Please circulate to all employees in your area

National Health & Safety Training Programme Brochure updated September 2017

Training Team, National Health and Safety Function, Workplace Health and Wellbeing Unit, National HR Division, HSE Dr Steevens Hospital Dublin 8
Foreword

Welcome to the 2017 National Health and Safety Function Training brochure, which provides a schedule of the statutory health and safety training programmes for employees of the Health Service Executive.

In order to provide a safe and healthy environment for employees, service users and others, employees must receive the instruction, information and training necessary to safely undertake the responsibilities/duties required of them. This is strongly emphasised in the Safety, Health and Welfare at Work Act 2005.

Training assists employees in acquiring the skills and knowledge to support them in the implementation of safe work practices and is a key component in ensuring the delivery of safe and quality services. Training should not be viewed in isolation but as a key element in an overall safety management system, which is monitored and evaluated to ensure continuous improvement.

Statutory health and safety training, is training that is: either explicitly required by legislation or, through a process of risk assessment and/or needs assessment, deemed by the organisation to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others. Statutory training is mandatory for the identified employees.

Statutory Health and Safety training is now coordinated nationally by the National Health and Safety Function (NHSF) Training Team, creating a harmonised and consistent approach to health and safety training and ensuring that it is delivered in a manner that is effective, efficient and accessible to all.

The NHSF Training Team has developed a programme of statutory training which is based on legislative requirements and the needs of the HSE and supports management and employees in achieving a safe working environment and safe work practices.

To support the HSE Policy on Occupational Safety and Health Training, the NHSF has adopted a blended approach to learning combining face to face training with the use of online programmes via HSElanD.
In addition to the courses outlined in the brochure, the NHSF will work with services to develop specific courses to meet their needs. Should your training needs assessment identify the need for a training programme not outlined in this brochure it is the manager’s responsibility to contact the NHSF Training Team via the Health and Safety Helpdesk for further advice and support. (please see page 33 for examples of additional specialist courses).

About the NHSF Training Team:

- Nicholas Parkinson, Head of National Health and Safety Function
- Julie Keegan, National Health and Safety Advisor (Training Team)
- Karina McGuirk, National Health and Safety Advisor (Training Team)
- Fiona Dardis, National Health and Safety Advisor (Training Team)
- Teresa Moloney, Office Manager
- Shane Fitzgibbon Training Support
- Christina Lennon, Accounts/Training Support
Responsibilities

Line Managers

It is the responsibility of the local line manager to conduct a training needs assessment for his/her employees. Risk assessment will assist in the process of identifying any training necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of each employee.

Line managers must familiarise themselves with the course content and requirements of the training programmes detailed in this brochure and, in particular, the terms and conditions associated with the National Health & Safety Function Training Request process.

Employee Responsibilities

Responsibility with regard to Statutory Health and Safety Training does not lie solely with management. Under Section 13 of the Safety Health and Welfare at Work Act 2005, employees must bring training needs to the attention of their managers and attend any training deemed necessary by the employer to ensure their safety, health and welfare at work.

Further information on roles and responsibilities can be found in NHSF Policy on Statutory Occupational Safety & Health Training which is available on the NHSF website: http://www.hse.ie/safetyandwellbeing

Training Needs Assessment

A training matrix has been developed to support the training needs assessment process and further assist managers in determining the health and safety training requirements of their employees (please refer to Appendix 1). Further information on the training needs can be found in NHSF FAQ 014:02 which is available on the NHSF website: http://www.hse.ie/safetyandwellbeing

Based on the findings of the needs assessment, managers must develop a schedule of training and ensure that employees attend training or refresher training where necessary. Management must also monitor and identify areas for further training or refresher training as appropriate.

Training Records

It is the responsibility of management to ensure that there is an appropriate method in place for the recording of all training in accordance with legislative requirements. Training records must be
appropriately maintained and managed and available for inspection.

**Funding**

Currently the National Health and Safety Function will fund those courses as identified in the National Health and Safety Training Matrix. However in accordance with HSE policy on Statutory Occupational Health and Safety Training, it may be necessary for some courses to be funded by the relevant service.
How to log a Health and Safety Training Request

Requesting Statutory Health and Safety Training for an individual employee

To request a place on specific statutory health and safety training programme for an employee, log on to the HSE Health and Safety Helpdesk and click on the individual training request tab and fully complete all the required fields of the online form. The process is outlined in the Helpdesk User Guide and “Logging your Health and Safety Training Request” Flow Chart.

Requesting Statutory Health and Safety Training for a Group of employees

To request training for a group of employees log on to the HSE Health and Safety Helpdesk click on group training request and fully complete all the required fields. The training team will be in contact with you for more details – name, venue, dates etc. The process is outlined in the Helpdesk User Guide and “Logging your Health and Safety Training Request” Flow Chart.

Once you have completed the request a member of the NHSF training team will be in contact with you to determine a training date and issue you with the group training request form for completion.
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BOC Integral Valve Oxygen Cylinders (sizes CD, ZD, HX and ZX) Learning Guide E-learning Programme

Course code IVOC-SHST-025:01

1. Why should you complete this Programme?
The programme is a mandatory programme for employees that use or handle this type of cylinder and must be completed in conjunction with the NHSF medical gas training programme.

