membership of the IIRSM.
- Entitles holders to use the designatory letters **IDipOSH**.
- Equips candidates with the knowledge and understanding to give health and safety advice.
- Provides employers with qualified personnel who can help to reduce accidents and downtime, and help to increase productivity and morale.

What does the International Diploma involve?

Candidates are required to attend a training course with a licensed training provider, normally over a period of 180 hours. The Diploma comprises three units:

- Unit 1 is assessed by a 3-hour examination comprising one compulsory, stimulus-based, structured question and eight compulsory short-answer questions.
- Unit 2 is assessed by a 2½-hour examination comprising ten compulsory short-answer questions and a 3,000 word assignment based on an occupational health hazard in the candidate's workplace.
- Unit 3 is assessed by a 6,000 word assignment which involves an assessment of the health and safety culture in the candidate's workplace, a strategy to improve the health and safety culture and a business case to support the strategy.

What are the Entry Requirements?

Candidates entered for the International Diploma in Occupational Safety and Health should have:

- either** a Certificate in Occupational Safety and Health (vocational qualification or NVQ)
- or** an alternative appropriate qualification in a related sector
- or** appropriate experience in a health and safety role
- and** a level of literacy and numeracy adequate to cope with their course of study and assessments

Candidates for whom English is a second language are advised that their listening, reading, writing and speaking skills should be equivalent to at least Level 6 of the International English Language Testing System (IELTS) Test for Non-Native speakers of English. Candidates may obtain further information on this test from the IELTS website (www.ielts.org).

What does the International Diploma cover?

The published specification sets out the subject content and learning outcomes that form the basis of the assessments. The specification also includes exemplar assessment materials and marking schemes, as well as details of the assessment arrangements.

The specification can be downloaded, free of charge, from the British Safety Council Awards website at www.bscawards.org. Copies may also be obtained from the Examinations Department on +44 (0)20 8600 1035 or via e-mail on examinations@britsafe.org

By way of summary, the specification learning outcomes are shown below.

Unit 1 – Practical Health and Safety Management

Element 1A – Fundamentals of Health and Safety Management

At the end of this element, candidates should be able to:

Preventing Accidents

- distinguish between accidents, incidents and near misses;
- explain why accidents occur;
- explain the costs of accidents;
- explain the need to prevent accidents;
- implement an accident prevention strategy.

International Occupational Health and Safety Framework

- describe the functions of the key occupational health and safety informing bodies;
- outline the principles underlying the general duties of employers in relation to occupational safety and health.

Health and Safety Management Systems

- describe the elements of a health and safety management system (e.g HSG65);
- outline the principles of OHSAS 18001.

Risk Assessment

- describe the risk assessment process in the context of a health and safety management system;
- conduct a suitable and sufficient risk assessment;
- determine, implement, evaluate and maintain measures for controlling risks.

Safe Workplace

- apply best practice involved in maintaining a safe and healthy workplace.

Control of Contractors

- advise on the main considerations when selecting a contractor;
- explain how contractor monitoring can contribute to the prevention of accidents and ill-health.

Safe Systems of Work

- explain what is meant by a safe system of work;
- develop a safe system of work;
- evaluate a safe system of work;
- explain how permit-to-work systems can contribute to the prevention of accidents and ill-health;
- develop and apply a permit-to-work system.

Personal Protective Equipment

- describe the main types of personal protective equipment;
- assess the suitability of personal protective equipment;
- advise on the best practice requirements for the inspection, testing and maintenance of personal protective equipment;
- advise on the best practice requirements for the provision of information, instruction and training on the use of personal protective equipment.

Human Failure

- describe the main causes of human failure;
- explain why humans fail;
- apply techniques for the assessment of risks from human failure in the workplace;
- explain how the likelihood of human failure can be reduced.

The Role of Health and Safety Practitioners

- understand the role of a health and safety practitioner;
- explain what constitutes competence at different levels in the workplace;
- make use and advise on the main sources of health and safety information.

Sources of Health and Safety Information

- make use of and advise on the main sources of health and safety information.

Protecting the Environment

- describe and explain the main risks to the environment arising from workplace activities;
- outline the main elements of an environmental management system (e.g ISO 14001);
- describe and explain measures to minimise risks to the environment arising from workplace activities.

Element 1B – Applied Health and Safety Management

At the end of this element, candidates should be able to:

Fire

- explain the principles of fire;
- describe the process and main stages of a fire risk assessment;
- advise employers on systems for the prevention, detection and control of fire;
- advise employers on how to establish means of escape from fire;
- explain the principles of fire emergency procedures;
- explain the principles of fire safety training.

