

# General Workplace Safety & Communication

## Course Duration

1 Day

Session 1 - General workplace safety  
Session 2 - Communication and record keeping

## Course Aim

To provide information relating to general safety, communication, documentation and procedures in order to develop basic awareness of how to work safely and communicate effectively in a work environment.



## Learning Outcomes

- Comply with all general workplace safety legislation requirements.
- Identify hazards associated with the workplace and record and report in accordance with organisational procedures.
- Describe personal responsibilities and duties under law for own safety and that of others.
- Comply with all emergency and workplace procedures in accordance with organisational policy.
- Communicate with others to establish productive work relationships.
- Follow organisational procedures to maintain good work relationships.
- Maintain records in accordance with the organisational procedures.



## Scope

This course is based on National Occupational Standards and NVQ assessment criteria. A certificate of training will be issued to successful delegates on completion of the course.

Instructor : delegate ratio 1 : 8

## Location / Requirements

The instructor will travel to the customer's site to deliver the training. A suitable meeting/training room with mains power and space to set up a projector is required. The course can also be delivered at our training facility in Grantham, Lincolnshire - please contact us for further details.

*The instructor has the right to exclude any trainee from training at any stage if they have concerns regarding the trainee's health and/or fitness or regarding the trainee's attitude with regard to maintaining safety during training.*

*Full details of the first aid cover provided for trainees and insurance cover carried by the training provider are available on request.*

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