2. Who should complete this programme?
All employees who are involved in the use or handling of this type of oxygen cylinder

3. Aim
- To explain the features of BOC Healthcare’s oxygen cylinders fitted with integral valves
- Provide step by step demonstration of how to safely operate a cylinder

4. Learning Outcomes
- Be able to identify the features of a cylinder
- Understand the safety checks to be undertaken before using cylinder
- Understand how to safely operate a cylinder including preparation of cylinder for use and after use and the monitoring of cylinder during use
- Understand how to avoid the risk of fire
- Be aware of safe storage and manual handling

5. Duration
The programme takes approximately 30 minutes to complete.

To access the BOC Integral Valve Oxygen Cylinder programme please click on the website http://www.hseland.ie

Enter my Learning
Integral Valve Cylinder guide
Select the programme from the drop down list
Enrol in programme

NHSF Training Programme Brochure
Chemical Safety Awareness Training
(Clinical Staff)

Course code CC-SHST-001:01

1. Why should you attend?
Chemical hazards represent a significant health and safety issue in the health care sector. Exposure to potentially hazardous chemical substances such as anaesthetic gases, cytotoxic drugs and pharmaceutical agents may pose a risk to the safety, health and wellbeing of employees and others. Employers are required to assess the risk to employee’s health and safety from any work activity likely to involve a risk of exposure to chemicals, carcinogens or mutagens, and take action to reduce the risks.

2. Who should attend?
Managers and employees who work with or are at risk of exposure to chemicals in clinical areas.

3. Aim
- To identify how chemical exposures may occur in the workplace.
- To give an understanding of basic safe work practices related to the use of chemicals in the workplace.
- Understand the need for risk assessment of chemicals in the workplace.

4. Learning outcomes
- Be familiar with the legislation associated with the chemical safety and chemical labelling.
- Know the routes of workplace exposure.
- Be familiar with the health effects of workplace chemicals.
- Be aware of chemical labelling and the classification of hazardous chemical.
- Know the requirements for chemical agent risk assessments, chemical safety training and personal protective equipment.
- Be familiar with safety data sheets
- Be aware of the storage and segregation requirements associated with workplace chemicals
- Know how to control of chemical spills.

5. Duration
Half day

6. Maximum number of participants
Fifteen
Chemical Safety Training
(Non-clinical)
Course code C-SHST-002:01

1. Why should you attend?
Chemical hazards represent a significant health and safety issue in the health care sector. Employers are required to assess the risk to employee’s health and safety from any work activity likely to involve a risk of exposure to chemicals, carcinogens or mutagens, and take action to reduce risk.

2. Who should attend?
Managers and non-clinical and household employees who work with or who are at risk of exposure to chemicals in the workplace

3. Aim
- To identify how chemical exposures may occur in the workplace.
- To give an understanding of basic safe work practices related to the use of chemicals in the workplace.
- Understand the need for risk assessment of chemicals in the workplace.

4. Learning outcomes
- Be familiar with the legislation associated with the chemical safety and chemical labelling.
- Know the routes of workplace exposure.
- Be familiar with the health effects of workplace chemicals.
- Be aware of chemical labelling and the classification of hazardous chemical.
- Know the requirements for chemical agent risk assessments, chemical safety training and personal protective equipment.
- Be familiar with safety data sheets
- Be aware of the storage and segregation requirements associated with workplace chemicals
- Know how to control of chemical spills.

5. Duration
Half day

6. Maximum number of participants
Fifteen
Display Screen Equipment (DSE) E-learning

Programme

Course code DSE-SHST-018:01

2. Why should you complete this Programme?
The Safety Health and Welfare at Work (General Application) Regulations 2007 Chapter 5 of Part 2 Display Screen Equipment (DSE) requires that employees are provided with information on the use of workstations and that an analysis or risk assessment is carried out of an employee’s workstation by their line manager.

2. Who should complete this programme?

- All employees who:
  - Have no choice but to use the DSE to carry out her/his work
  - Normally use the DSE for continuous periods of more than one hour
  - Generally use the DSE on a daily basis
- All managers who may have to undertake an employee workstation assessment

3. Aim

- To give an understanding of safe work practices related to the use of DSEs in the workplace.
- To enable line managers to complete an employee workstation assessment using the assessment provided as part of the programme and implement any control measures identified through the assessment process.

4. Learning Outcomes

- Knowledge of current legislation on DSE in the workplace
- The potential health hazards associated with the use of DSEs
- Knowledge of workstation set up and correct postures
- Application of the steps that can be taken to make sure you can work in a comfortable ergonomic position
- Awareness of the additional equipment that can help avoid injury
- Understand the importance of stretches and regular breaks
5. Duration
The programme takes approximately 45 minutes to complete.

Following the completion of the programme your line manager must undertake a written risk assessment of your workstation in consultation with you.

To access the DSE E-Learning programme please click on the website http://www.hseland.ie

Enter my Learning

Search Display Screen Equipment

Select the programme from the drop down list

Enrol on the Programme
Display Screen Equipment (DSE) for Assessors

Course code DSEA-SHST-023:01

1. Why should you attend?
The Safety, Health and Welfare at Work Act and the General Application Regulations 2007 Chapter 5 of Part 2 Display screen equipment (Regulation 72) requires employers to analyse their employee’s workstation to evaluate possible risks to ensure that appropriate management controls are implemented to avoid risks to employees.