Explosion

- explain the principles of explosion;
- outline the principles of risk assessment and risk control in relation to explosion.

Major Accident Hazards

- describe the nature of major hazard industries;
- describe and explain the principles of control relating to major accident hazards.

Emergency Control

- identify the types of emergencies for which procedures should be drawn up;
- prepare, maintain and communicate an emergency plan;
- describe the actions to be taken during and after an emergency;
- assess the effectiveness of an emergency plan;
- advise employers on communication with external agencies in the event of an emergency.

Work Equipment

- describe the main hazards associated with machinery and work equipment and explain how they may cause harm;
- determine, implement and evaluate control measures for risks from work equipment;

Occupational Transport and Driving

- describe the main hazards associated with occupational transport and driving and explain how they may cause harm;
- describe, implement, evaluate and maintain measures for controlling risks from occupational transport and driving.

Mechanical Handling and Lifting Operations

- outline the main types of mechanical handling and lifting equipment;
- outline the main causes of failure associated with mechanical handling and lifting equipment;
- describe the main hazards associated with mechanical handling and lifting operations and explain how they may cause harm.
- determine, implement, evaluate and maintain measures for controlling risks from mechanical handling and lifting operations;
- apply the principles of fork lift truck safety.

Electrical Safety

- ♦ explain how electricity can cause harm;
- ♦ outline the factors contributing to risks from electricity;
- ♦ determine, implement and evaluate control measures for risks from electricity;
- ♦ develop a regime for the inspection, testing and maintenance of electrical equipment.

Pressure Systems

- ♦ explain what is meant by a pressure system;
- ♦ explain how pressure systems can cause harm;
- ♦ outline the factors contributing to the risk of pressure system failure;
- ♦ determine, implement, evaluate and maintain measures for controlling risks from pressure systems;
- ♦ develop a regime for the inspection, testing and maintenance of pressure systems.

Carriage of Dangerous Goods

- ♦ outline the main classification systems for dangerous goods;
- ♦ determine, implement, evaluate and maintain measures for controlling risks from the carriage of dangerous goods.

Construction and Demolition

- ♦ describe the main hazards and risks associated with construction and demolition activities and explain how they may cause harm;
- ♦ determine, implement, evaluate and maintain measures for controlling risks from construction and demolition.

Working at Height

- ♦ describe the main hazards associated with working at height and explain how they may cause harm;
- ♦ determine, implement, evaluate and maintain measures for controlling risks from working at height.

Working in Confined Spaces

- ♦ explain what is meant by 'confined space';
- ♦ describe the main hazards associated with working in confined spaces and explain how they may cause harm;
- ♦ determine, implement, evaluate and maintain measures for controlling risks from working in confined spaces.

Lone Working

- ♦ outline the main risks associated with lone working;
- ♦ assess the risk of harm from lone working;
- ♦ determine, implement and evaluate control measures for risks from lone working.

Violence Against Employees

- ♦ assess the risk of violence against employees;
- ♦ determine, implement and evaluate control measures to reduce the risk of violence against employees.

Accident Reporting and Investigation

- ♦ explain the purpose of accident reporting and investigation;
- ♦ conduct an accident investigation.

Unit 2 – Safeguarding People's Health in the Workplace

Element 2A – Occupational Health

At the end of this element, candidates should be able to:

Development of Occupational Health

- ♦ describe the development of occupational health;
- ♦ explain the relationship between occupational and public health;
- ♦ outline the main elements of an occupational health strategy;
- ♦ explain the place of occupational health in a health and safety management system.

Occupational Health Provision

- ♦ explain the costs and benefits of occupational health provision;
- ♦ explain the relative benefits of internal and external provision;
- ♦ describe the roles and responsibilities of the members of an occupational health team.

Hazards to Health

- ♦ describe the main occupational health hazards;
- ♦ explain the effects on the body of the main occupational health hazards;
- ♦ outline the principal elements of toxicology and epidemiology.

Occupational Diseases

- ♦ explain the chronic nature of occupational diseases.
- ♦ apply the requirements for reporting occupational diseases internally and externally

Monitoring the Health of Employees

- ♦ explain the benefits of a health surveillance programme;
- ♦ recommend when health surveillance is appropriate;
- ♦ describe the main methods of monitoring the health of employees.

Occupational Stress

- ♦ describe the nature of occupational stress;
- ♦ outline the causes of occupational stress;
- ♦ describe and explain the physical and psychological effects of occupational stress;
- ♦ advise employers on managing occupational stress.

