



# *Your Safety First* Prospectus



we can provide the  
solution



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# Welcome

.....to the *Your Safety First* Prospectus and thank you for considering us to meet your training requirements.

Safety First is one of Ireland's leading providers in First Aid and Health and Safety Training.

We offer an opportunity for you to acquire flexible, tailored or programmed training.

Our service is efficient, responsive and easy to use.

Our training enables you to meet your obligations as an employer and allows you to work with a company with strong local presence and a solid track record of local community involvement. We look forward to working with you.

## Why Choose Safety First?

- We use fully qualified and experienced trainers.
- We have accredited training course development procedures
- We are approved by all relevant organisations
- You can choose from you range of scheduled courses or let us come to you
- We use top quality training materials
- Inclusive fees cover the cost of workbooks, examination and certificates
- You will have the assurance of using a reputable training consultancy

## How To Contact Us

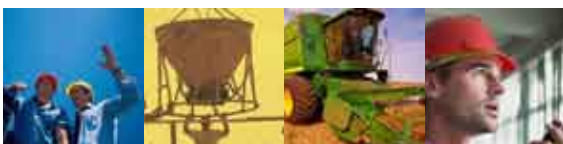
Phone: 042 9333111 / 9335600

Fax: 042 9327572

Web: [www.yoursafetyfirst.ie](http://www.yoursafetyfirst.ie)

Email: [info@safety1st.ie](mailto:info@safety1st.ie)

Address: York St, Dundalk ,Co. Louth.





# Contents

Occupational First Aid	4	Management Safety Awareness	15
Occupational First Aid Refresher	5	Risk Assessment Workshop	16
Basic First Aid	6	Managing Safely	17
Safepass	7	Working Safely	18
Safety Representatives	8	Safety For Senior Executives	19
Manual Handling Operatives	10	Plant Equipment and Site Safety	20
Office Safety	11	Construction Skills Certification Scheme	21
Accident Investigation	12	Consultants on Call	23
Fire Awareness & Extinguisher Course	13		
Fire Wardens	14		



# Occupational First Aid

Our Occupational First Aid training course is designed to follow the national guidelines of First Aid laid down by the Health & Safety Authority. All of our tutors for this course are recognise to teach and carry out examinations to set standards.

Successful students will receive a certificate qualifying them for three years as an Occupational First Aider.

## Who should attend:

All employers within Ireland have a legal obligation to provide adequate first aid provision for their employees.

## Course Contents:

- 1) Assessment & Approach to an accident
- 2) Cardio-Pulmonary Resuscitation
- 3) Spinal & Back injuries
- 4) Medical Emergencies
- 5) Unconsciousness
- 6) Wounds, Bleeding & Trauma
- 7) Fractures & Broken Bones
- 8) Burns, Scalds & Temperature Extremes
- 9) Positions & Overdoses
- 10) Casualty Transportation

## Course Details:

Duration - 3 Days

## Assessment:

Multiple-choice question paper and practical skills test.



# Occupational First Aid Refresher

Within three years of sitting a full Occupational First Aid course, staff are required to update their certificate.

Our refresher course will renew their certificate for a further three years, centering on the life saving aspects of first aid. Staff will be brought through the syllabus again.

## Who should attend:

People wishing to renew a valid Occupational First Aid certificate.

## Course Contents:

- 1) An update of First Aid knowledge and skills
- 2) A revision of requirements in the workplace

## Course Details:

Duration - 1 Day

## Assessment:

Multiple-choice question paper and practical skills test



# Basic First Aid

For staff who wish to assist in the event of an emergency or for businesses who wish to have a back-up plan for their full-time occupational first aiders, our appointed person course fits the need.

The course is ideal for smaller workplaces that present few health & safety risks, where a nominated person is required to take charge in the event of illness or accident.

The course will give students an outline of what's required in regard to emergency care and inform them of their duties in regard to first aid equipment.

## Who should attend:

Those who are nominated persons or who provide support to Occupational First Aiders.

## Course Contents:

- 1) Assessment of a Casualty
- 2) Airway Management
- 3) Wound Control
- 4) Medical Emergencies
- 5) Equipment & Supplies
- 6) Alerting the Emergency Service's
- 7) Cardio-Pulmonary Resuscitation
- 8) Fracture Immobilisation
- 9) First Aid Legislation

## Course Details:

Duration – 4 weeks (2 hours per week)

## Assessment:

Continuous assessment by trainer.