2. Who should attend?
Managers or those delegated with the responsibility of carrying out individual workstation assessments at a local level.

3. Aim
To enable line managers or those delegated to complete an employee workstation assessment and identify any control measures required to through the assessment process.

4. Learning Outcomes
- Understand the legislation related to Display Screen Equipment
- Understand the basic principles of Ergonomic
- Identify Ergonomic risk factors
- Carry out a Display Screen Equipment assessment of a workstation
- Implement suitable controls measures

5. Duration
One day

6. Max participants
6
First Aid Response (FAR)
PHECC accredited
Course code FAR-SHST- 028:01

1. Why should you attend?
Under the Occupational First Aid Regulations 2007, there is a requirement on management, based on a risk assessment, to have a sufficient number of Occupational First Aiders trained and available in the workplace at all times. The First Aid Response course covers all of the occupational first aid requirements for places of work as outlined by the Health and safety Authority.
The number of Occupational First Aiders will depend on several factors including the size of the undertaking, the numbers employed, the hazards arising, access to medical services, employees working away from their employer’s premises and workers in isolated locations.

2. Who should attend?
Employees identified through a training needs assessment.

3. Aim

- To provide employees with the knowledge, practical skills and understanding required to provide and coordinate first aid in the workplace in compliance with the requirements of the Occupational First Aid Regulations 2007 and the associated guide to these Regulation.
- To enable course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services.

4. Learning outcomes
Upon completion of the first Aid Response Course participants will be able to:

- **Recognise and assess** the causes and effects of sudden illness and/or injury in a pre-hospital environment and call for emergency medical services.
- **React** to such pre-hospital emergencies.
- **Respond** in a safe, effective and appropriate manner to such emergencies utilising the First Aid Response skill set.
- **Record and Report** actions and interventions taken while responding to and managing such incidents and during handover to emergency medical services.
- **Retain** a professional and caring attitude in your performance as a First Aid Responder.
5. Duration
Three days

6. Evaluation and assessment
An assessment takes place at the end of the third day. There is a practical and theoretical element to the assessment. Participants complete a multiple-choice examination paper and undertake two skills assessments. In order to be successful, participants must achieve a mark of 80% or greater in each element of the assessment.

6. Maximum number of participants
Maximum number of is 12 participants: 2 instructors or 6 participants: 1 instructor for practical skills

** Occupational First Aiders must be refreshed every two years from date of course **
First Aid Responder Refresher
PHECC Accredited

Course code FARR-SHST:029:01

1. Why should you attend?
It is a requirement that all Occupational First Aiders undergo a refresher training course within 2 years of original certification in order to update their knowledge and skills*.

2. Who should attend?
Currently certified Occupational First Aiders who wish to update and refresh their knowledge and skills in administering first aid.
Employees who have undertaken first aid training outside the HSE and who wish to recertify themselves as Occupational First Aiders in their workplace must submit a copy of their certificate.

3. Aim
- To update the first aiders knowledge and practical skills.
- To ensure certified First Aiders keep up to date with new legislations and guideline developments in First Aid practice

4. Learning outcomes
Upon completion of the first Aid Response Course participants will be able to:

- Recognise and assess the causes and effects of sudden illness and/or injury in a pre-hospital environment and call for emergency medical services.
- React to such pre-hospital emergencies.
- Respond in a safe, effective and appropriate manner to such emergencies utilising the First Aid Response skill set.
- Record and Report actions and interventions taken while responding to and managing such incidents and during handover to emergency medical services.
- Retain a professional and caring attitude in your performance as a First Aid Responder

5. Duration
Two day

6. Maximum number of participants
Maximum number of is 12 participants: 2 instructors or 6 participants: 1 instructor for practical skills

*Please note: All participants must attach a copy of their current certificate to the helpdesk request. The date on the certificate is the date of issue only and not the date the course was completed.

*The onus is on each Occupational First Aider to be aware of when they are due to refresh
Health, Safety and Security E-learning Programme

Course code HSS-SHST-020:01

1. Why should you complete this programme?
This course will provide employees with a basic awareness of key aspects of health and safety in healthcare.

2. Who should complete this course?
All employees in the HSE

3. Aim
- To support employees in maintaining their own health, safety and security.
- To provide the employee with an understanding of healthcare hazards and the risks associated with these hazards.

4. Learning Outcomes
- Basic knowledge of health and safety legislation
- Be aware of the hazards associated with work activities and the work environment
- Be familiar with how to maintain a health, safe and secure work environment
- Be familiar with emergency procedures
- Understand good hygiene practices and why they are important

5. Duration
2 hours

To access the Health, Safety and Security programme please click on the website http://www.hseland.ie
Enter my Learning
Search Health, Safety and Security
Select the programme from the drop down list
Enrol on the Programme
Managing Health and Safety in Healthcare E-Learning

Programme

Course code MHS-SHST-019:01

* This programme is a mandatory programme for all levels of management within the HSE*

1. Why should you complete the programme?
Under the Safety, Health and Welfare at Work Act 2005 it is the responsibility of a manager to manage safety, health and welfare in the workplace and ensure, so far as is reasonably practicable, the safety, health and welfare of employees and others in the workplace.