Bullying and Harassment

- ♦ explain how bullying and harassment can affect an organisation;
- ♦ recognise instances of bullying or harassment in the workplace;
- ♦ advise the employer on the management of bullying and harassment.

Shift Working

- ♦ explain the health effects of shift work;
- ♦ determine, implement, evaluate and maintain measures for controlling risks associated with shift working.

New and Expectant Mothers

- ♦ describe the main hazards to new or expectant mothers and explain how they may cause harm;
- ♦ advise employers on their responsibilities in relation to new and expectant mothers.

People with Disabilities

- ♦ outline the effects of disability on the person;
- ♦ advise employers on their responsibilities in relation to people with disabilities;
- ♦ describe reasonable adjustments for a range of disabilities.

Children and Young People

- ♦ outline the particular vulnerabilities of children and young people in the workplace;
- ♦ advise employers on their responsibilities to children and young people.

Alcohol and Drugs

- ♦ explain how the misuse of alcohol and drugs can affect an individual;
- ♦ explain how the misuse of alcohol and drugs can affect an organisation;
- ♦ advise the employer of their responsibilities in relation to alcohol and drugs.

Element 2B – Risks to Health at Work

At the end of this element, candidates should be able to:

Manual Handling

- ♦ describe the main ill-health effects associated with manual handling activities;
- ♦ assess the risk of harm from manual handling activities;
- ♦ determine, implement, evaluate and maintain measures for risks from manual handling activities.

Ergonomics

- ♦ outline the principles of ergonomics;
- ♦ describe the main ill-health effects associated with poor ergonomic design;
- ♦ assess the risk of harm from poor ergonomic design;
- ♦ determine, implement, evaluate and maintain measures for risks from the person machine interface.

Display Screen Equipment and Workstations

- ♦ describe the main ill-health effects associated with the use of display screen equipment;
- ♦ advise employers on good DSE workstation design;

- conduct a DSE risk assessment;
- determine, implement and evaluate control measures for risks from DSE workstations.

Hazardous Substances

- explain what is meant by a hazardous substance;
- perform simple calculations to determine daily exposures to hazardous substances;
- assess the risk of harm from exposure to hazardous substances;
- describe the main methods of measuring airborne contaminants;
- explain the limitations of the monitoring process;
- determine, implement and evaluate control measures for risks from hazardous substances.

Biological Hazards

- outline the main categories of biological agents likely to affect workers;
- identify where biological agents might be present in the workplace;
- apply the risk assessment requirements in relation to biological agents;
- determine, implement and evaluate control measures for risks from biological agents.

Dust

- explain how exposure to dust can affect health;
- outline the main sources of dust in the workplace;
- determine, implement and evaluate control measures for risks from dust.

Asbestos

- describe the types and properties of asbestos;
- describe the main health effects associated with exposure to asbestos;
- assess the risk of harm from asbestos;
- determine, implement and evaluate control measures for risks from asbestos;
- explain the use of control limits for controlling exposure to asbestos.

Lead

- describe the hazardous properties of lead;
- determine, implement and evaluate control measures for risks from lead;
- explain the use of exposure limits for controlling exposure to lead.

Radiation

- outline the basic principles of radiation;
- describe the basic principles of the measurement of radiation;
- describe and explain the ill-health effects of radiation exposure;
- outline the main sources of radiation at work;
- determine, implement, evaluate and maintain measures for controlling risks from radiation.

Noise

- outline the principles of sound, its transmission and measurement;
- explain how sound can damage hearing;
- outline the main sources of noise at work;
- describe the principles of noise assessment;
- carry out simple noise exposure level calculations;
- determine, implement, evaluate and maintain measures for controlling risks from noise.

Vibration

- outline the principles of vibration and its measurement;
- describe the main ill-health effects from exposure to vibration;
- explain the principles of assessing risks from exposure to vibration;
- determine, implement, evaluate and maintain measures for controlling risks from vibration.

Extremes of Heat, Cold and Humidity

- describe the effects on the body of exposure to extremes of heat, cold and humidity;
- explain the principles of assessing risks from exposure to extremes of heat, cold and humidity;
- determine, implement, evaluate and maintain measures for controlling risks from extremes of heat, cold and humidity.

Unit 3 – Health and Safety Culture and Business

Element 3A - Developing a Positive Health and Safety Culture

At the end of this element, candidates should be able to:

Developing a Positive Health and Safety Culture

- ♦ determine an organisation's health and safety culture;
- ♦ explain the main benefits of a positive health and safety culture;
- ♦ explain the main barriers to a positive health and safety culture.