# Safepass

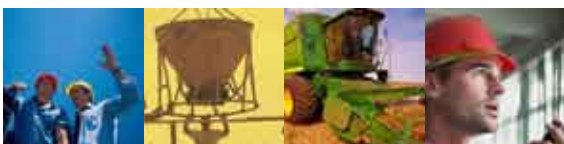
Mandatory 1 Day Health & Safety Awareness Course

## Course Contents:

- 1) The Reasons for Promoting Safety
- 2) Health and Safety at Work Legislation
- 3) Accident Reporting & Emergency Procedure
- 4) Accident Prevention
- 5) Health & Hygiene
- 6) Manual Handling
- 7) Working at Heights
- 8) Working with Electricity, Underground & Overhead Services
- 9) Use of Hand Held Equipment & Tools
- 10) Personal Protective Equipment
- 11) Safe Use of Vehicles
- 12) Noise & Vibrations
- 13) Excavations & Confined Spaces

## Course Details:

Duration – 1 Day



# Safety Representatives

Safety and Health representatives form a vital link between employers and employees. Their role is to enable employers to discuss safety and health matters, and to work together with employees to make the work place safe.

While it is the employer's responsibility under the 1989 Act to provide and maintain a safe work environment and safe systems of work, the law also says the employer must consult and co-operate with Safety Rep's and other employees about safety and health. Similarly, the law says Safety Rep's must consult and co-operate with the employer on all matters of safety and health.

## Who should attend:

Supervisors and Managers who wish to become qualified as a Safety Representative.

## Course Contents:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1) Safety Legislation             | 8) Role of the Safety Rep           |
| 2) Safety Management              | 9) Emergency Preparedness           |
| 3) Accident Prevention Techniques | 10) Safety Auditing                 |
| 4) Risk Assessment Principles     | 11) How Incidents/Accidents Occur   |
| 5) Fire Safety Management         | 12) Manual Handling Risks           |
| 6) Personal Protective Equipment  | 13) Toolbox Talks                   |
| 7) Occupational Health            | 14) Accident/Incident Investigation |

## Course Details:

Duration – 3 Days

## Course Certification:

The assessment for this course will be in the form of a written examination on the final day of the course, consisting of questions taken from the course notes and course itself.

Students will also be required to submit a risk assessment assignment based on their own workplace within 14 days of the completion date.





# Manual Handling Operatives

Back problems are one of the biggest causes of employee absence in Ireland. By training our staff to lift and carry objects safely you can reduce your company's costs in the long term. The Manual Handling Regulations place a duty on every employer to reduce the potential injury from Manual Handling operations.

This course is designed to meet those standards and to prevent further injuries.

## Who should attend:

All employers should consider Manual Handling training as part of each employee's induction or awareness training.

## Course Contents:

- 1) Manual Handling Law
- 2) Assessing the load
- 3) Safe Lifting Procedures
- 4) Workplace Assessment
- 5) Various Lifts & Carries
- 6) Care of the Spine
- 7) Environmental Factors
- 8) Employee Guidelines
- 9) Mechanical Devices

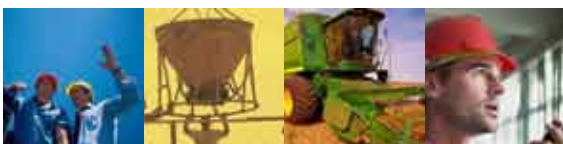
## Course Details:

Duration – ½ Day

## Assessment:

Multiple choice questions  
paper and practical skill test.

Related Courses overleaf



# Patient Handling

This course trains candidates to meet the current Health and Safety Patient Handling regulations. It is ideal for nursing home staff or those who care for people at home and have already completed the Manual Handling Operatives course.

# Casualty Handling

This course is recommended for anyone who needs to move or handle casualties and trains candidates to meet the current Health and Safety Casualty Handling regulations. Candidates are required to have already completed the Manual Handling Operatives course.



# Office Safety

This course is designed to identify how potentially dangerous offices can be as a place of work. Both highly informative and participative it will offer practical tips on how to make and keep your office safe.

## Who should attend:

Office Managers, Supervisors, Safety Representatives or anyone who would either work in an office or be in office risk assessments.

