



Level 3 Certificate in Occupational Safety and Health

Unit 1: Principles of Health and Safety Management

Specimen Examination Question Paper

MARKING SCHEME

Please note that this marking scheme is indicative, rather than exhaustive. It is intended to show how the most likely candidate responses will be credited. Examiners will use their professional judgement to award marks to alternative, but equally creditworthy answers not covered by this marking scheme.

Relevant points in a candidate's response are identified and credit is awarded. Examiners are not looking for key words and answers may be expressed in different ways.

Question 1

(a) Levels of Response Marking

L1	The candidate does not clearly distinguish between an accident, an incident and a near miss. Definitions may be wrong or unclear.	1 mark
L2	The candidate clearly distinguishes between an accident, an incident and a near miss. Clear definitions and/or examples.	2 mark

(b) Levels of Response Marking

L1	The candidate does not clearly distinguish between direct and indirect costs. The definitions may be wrong or unclear and there may not be examples of each.	1 – 2 marks
L2	The candidate clearly distinguishes between direct and indirect costs and is able to back this up with examples of each.	3 – 4 marks

(c) Point marking to Max 6

Max 2 for each type (moral, legal, economic)

For example:

Moral

Employers have a moral obligation to protect people **(1)**

Employees and others have a moral right to be kept healthy and safe **(1)**

Legal

Employers are legally required to put accident prevention measures in place **(1)**

Non-compliance with the law may lead to prosecution / fines / imprisonment **(1)**

Economic

Employers may be subject to fines / compensation claims **(1)**

Increased accidents may lead to higher insurance premiums **(1)**

Question 2

(a) Point marking to Max 2

When it has five **(1)** or more **(1 dev)** employees.

(b) (i) Point marking to Max 3

Overall aims and objectives **(1)**

Commitment to keeping people healthy and safe **(1)**

Signed and dated by senior director **(1)**

(ii) Point marking to Max 4

Fire arrangements **(1)**

First aid arrangements **(1)**

Managing contractors **(1)**

Risk assessments **(1)**

(c) Point marking to Max 3

When there is significant change **(1)**

Every 12 months (or an appropriate period) **(1)**

After a significant incident **(1)**

Question 3

(a) Point marking to Max 5

- Identify the hazards **(1)**
- Decide who might be harmed and how **(1)**
- Evaluate the risks and decide on precaution **(1)**
- Record your findings and implement them **(1)**
- Review your assessment and update if necessary **(1)**

(b) Point marking to Max 3

- When there is a change in process **(1)**
- When there has been an incident **(1)**
- Annually (or at a suitable interval depending on risk) **(1)**

(c) Point marking to Max 4

- Avoiding risks altogether **(1)**
- Evaluating the risks which cannot be avoided by carrying out a risk assessment **(1)**
- Combating risks at source **(1)**
- Adapt the work to the individual **(1)**
- Take advantage of technological progress which may improve safety **(1)**
- Replacing the dangerous with the non or less dangerous **(1)**
- Develop an overall prevention policy **(1)**
- Giving collective protective measures priority over individual measures **(1)**
- Information, training, instruction and supervision **(1)**

Question 4

(a) Point marking to Max 4

Must be against correct number

- 2. Court of appeal **(1)**
- 3. High court **(1)**
- 4. Crown court **(1)**
- 5. Magistrates' court **(1)**

(b) Point marking to Max 4

- There was no duty owed **(1)**
- There was no breach of duty **(1)**
- There was no loss caused by the breach **(1)**
- Contributory negligence (partial defences) **(1)**
- The employee knowingly accepted the risk **(1)**

(c) Levels of response marking

L1	Limited reference to the way in which an organisation's activities are either managed or organised causing a person's death	1 – 2 marks
L2	Clear reference to the way in which an organisation's activities are either managed or organised causing a person's death. At the top end, reference to a gross breach of a relevant duty of care.	3 – 4 marks

Question 5

(a) Point marking to Max 6

- Policy (1)
- Organisation or organising (1)
- Planning and implementation (1)
- Measuring performance or monitoring (1)
- Reviewing (1)
- Auditing (1)

(b) Point marking to Max 3 on each

(i) Proactive monitoring techniques

- Key performance indicators (1)
- Regular inspections / tours (1)
- Health and safety audits (1)
- Regular testing of equipment (1)
- Questionnaires / feedback from employees (1)
- Sampling (1)
- Health surveillance (1)

(ii) Reactive monitoring techniques

- Accident statistics (1)
- Ill-health or absence statistics (1)
- Employee complaints (1)
- Damage to property or equipment (1)
- Enforcement notices issued (1)

Question 6

(a) Point marking to Max 4

- Legal duties are disseminated **(1)**
- Important health and safety information is disseminated **(1)**
- Effective communication conveys information in most appropriate way **(1)**
- Effective communication means messages are clear **(1)**
- Effective communication means messages are understood **(1)**
- Effective communication helps to protect people **(1)**
- Two-way communication informs management of issues **(1)**

(b) Point marking to Max 4

- Comply with safety rules and procedures **(1)**
- Maintain a high standard of housekeeping **(1)**
- Co-operate with their supervisor's instructions **(1)**
- Identify and report any unsafe practices **(1)**
- Identify and report any unsafe conditions **(1)**
- Make suggestions for improvements in working practices **(1)**
- Maintain an active interest in health and safety initiatives **(1)**

(c) Point marking to Max 4

- Legal reason explained **(1)**
- PAT testing **(1)**
- Removal of asbestos **(1)**
- Occupational hygienist for measuring noise levels **(1)**
- Occupational doctors or nurses for medical examinations or health surveillance **(1)**
- Specific health and safety related training (such as first aid or fire safety) **(1)**
- Health and safety consultant with appropriate example **(1)**

Question 7

(a) Point marking to Max 6

- Campaigns (1)
- Proactive interventions (1)
- Management commitment (1)
- Effective communication (1)
- Consultation (1)
- Robust health and safety policy and procedures (1)
- Health and safety management system (1)
- Incentivisation (1)
- Regular inspections (1)
- Flexible working hours (1)
- Health surveillance (1)
- Adequate resourcing (1)

(b) Point Marking to Max 6

- Any **named** human factor (1)
- Inappropriate health and safety management systems (1)
- Conditions of the workplace and working areas (1)
- Perception of job security (1)
- Inappropriate pay and reward schemes (1)
- Lack of information (1)
- Lack of management/staff consultation on safety issues (1)
- Management resistance (1)
- Perceptions of benefits to employee or employer (1)
- Lack of **named** resources (1)
- Ignorance of legal requirements (1)
- Resistance to change (1)
- Negatives to do with workers and management apathy (1)

Question 8

Point marking to Max 6 on each

1 basic mark + 1 development mark THREE TIMES

For example:

(i) People

Unfit for work **(1)** resulting in loss of income **(1 dev)**

Negative effect on employee's family **(1)** due to loss of income **(1 dev)**

Inadequate health surveillance **(1)** may result in injury or long-term health problems **(1 dev)**

Working long hours **(1)** results in tensions at home **(1 dev)**

(ii) Organisations

Increased absenteeism **(1)** means cost of hiring temporary staff **(1 dev)**

Financial penalties **(1)** due to organisation's negligence **(1 dev)**

Reduced productivity **(1)** due to absenteeism **(1 dev)**

Increased compensation claims **(1)** leading to higher insurance premiums **(1 dev)**