2. Who should complete this programme?
In order to support their statutory duties and those identified in the HSE Corporate Safety Statement it is mandatory that all line, service and department managers (clerical admin grade V and above & Clinical CNM 1/ CMM1 and above) and those with responsibility for ensuring adequate provision of health and safety complete the e-learning programme.

3. Aim
The aim of the programme is to provide managers with the information and support to enable them to manage safety, health and welfare and implement a safety management programme within their area of responsibility as far as is reasonably practicable.

4. Learning Outcomes

- Describe their role within the legal and policy context with regard to health and safety in the healthcare setting
- Identify best practice with regard to the implementation of a Safety Management Programme
- Understand the purpose and importance of Site Specific Safety Statement (SSSS)
- Implement a structured approach to Risk Assessment

5. Duration
60 minutes

To access the Managing Health and Safety in Healthcare E-Learning programme please click on the website http://www.hseland.ie

Enter my Learning, search Managing Health and Safety in Healthcare, select the programme from the drop down list and enrol on the Programme
Management of Actual or Potential Aggression (MAPA)

Course code MAPA-SHST-006:01

1. Why should you attend?
This course has been designed to enhance employees understanding and management of disruptive aggressive and/or violent behaviour. It provides instruction to employees on early intervention and non-physical methods of preventing or managing challenging behaviour. This training also addresses how employees can manage their own stress, anxiety and emotions when confronted with such behaviour.

2. Who should attend?
All employees who work in an environment where there is a potential risk of violence or aggression. This one day workshop is suitable for employees where there is a risk of exposure to violence and aggression but who are not involved in the control and restraint of clients.

3. Aim
To explore and develop a range of psychological and physiological responses to behaviour that will enable the participant to minimise the potential harm disruptive, aggressive and/or violent behaviour can cause.

4. Learning outcomes
- Define workplace aggression and violence and describe the roles and responsibilities of employers and employees
- Describe typical behavioral responses, elements of good interpersonal behaviour and typical verbal behaviour associated with the development of a crisis and choose an appropriate intervention for each level of behaviour and de-escalation techniques including non-physical approaches such as empathic listening and the importance of professional values
- Precipitating factors for crisis behaviour and an understanding of how these impact employees and service users
- Describe the principles of risk assessment and risk reduction and demonstrate how to undertake a behavioral risk assessment
- Provide a legal and professional rational for decision making and give justification for actions made in relation to risk behaviour including the use of physical interventions
- Apply post crisis intervention (employee and service user support, incident reporting and learning)

5. Duration
One day

6. Number of participants
Twelve
Manual Handling Training
Course code IMH-SHST-004:01

1. Why should you attend?
   - This programme will provide employees with the knowledge and skills to allow them to carry out a manual handling activity in a manner which reduces or eliminates the risk of injury
   - To comply with the Safety Health and Welfare at Work Act 2005, the Manual Handling of Loads Regulations 2007 and the HSE National Manual Handling and People Handling Policy

2. Who should attend?
Employees involved in and responsible for the manual handling of loads (excluding people handling) in the workplace. This course is therefore applicable to all employees within the HSE whose work does not include People Moving and Handling activities as this is a separate programme.

3. Aim
Provide employees with the knowledge and skills to allow them carry out a manual handling activity in a manner which reduces or eliminates the risk of injury

4. Learning outcomes
   - Understand the main requirements of the legislation in relation to manual handling
   - Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy
   - Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely
   - Be aware of the specific hazards associated with manual handling activities and the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity
   - Be able to state the main principles of safe manual handling
   - Demonstrate practical application of the main principles of manual handling to relevant manual handling tasks in the workplace
   - Be aware of the need to further develop manual handling skills in the workplace

5. Practical Techniques
Employees will be required to demonstrate the practical application of safe manual handling principles to the below activities and any additional activities where identified by the line manager via the training and group training request form;
a. Lifting and lowering a load from floor, table and above shoulder height
b. Carrying an load
c. Pushing and pulling a load
d. Team handling
e. Correct posture whilst sitting

6. Duration
Half day

7. Maximum number of participants
Twelve

8. Prerequisites to attending programme
The line manager is responsible for identifying any specific training needs of employees pertaining to their manual handling work activities.
The line manager is responsible to bring the following documentation to the attention of the employee prior to their attendance at this training programme;
   i. Specific work place manual handling risk assessment
   ii. HSE Manual Handling and People Handling Policy
   iii. Any relevant local policies, procedures and guidelines

9. Refresher Training
Those previously trained must attend refresher training at intervals not more than every 3 years or more frequently where identified through the training needs assessment

*Note: The clothing, footwear personal affects and jewellery etc. worn by employees must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable.*
Manual Handling Instruction Training
QQ1 Level 6 Accredited

Course code IMH-SHST-003:01

This is a five day course delivered over a 2 week period (3 days the first week and 2 days the second week). This programme will enable employees to conduct Manual Handling Risk Assessments and to deliver Manual Handling Training programmes in-house. The course is intensive and highly participative. Instructional skills as well as theoretical and practical aspects of manual handling are addressed.