Encouraging Positive Behaviour

- ♦ encourage positive behaviour through an understanding of human factors;
- ♦ apply motivational theory to encourage positive behaviour in the workplace.

Improving Communication

- ♦ make use of formal and informal channels to improve communication in the workplace;
- ♦ ensure that information is provided internally and externally as necessary;
- ♦ explain how reporting by employees can be facilitated;
- ♦ make appropriate use of different modes of communication;
- ♦ explain the barriers to effective communication.

Engaging the Workforce

- ♦ explain how consultation can contribute to an improved health and safety culture;
- ♦ describe the role of the safety representatives;
- ♦ explain how safety committees can contribute to a positive health and safety culture.

Target Setting and Continuous Improvement

- ♦ explain the relationship between individual targets and company and national targets;
- ♦ use information from measurement against performance targets in health and safety policy;
- ♦ use appropriate techniques to interpret and disseminate findings;
- ♦ apply the principles of continuous improvement.

Effective Health and Safety Training

- ♦ conduct a training needs analysis;
- ♦ explain the need for induction training;
- ♦ prepare information for induction training;
- ♦ develop an effective training session;
- ♦ deliver an effective training session;
- ♦ evaluate the effectiveness of training;
- ♦ develop quality assurance mechanisms for training.

Element 3B – Developing the Business Case for Health and Safety

At the end of this element, candidates should be able to:

Principles of Business

- ♦ describe the main drivers and constraints in a business;
- ♦ outline the principles of management accounting.

Strategies for Managing Risk

- ♦ apply the principles of risk management.

Business Risks

- ♦ outline the main risks to a business;
- ♦ explain the meaning of tolerability of risk.

Risk Control

- ♦ develop and apply a risk control strategy for an organisation;
- ♦ describe the benefits of risk control for an organisation;
- ♦ explain the constraints on the control of risks for an organisation.

Techniques for Identifying Risks to a Business

- ♦ apply techniques for identifying risks to a business;
- ♦ apply techniques for identifying strengths, weaknesses, opportunities and threats to a business.

Problem Solving Techniques

- ♦ apply problem-solving techniques to health and safety challenges.

Gaining Senior Management Commitment

- ♦ outline the issues important to members of a senior management team;
- ♦ persuade senior management through effective communication.

Constructing a Business Case for Health and Safety

- ♦ describe the main elements of a business case for health and safety;
- ♦ use sources of information to develop a business case for health and safety;
- ♦ carry out a simple cost-benefit analysis;
- ♦ construct a business case for health and safety.

Writing Business Reports

- ♦ prepare a formal or informal business report;
- ♦ presenting data using the most effective means graphically and numerically;
- ♦ produce an effective written report;
- ♦ understand the issues relating to report storage and distribution.

Presenting the Business Case to Senior Management

- ♦ present a persuasive business case to senior management.

Training Arrangements

Candidates are required to attend a training course with a licensed training provider. Quality assurance of licensed training providers aims to ensure that all programmes are delivered to a high standard. Candidates should book their training course with a licensed training provider. Details of licensed training providers may be obtained from British Safety Council Awards.

Assessment Arrangements

Candidates take the examination at a British Council office in their own country.

Unit 2 and Unit 3 assignments are submitted electronically to British Safety Council Awards.

Candidates book their examinations and assignments with British Safety Council Awards.

Candidates may book and pay online at www.bscawards.org.

Arrangements are in place to offer special provision to candidates with conditions such as dyslexia, visual impairment, physical impairment or other recognised conditions causing difficulty in examinations.

Candidates' examination answers and assignments are marked by external examiners appointed and trained by British Safety Council Awards. Rigorous standardisation procedures, including a meeting of all examiners, ensure that the marking schemes are applied in exactly the same way by all examiners and that all answer forms and assignments are marked to the same standard.

A unit certificate is awarded upon successful completion of each unit. Component results are reported separately with the aim of assisting candidates who may wish to resit. Candidates successfully completing all three units are awarded a final grade – distinction, merit or pass – and a certificate for the qualification as a whole.

Results and certificates are posted to candidates six weeks after the examination. Candidates may access their result online at www.bscawards.org from 8.00am (GMT) on the result issue day.

Candidates may resit an examination or re-submit an assignment at any time upon payment of the appropriate fee.

For further information and the full specification, please go to the British Safety Council Awards website at www.bscawards.org, or you can telephone, e-mail or write to us at:

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