



MERCHANT NAVY WELFARE BOARD



A member of the
**BRITISH
SAFETY
COUNCIL**

Introduction to Workplace Health & Safety E-learning Course

The course outlines the basic health and safety knowledge that each employee, contractor and visitor to a workplace should know and understand. It provides a solid awareness of the key factors that create a safe working environment and forms an ideal component of an employee induction programme.

TOPICS COVERED

- Who is responsible
 - Employer responsibilities
 - Employee responsibilities
 - Information and communication
 - Signs and signals
- The working environment
 - Your place of work
 - Is work making you ill?
 - What to wear for your job
 - Are you sitting comfortably?
- Accidents can happen
 - Accidents
 - Death and injury
 - Prevention
- The main risks
 - Working at height
 - Manual handling
 - Slips, trips and falls
 - Fire
 - Electricity
 - Hazardous substances

At the end of the course there is a short multiple choice test of 15 questions with a pass mark of 10. Reaching the pass mark allows the learner to download/print a personalised certificate of completion.

Once enrolled by the Board, you will be e-mailed a personalised username and password along with full instructions for them to complete the training. This e-mail will come from customer.service@britsafe.org so keep an eye out for it in your spam/junk folders.

The e-mail states that the course will only take 20 minutes. It will in fact take a couple of hours if you read everything and watch all the video clips but the course does not need to be completed in one sitting. If you do not have time to do it all at once, the system will book mark where you got to and will start you from that page when you log back in at a later date. There are 4 modules, each takes about 25 minutes to complete.

You will have unlimited access to the learning materials for 3 months and will have up to 3 attempts to pass the end of course test.

IT Requirements

The course works on almost any computer (PC or Mac) with an internet connection. As long as it can run a supported browser from the list below, you should have no trouble accessing it.

- Firefox 3 or later
- Safari 3 or later
- Google Chrome 4 or later
- Opera 9 or later
- Microsoft Internet Explorer 7 or later (Even Google does not support IE6 any more)

You will also need to have Cookies and JavaScript enabled.