1. Why should you attend?

The Manual Handling Instructor course is designed to provide the HSE with Instructors who will deliver Manual Handling training programmes to HSE employees.

To comply with the Safety Health and Welfare at Work Act 2005, the Manual Handling of Loads Regulations 2007 and the HSE National Manual Handling and People Handling Policy

2. Who should attend?

Employees deemed suitable by their Line Manager, to become a HSE Manual Handling instructor and who are available to deliver a minimum of 10 programmes per annum to HSE employees under their remit.

3. Commitment

Line management who nominate employees to attend instructor courses must ensure that the Trained Manual Handling Instructor is released from their duties to deliver a minimum of 10 Manual Handling courses a year to HSE employees under their remit and to submit training records to National Health & Safety Training Function, on a quarterly basis.

4. Aim

- Provide the employee with the knowledge and skills to effectively plan and deliver manual handling instruction within the HSE.

- Provide the employee with the skills to conduct specific manual handling risk assessments in the workplace.

- Be aware of the ergonomic prevention measures to assist eliminate or reduce the risks associated with manual handling activities.

- Provide the HSE with sufficient competent in-house Manual Handling Instructors, who will in turn, deliver regular Manual Handling Training Programmes and conduct Manual Handling Risk Assessments on an ongoing basis.

- To enable HSE staff to implement safe systems of work while carrying out manual handling activities.
5. **Learning outcomes**

The Learning outcomes will include, in relation to manual handling, knowledge and understanding of the following:

- Legislative and Health Benefit requirements
- Anatomy and Back Care
- Ergonomic Principles and Risk Assessment
- Manual Handling Principles and Techniques
- Planning and Design of Manual Handling Training Programmes
- Delivery of Manual Handling Training

6. **Selection Criteria**

- All employees applying to their Line Manager must complete an application supporting document (document will be attached when request is submitted via the helpdesk)
- Employees attending this training must be able to fully participate and demonstrate all manual handling techniques

7. **Evaluation Methods**

Employees will be required to undertake:

- Skills Demonstration
- Assignment
- Examination – Theory

8. **Duration**

Five days (four days & one exam day)

9. **Maximum number of participants**

Twelve

*Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable*
Manual Handling Instruction Refresher Training
Course code IMH-SHST-005:01

1. Why should you attend?
This 2 day programme refreshes the skills of qualified QQI Level 6 instructors and updates them on relevant legislation, National Policy, ergonomic assessments, anatomy and physiology of the spine, current research and the delivery of course programmes.

2. Who should attend?
All existing QQI Level 6 Manual Handling Instructors who have regularly provided training over the previous 3 years and submit training records to National Health & Safety Training Function, on a quarterly basis.

3. Commitment
Line management who nominate employees to attend instructor courses must ensure that the Trained Manual Handling Instructor be released from their duties to deliver a minimum of 10 Manual Handling courses a year to HSE employees under their remit and to submit training records to National Health & Safety Training Function on a quarterly basis.

4. Aim
● To provide existing Manual Handling Instructors with up to date theoretical and practical knowledge
● To enable existing Manual Handling Instructors to maintain skills and competency in the delivery of the Manual Handling training programme.

5. Learning outcomes
The Learning outcomes will include, in relation to manual handling, knowledge and understanding of the following;
● Legislative Requirements and Health Benefit
● Anatomy and Back Care
● Ergonomic Principles and Risk Assessment
● Manual Handling Principles and Techniques
• Planning and Design of Manual Handling Training Programmes

• Delivery of Manual Handling Training

6. Evaluation Methods

Employees will be required to undertake:

• Skills Demonstration
• Assignment
• Examination – Theory

7. Duration

Two day

8. Maximum number of participants

Twelve

9. Refresher Training

Refresher training every 3 years

Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable
Medical Gas Safety Awareness  
(Clinical Staff)  
Course code MGC-SHST-007:01

1. Why should you attend?
To provide an understanding of the key safety issues associated with the storage, handling, use, administration, transport and disposal of medical gases. To ensure best practice in the safe use and application of medical gases and associated equipment.

2. Who should attend?
Nurses and employees responsible for the administration of medical gases as a part of their work activities.

3. Aim
- To create an awareness of the hazards associated with the use of medical gases.
- To enhance employee’s level of knowledge of gases so they can competently assess the risks involved.
- To enable employee’s adapt best operating practices and procedures so they will improve safety in their working environment.

4. Learning outcomes
- Understand the different types of medical gas supplies, the associated equipment and safe working practices.
- Define a range of medical gas and describe the properties and hazards.
- Understand the clinical uses of medical gases.
- Be able to handle, move and store medical gases cylinders safely.
- Identify a faulty/incident cylinder and take appropriate action.
- Prepare a medical gas cylinder for use and its connection to equipment.
- Understand the medical gas pipeline systems at department level.
- Understand suction and oxygen therapy equipment.
- Identify and operate medical gas pipeline terminal units and flexible, colour-coded hoses.