## Course Contents:

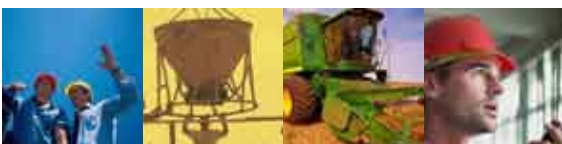
- 1) Legislation
- 2) Workstation Ergonomics
- 3) Electrical Hazards and Controls
- 4) Office related Illness and injury
- 5) Hazard Identification
- 6) Fire Prevention and Evacuation
- 7) Slips, Trips and Falls

## Course Details:

Duration –1 Day

## Assessment:

Continuous assessment by trainer.



# Accident Investigation

This course is designed for those people in an organisation likely to be involved in the investigation of accidents or incidents, to understand the basic principles of the investigation process.

It will also ensure that their organisation meets its legal obligations.

By the end of this course, participants will be able to explain the company's accident investigation procedures. Understand their role in investigating accidents, know the types of questions to ask in an accident investigation and determine actions needed to prevent recurrences.

## Who should attend:

Managers, Supervisors, Team Leaders or anyone involved in the investigation of an accident or incident.

## Course Contents:

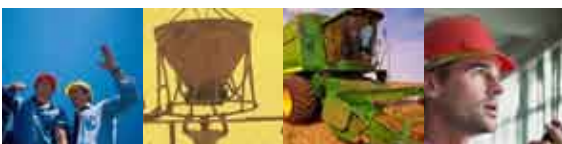
- 1) Duties of Managers & Supervisors
- 2) Safety Legislation
- 3) Unsafe Acts, Conditions
- 4) How behaviour can contribute to accidents
- 5) Why Accident Investigation
- 6) Incident Reporting
- 7) Why & How do we investigate?, Case Study

## Course Details:

Duration – ½ Day

## Assessment:

Continuous assessment by trainer



# Fire Awareness & Extinguisher Course

All staff should know what needs to be done to prevent a fire from starting. Our Fire Prevention course is aimed to raise the awareness of all staff in regards to hazard spotting and fire prevention.

All students will also practise how to use extinguishers and when to use them during the day.

## Who should attend:

All employees.

## Course Contents:

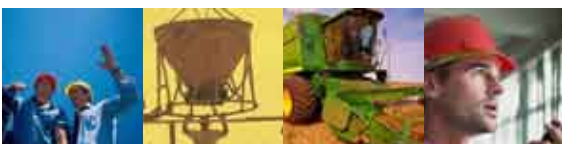
- 1) Fire Prevention
- 2) Fire Hazard Spotting
- 3) Fire Extinguishers
- 4) Using Fire Extinguishers
- 5) Alerting the Fire Service
- 6) Evacuation Drills
- 7) Fire Escapes

## Course Details:

Duration – ½ Day

## Assessment:

Continuous assessment by trainer.



# Fire Wardens

Over thirty percent of all business who experience a major fire never re-open. It's in every body's interest to prevent and protect their staff and business against the threat of fire.

Fire wardens will be trained to be on the watch for potential hazards within the workplace and be able to plan and arrange evacuation for staff and visitors.

This course is designed for persons who are responsible for the safe evacuation of other personnel in the event of fire, as well as persons who are expected to deal with fires in the work situation.

## Who should attend:

Safety Representatives, Supervisors, Team Leaders or Appointed Fire Wardens within a company.

## Course Contents:

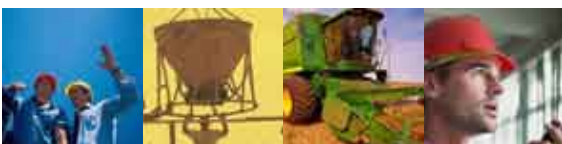
- 1) Fire Safety Legislation
- 2) The Fire Triangle
- 3) Potential Fire Hazards
- 4) Fire Safety Audits
- 5) Fire Extinguishers
- 6) Duties of a Fire Warden
- 7) Classification of Fires
- 8) Evacuation Planning
- 9) Escape Systems

## Course Details:

Duration – 1 Day

## Assessment:

Multiple choice question paper



# Management Safety Awareness

Expecting your managers, supervisors and team leaders to manage health and safety issues within your company isn't easy without giving them some level of training. This course is designed to raise the awareness of managers, explaining the legal aspect and offering practical advice and tips on preventing accidents at work.

## Who should attend:

Managers, Supervisors and Team Leaders.