5. Duration
Three hours

6. Maximum number of participants
Fifteen
Medical Gas Safety Awareness
(Non-Clinical Staff)

Course code MG-SHST:008:01

1. Why should you attend?
To provide an understanding of the key safety issues associated with the storage, handling, use, transport and disposal of medical gases. To ensure best practice in the safe use and application of medical gases and associated equipment.

2. Who should attend?
All porters and other employees (e.g. store personnel, purchasing personnel, technical services and estates personnel, pharmacy personnel, drivers and managers) who are involved in storing, transporting or handling medical gases in their daily work.

3. Aim
- To create an awareness of the hazards associated with the use of medical gases.
- To enhance employee’s level of knowledge of medical gases so they can competently assess the risks involved.
- To enable employee’s adapt best operating practices and procedures so they will improve safety in their working environment.

4. Learning outcomes
- Understand the different types of medical gas supplies, the associated equipment and safe working practices.
- Define a range of medical gas and describe the properties and hazards.
- Be able to handle, move and store medical gases cylinders safely.
- Identify a faulty/incident cylinder and take appropriate action.
- Prepare a medical gas cylinder for use and its connection to equipment.

5. Duration
Three hours

6. Maximum number of participants
15
People Moving and Handling Instruction Training

**QQI Level 6 Accredited**

**Course Code PMHI-SHST-011:01**

This contains two components: Instructing Manual Handling and People Moving & Handling. The participant cannot attain this certificate unless both components are completed successfully.

This programme will enable employees to deliver Manual and People Handling Training programmes in-house and to conduct manual and people handling risk assessments. The course is intensive and highly participative. Instructional skills as well as theoretical and practical aspects of manual and people handling are addressed.

1. **Why should you attend?**
   - The People Moving & Handling Instructor programme is designed to provide the HSE with Instructors who will deliver Manual and People Moving and Handling Training to HSE employees.

2. **Who should attend?**

Employees deemed suitable by their Line Manager to coordinate Manual and People Handling training programmes and who are available to deliver a minimum of 10 People Moving and Handling training programmes to HSE employees under their remit.

3. **Commitment**

Line management who nominate employees to attend instructor courses must ensure that the Trained People Moving & Handling Instructor be released from their duties to deliver a minimum of 10 Manual and People Handling courses a year to HSE employees under their remit and to submit training records to National Health & Safety Training Function on a quarterly basis.
4. Aim

- Provide the employee with the knowledge and skills to effectively plan and deliver manual and people handling instruction within the HSE
- Provide the employee with the skills to conduct manual and people handling risk assessments.
- Provide the HSE with sufficient competent in-house Manual and People Handling Instructors who will in turn deliver regular Manual and People Handling Training Programmes and conduct People Moving and Handling Risk Assessments on an ongoing basis.
- To enable HSE staff to implement safe systems of work while carrying out manual and people handling activities

5. Learning outcomes

The Learning outcomes will include, in relation to manual handling, knowledge and understanding of the following:

- Legislative Requirements and Health Benefit
- Anatomy and Back Care
- Ergonomic Principles and Risk Assessment
- Manual Handling Principles and Techniques
- Planning and Design of Manual Handling Training Programmes
- Delivery of Manual and People Handling Training
- Provide instruction to learners who have varying levels of competence to include planning, preparation, delivery and evaluation

6. Selection criteria

- All employees applying to their Line Manager must complete an application supporting document (document will be attached when request is submitted via the helpdesk)
- Employees attending this training must be able to fully participate and demonstrate all manual and people techniques
7. Evaluation Methods

Employees will be required to undertake:

- Skills demonstration
- Assignment
- Examination

8. Duration

Eight days

9. Maximum number of participants

Twelve

Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable.
People Moving and Handling Instructor Refresher

Training
Course Code PMHIR-SHST-012:01

1. Why should you attend?
This programme refreshes the skills of QQI Level 6 qualified instructors and updates them on relevant legislation, national policy, ergonomic assessments, anatomy and physiology of the spine, current research and the delivery of course programmes.

2. Who should attend?
All existing QQI Level 6 People Moving and Handling instructors, who have regularly provided training over the previous 3 years and submit training records to the National Health & Safety Training Function on a quarterly basis.

3. Commitment
Line management who nominate employees to attend instructor courses must ensure that the Trained People Moving & Handling Instructor be released from their duties, to deliver a minimum of 10 Manual or People Moving & Handling courses a year to HSE employees under their remit and to submit training records to National Health & Safety Training Function on a quarterly basis.

4. Aim
- To provide existing People Moving and Handling Instructors with up to date theoretical and practical knowledge
- To enable existing Instructors to maintain skills and competency in the delivery of the manual and people handling training programme.

5. Learning outcomes
The Learning outcomes will include, in relation to manual handling, knowledge and understanding of the following;
- Legislative Requirements and Health Benefit
- Anatomy and Back Care
- Ergonomic Principles and Risk Assessment
- Manual Handling Principles and Techniques
• Planning and Design of Manual Handling Training Programmes

• Delivery of Manual and People Handling Training

• Provide instruction to learners who have varying levels of competence to include planning, preparation, delivery and evaluation

6. Evaluation Methods

Employees will be required to undertake:

• Skills demonstration
• Assignment
• Examination

7. Duration

Two days

8. Maximum number of participants

Twelve

9. Refresher Training

All Instructors must attend refresher training every 3 years

Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable.

All participants are required to provide a valid copy of their People Moving & Handling Instructors & Assessors Certificate with their training request submitted via the helpdesk.
People Moving & Handling Training  
Course code PMH-SHST-013:01

1. Why should you attend?
   • This programme will provide employees with the knowledge and skills to allow them to carry out a manual handling activity in a manner which reduces or eliminates the risk of injury
   • To comply with the Safety Health and Welfare at Work Act 2005, the Manual Handling of Loads Regulations 2007 and the HSE National Manual Handling and People Handling Policy

2. Who should attend?
Employees involved in and responsible for the manual handling of loads including people handling in the workplace.
Employees who have never attended People Moving and Handling training previously or who has not received training in the previous three years.

3. Aim
Provide employees with the knowledge and skills to allow them carry out a manual handling activity in a manner which reduces or eliminates the risk of injury

4. Learning outcomes
   • Understand the main requirements of the legislation in relation to manual handling
   • Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy
   • Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely
   • Be aware of the specific hazards associated with manual handling activities and the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity
   • Be able to state the main principles of safe manual handling
   • Demonstrate practical application of the main principles of manual handling to relevant manual handling tasks in the workplace
   • Be aware of the need to further develop manual handling skills in the workplace
• Be able to identify the additional factors which need to be included in a manual handling risk assessment when handling people
• Be aware of a range of relevant handling aids available and their responsibility regarding safe use of same
• Participate in a range of core people handling techniques relevant to their work tasks

5. Practical Techniques
Employees will be required to demonstrate the practical application of safe manual handling principles to the below activities and any additional activities where identified by the line manager via the training and group training request form;

Load Handling
  o Lifting and lowering a load from floor and table
  o Carrying a load
  o Pushing and pulling technique
  o Team handling
  o Correct posture whilst sitting

People Handling
  o Sitting, standing and walking
  o Bed mobility
  o Demonstration of Hoist and sling
  o Lateral transfers
  o Dealing with fallen person

6. Duration
Full day

7. Maximum number of participants
Twelve

8. Prerequisites to attending programme
The line manager is responsible for:
  • Identifying any specific training needs of employees pertaining to their manual and people handling work activities
• Ensuring that employees are aware of the range of handling aids available in their work area and the safe use of same

• Bringing the following documentation to the attention of the employees prior to their attendance at this training programme;
  o Specific workplace manual and people handling risk assessments
  o HSE Manual Handling and People Handling Policy
  o Any relevant local policies, procedures and guidelines related to manual and people handling which are relevant to their work area (such as bariatric guidelines, falls strategies, infection control, hoist management)
  o Written documentation in relation to people handling risk assessments in their work area

9. Refresher Training

All employees must attend refresher training at intervals not more than every 3 years or more frequently where identified through the training needs assessment

Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable
People Moving & Handling Refresher Training

Course code PMHR-SHST-014:01

1. Why should you attend?
   - This programme will refresh the employees knowledge and skills to allow them to carry out a manual handling activity in a manner which reduces or eliminates the risk of injury
   - To comply with the Safety Health and Welfare at Work Act 2005, the Manual Handling of Loads Regulations 2007 and the HSE National Manual Handling and People Handling Policy, employees engaged in people handling activities must undertake a programme of training and refresher training

2. Who should attend?
   Employees who as part of their everyday work, are involved in the moving and handling of people and have within the last 3 years attended a full day People Moving & Handling training programme.

3. Aim
   Provide employees with the knowledge and skills to allow them carry out a manual handling activity in a manner which reduces or eliminates the risk of injury

4. Learning outcomes
   - Understand the main requirements of the legislation in relation to manual handling
   - Acquire the basic knowledge of the functions of the back, how it can be injured and how to keep it healthy
   - Be able to carry out a personal/dynamic risk assessment for the task to be completed to determine if the load can be handled safely
   - Be aware of the specific hazards associated with manual handling activities and the measures to avoid or reduce the risk of injury including use of mechanical aids or reorganisation of the work activity
   - Be able to state the main principles of safe manual handling
   - Demonstrate practical application of the main principles of manual handling to relevant manual handling tasks in the workplace
   - Be aware of the need to further develop manual handling skills in the workplace
• Be able to identify the additional factors which need to be included in a manual handling risk assessment when handling people
• Be aware of a range of relevant handling aids available and their responsibility regarding safe use of same
• Participate in a range of core people handling techniques relevant to their work tasks

5. Duration
   Four Hours

6. Maximum number of participants
   Twelve

7. Refresher Training
   Refresher Training should be repeated at not greater than three yearly intervals or more frequently where identified through the local training needs analysis.

   Note: The clothing, footwear personal affects and jewellery etc. worn by participants must not impede safe manual handling. Footwear should be comfortable – shoes should be non-slip, with enclosed toes and heels and provide support. Sandals, high heels, clogs or shoes without heel support are not deemed suitable
Risk Assessment Workshop
Course code RA-SHST-015:01

1. Why should you attend?
Managers have a responsibility under Section 19 of the Safety Health & Welfare at Work Act 2005 to identify workplace hazards and undertake risk assessments to ensure appropriate control measures are put in place to protect the safety, health & welfare of their employees and others who may be affected by their work activities.