## Course Contents:

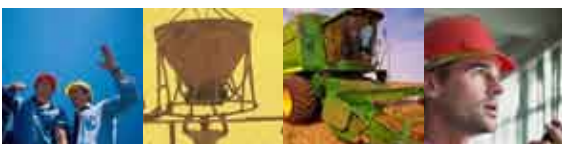
- |                                  |                        |
|----------------------------------|------------------------|
| 1) Safety Legislation            | 6) Safety Management   |
| 2) Emergency Preparedness        | 7) Risk Assessment     |
| 3) Hazard Identification         | 8) Safety Audits       |
| 4) Personal Protective Equipment | 9) Occupational Health |
| 5) Accident Investigation        |                        |

## Course Details:

Duration – 1 Day

## Assessment:

Continuous assessment by trainer



# Risk Assessment Workshop

Section 12 of the Health, Safety and Welfare at Work Act 1989 requires all employers to carry out written risk assessments for their places of work. With the use of digital photographs, students will be able to visualise and evaluate their own hazards as well as some common hazards within their industry. This course will enable students to carry out their own risk assessments and hazard audits which would mean that policies, procedures and control measures can be implemented immediately.

## Who should attend:

Any staff member with the responsibility of controlling hazards.

## Course Contents:

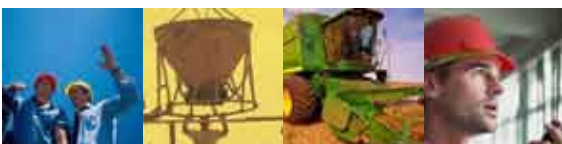
- 1) Safety Legislation
- 2) Hazards and Risks
- 3) Risk Control
- 4) Fire Safety Risks
- 5) What is a risk assessment
- 6) Hazard Categories
- 7) Manual Handling Risks
- 8) Common Workplace Hazards

## Course Details:

Duration – 1 Day

## Assessment:

Continuous assessment by trainer





# Managing Safely

## Institution for Occupational Safety and Health

This course is aimed at managers who are required to manage efficiently and effectively in compliance with both the organisation's safety policy and safety and health legislation.

The course concentrates on training the attendee to apply sound management principles to safety and health issues as part of a total management strategy.

### Course Contents:

- 1) Good Safety Management
- 2) Quality Assurance (auditing)
- 3) Role of the competent person
- 4) Behavioural factors
- 5) Communication Skills
- 6) Understanding why incidents/accidents occur
- 7) Policy making and Planning
- 8) Risk management principles
- 9) Concept of hazard and risk
- 10) Legal framework
- 11) Commonly Occurring Hazards

### Course Details:

Duration – 4 Days

### Related Courses:

Managing Safely in Construction  
Supervising Safely  
Directing Safely

### Assessment:

Assessment will be in the form of a written paper in the form of a combination of an objective multiple choice test and a short written question paper of no more than 50 questions plus a practical assessment carried out in a work or related case study.

50% or more must be achieved for both the written and practical assessments.

An aggregate of 60% or more overall must be achieved to entitle the candidate to receive a Managing Safely Certificate.



# Working Safely

## Institution for Occupational Safety and Health

This course is an appreciation and introduction to Safety & Health in the workplace for staff in any organisation, especially first-line supervisors, Safety Representatives and Employee Representatives who have had no formal safety & health training.

### Course Details:

Duration - 1 Day

### Assessment:

Assessment will be in the form of a written paper in the form of an objective multiple choice test paper of no more than 25 questions plus a practical assessment relating to a work place, using a pro forma or case study.

50% or more must be achieved for both the written and practical assessment.

An aggregate of 60% or more overall must be achieved to entitle the candidate to receive a Certificate.



# Safety For Senior Executives

## Institution for Occupational Safety and Health

This course is intended for personnel who operate at strategic levels within an organisation, whose decisions can directly affect the health, safety and welfare of the workforce.

### Course Details:

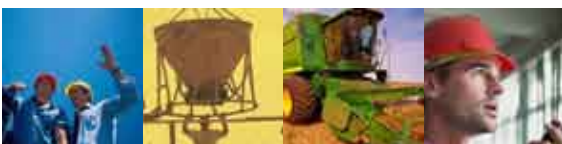
Duration – 1 Day

### Assessment:

Assessment will be in the form of a written paper in the form of an objective multiple choice test paper of no more than 25 questions plus practical assessment relating to a workplace, using a pro forma or case study.

50% or more must be achieved for both the written and practical assessments.

An aggregate of 60% or more overall must be achieved to entitle the candidate to receive a Certificate.