2. Who should attend?
- All persons who are responsible for the management of safety, health and welfare at work.
- Persons who are responsible for carrying out the hazard identification and risk assessment process in the workplace.

3. Aim
- To provide participants with a practical understanding of the Hazard Identification and Risk Assessment process
- To enable participants to undertake a structured approach to risk assessment and actively manage and control risks associated with work activities within their area of remit

4. Learning Outcomes
- Explain the risk assessment process required by legislation and the HSE Corporate Safety Statement and associated policies
- Understand the hazard identification and risk assessment process
- Be able to apply the ICC approach when identifying hazards
- Be able to carry out a risk assessment using the HSE risk matrix tool
- Understand the risk escalation process

5. Duration
Approximately four hours

6. Maximum number of participants
Sixteen
Safety Representative Training

Course code SR-SHST-016:01

1. Why should you attend?
The Safety Health & Welfare at Work Act 2005 provides for consultation between employers and employees to help ensure co-operation to prevent accidents and ill-health. Under section 25 of the Act, employees are entitled to select a safety representative to represent them on safety and health matters in consultations with their employer.

It is essential that Safety Representatives have the knowledge and skills necessary to perform their functions effectively.

2. Who should attend?
All recently elected Safety representatives

The Safety representative must have been formally nominated and elected by their colleagues.

3. Aim
• To assist the Safety representative in the effective discharge in their role
• To increase awareness and knowledge in all aspects of health and safety

4. Learning Outcomes
• Understand the role and rights of a safety representative
• Describe the legislative structure and enforcing agency for health and safety at work
• Be aware of safe practices for a wide range of operations
• Be aware of how to communication effectively
• Understand the HSE risk assessment process and incident management system
• Be able to undertake safety inspection and audit
• Explain the risk assessment process required by legislation and the HSE Corporate Safety

5. Duration
Three days

6. Maximum number of participants
Sixteen
The National Health and Safety Training Function endeavours to facilitate a wide range of Statutory Occupational Health and Safety Training necessary for staff to carry out their duties in a safe manner. However, should the training needs assessment identify a requirement for specialised training programmes such as those listed below please do not hesitate to contact the National Health and Safety Training Team who will assist and advise further

**Additional Specialist Courses**

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<td>Confined Spaces</td>
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<td>MEWP – Mobile Elevated Work Platform</td>
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<td>Ladder safety awareness</td>
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<td>Hand held (knapsack) pesticide application</td>
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<td>Courses &amp; Duration</td>
<td>Frequency</td>
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<td>--------------------------------------------------------</td>
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<tr>
<td>HSE Leadership Team Occupational Health and Safety Briefing</td>
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<tr>
<td>Course Duration 1.5 hours</td>
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<tr>
<td>HSEIanD Managing Health &amp; Safety in Healthcare E-learning programme</td>
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<tr>
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<td>Manual Handling Training</td>
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<tr>
<td>People Moving and Handling Training</td>
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<tr>
<td>Course Duration 8 hours</td>
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<tr>
<td>Training Area</td>
<td>Course Code</td>
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<tr>
<td>People Moving and Handling Training Refresher</td>
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<tr>
<td>Medical Gas Safety Awareness Training (Non Clinical staff)</td>
<td>When required</td>
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<tr>
<td>MG-SHST-008:01 Course Duration 3 hours</td>
<td></td>
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<table>
<thead>
<tr>
<th>HSEland Display Screen Equipment E-learning Learning Programme</th>
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<th>All employees who use the DSE to carry out their work activities</th>
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</table>

<table>
<thead>
<tr>
<th>HSEland Health, Safety and Security E-learning programme</th>
<th>On induction</th>
<th>All HSE employees who have not received basic health and safety awareness training and all employees as part of their induction process</th>
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<tbody>
<tr>
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<tr>
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<td>Course code: SR-SHST-016:01 Course Duration 3x8 hours</td>
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<thead>
<tr>
<th>Mobile Elevated Work Platforms (MEWPS)</th>
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<tbody>
<tr>
<td>Course code: MEWP-SHST-021:01 Course Duration 6.5 hours</td>
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<table>
<thead>
<tr>
<th>Confined Spaces</th>
<th>Every 3 years</th>
<th>All employees who enter into and work in confines spaces as part of their work activities</th>
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</thead>
<tbody>
<tr>
<td>Course code: CS-SHST-022:01 Course Duration 7.5 hours</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total maximum duration of training hours required</th>
<th>54.5</th>
<th>54.5</th>
<th>76.5</th>
<th>82.5</th>
<th>69.5</th>
</tr>
</thead>
</table>

\(^1\) Health and Social Care Professionals: includes medical scientists, healthcare assistants, physiotherapists, occupational therapists, audiologists, speech and language, social work, dieticians, radiology, pharmacy

\(^2\) General Support Staff includes Maintenance and Technical Staff, catering, portering and housekeeping services

\(^3\) Total maximum duration of training hours required: This is an estimate only and is based on each employee participating in all training identified within each staff category however for some staff within each category, attendance will not be necessary e.g. safety representative’s course only for those nominated and elected, Safe Pass training only for those engaged in construction activities.