# Plant, Equipment & Site Safety

In today's world of high technology, equipment operators must have a thorough understanding of machine systems to achieve maximum efficiency and greatest return on equipment investment.

The benchmarks established for students achievement throughout Safety First's training programs ensure that high levels of proficiency and confidence are attained.

The student will return to his or her place of employment with skill levels that will improve productivity, decrease downtime, reduce operating costs and enhance safety. All of these benefits provide a rapid payback on your training investment.

## Course Contents:

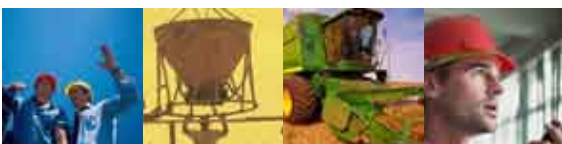
- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1) Telescopic Handler Operator       | 6) Safety Management        |
| 2) Loading Shovel Operator           | 8) Slinger / Signaller      |
| 3) Fork Lift Truck Operator          | 9) Tower Crane Operator     |
| 4) Gantry Crane Operator             | 10) 180o Excavator Operator |
| 5) 360o Excavator Operator           | 11) Hi-Ab Truck             |
| 6) Mobile Elevated Working Platforms | 12) Abrasive Setters        |
| 7) Tractor / Dozer                   |                             |

## Course Details:

Duration – 1 Day

## Assessment:

Continuous assessment by trainer

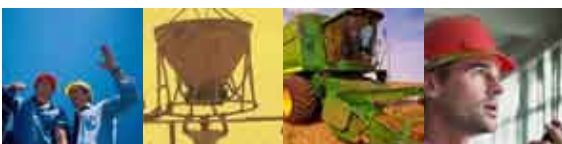


# Construction Skills Certification Scheme

The FÁS Construction Skills Certification Scheme lays the foundation for the creation of competent, confident and committed operatives within the Construction Industry.

The FÁS register provides employers with reassurance that their registered operatives on site have been given recognition for their levels of skill, competence and knowledge of Health and Safety practices.

FÁS, following detailed consultation with specialist working parties representing specific occupational groups and with the support of the Construction Industry Training Committee, has developed a range of Certified Training Programmes for experienced operatives and new entrants who wish to obtain formal certification and registration.



# Consultants On Call

Our Occupational health and safety consultancy services are entirely geared towards your needs. If you have a specific problem then talk to us where we will design a package to provide a remedy. Whether you require consultancy tailored to your business or need a standardized safety audit system, we can provide the solution.

Since many companies do not employ their own Safety Specialist, they fail to comply with health and safety legislation, leading to increased accidents and insurance costs. To meet the needs of small, medium and large companies across the country Safety First can provide a 'competent person' to assist in the assessment of hazards or the development of safety policies to enable you to meet the standards required by law.

Preventing accidents is Safety First's main concern and is the main part of our mission – you will find that this is the main concern of our consultants too. They will not only deal with the immediate problem but also with the underlying issues of health and safety within the organization. Promoting the idea of accident prevention and enabling a company to become pro-active rather than re-active to safety is very important to us.

Consultancy Services overleaf  
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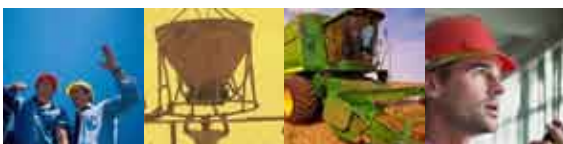


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# Consultancy Services

Safety First can provide a wide range of consultancy services, some of which are listed below:

- Safety Audits
  - Manual Handling Risk Assessments
  - Design and Development of Safety Policies
  - Development of Safety Control Measures
  - Fire Safety Audits
  - Fire Evacuation Drills
  - Accident Investigation
  - Development of Accident / Incident systems
  - Audiometric Testing
  - Noise Surveys
  - Air Monitoring
  - Soil Sampling
  - Risk Assessment
  - Visual Display Screen Assessment
  - Development of a Safety Statement
  - Development of Safety & Health Plan ( Design & Construction Stage)
  - Compilation of Safety File
- 
- Plant Operator Training
  - Safety Statements
  - Safety & Health Plans
  - Method Statements
  - Site Inspections
  - Plant Machinery Test Certificates





*Your Safety First*  
Thank You



we can provide the  
solution



**your**safetyfirst•ie