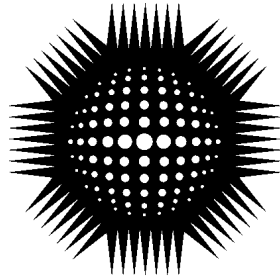


**NEBOSH International General Certificate
in Occupational Health and Safety**



nebosh

FOR PRACTICAL APPLICATIONS SUBMITTED

ON/AFTER 1 JANUARY 2012

TO THE MARCH 2011 SPECIFICATION

**UNIT IGC3: HEALTH AND SAFETY PRACTICAL
APPLICATION**

**Guidance and information for
accredited course providers and candidates**

This document provides comprehensive guidance on the presentation and submission of the Unit IGC3 practical application. It includes guidance on the structure and style of the report. Candidates should study this document carefully before submitting their practical application.

The guidance should be read carefully in conjunction with the practical application mark scheme, which is included in this guidance document, to provide a clear guide to the requirements of the practical application.

Introduction

The aim of this unit is to assess a candidate's ability to complete successfully two activities:

- To carry out, unaided, a safety inspection of a workplace, identifying the more common hazards, deciding whether they are adequately controlled and, where necessary, suggesting appropriate and cost effective control measures.
- To prepare a report that persuasively urges management to take appropriate action, explaining why such action is needed (including reference to possible breaches of international standards and identifying, with due consideration of reasonable practicability, the control measures that should be implemented.

This will require candidates to apply the knowledge and understanding gained from their studies of elements of Units IGC1 and IGC2 in a practical environment and to carry out an evaluation of information gathered during the inspection. The time allowed to complete the assessment is not restricted but candidates should aim to complete the inspection and the report in two hours. The practical application may be submitted in the candidate's own handwriting or be word processed.

The submission must include;

- completed observation sheets covering a number and range of hazards and good practice, identifying suitable control measures and timescales;
- an introduction and executive summary;
- main findings of the completed inspection;
- conclusions which summarise the main issues identified in the candidate's workplace;
- completed recommendations table.

The practical application must be carried out in the candidate's own workplace. The workplace should be large enough to provide a sufficient range of hazards in the areas covered to provide an adequate range for identification. If the workplace is very large, in order that the practical application is manageable the candidate should limit the area considered.

Where the candidate does not have access to a workplace, the course provider should be consulted to help in making arrangements for the candidate to carry out the practical application at suitable premises. Providers seeking to run the practical in this way should contact NEBOSH for advice and approval.

Management at the premises should be consulted to ensure the candidate can carry out the inspection without endangering their own health and safety.

Where confidentiality requires, locations and company names may be omitted from the report, or alternatively guidance should be sought from NEBOSH.

Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work (Appendix 1). If this declaration is not submitted the candidate's result may be declared void. A signature can be electronic or can be faxed.

Candidates must note that Accredited Course Providers cannot comment on practical applications before submission or making.

Candidates, employers and internal assessors should be aware that the status of the inspection undertaken to fulfil the requirements of Unit IGC3 is for **educational purposes only**.

Date of Assessment

Assessment of the practical unit (IGC3) must normally take place **within 14 days** of (before or after) the date of the IGC1 and/or IGC2 written papers (the 'date of the examination'). The results sheet completed by the accredited course provider must reach NEBOSH **by no later than 21 days** after the date of the examination (Appendix 2).

If a candidate is absent from the written papers because of illness corroborated by a doctor's note, but successfully completes the IGC3 unit within the 14 day deadline, the result will stand. If a candidate is unable to complete the IGC3 unit under similar circumstances, NEBOSH may allow it to be taken at a later date beyond the normal 14 day deadline.

The accredited course provider should advise the candidate of the latest date by which the completed report and observation sheets must be received by the course provider for marking. It is the responsibility of the course provider to ensure that the results of the practical (IGC3) are available to NEBOSH by no later than 21 days after the date of the examination for IGC1 and/or IGC2.

Completion of study for both IGC1 and IGC2 is recommended in order to undertake the practical application unit IGC3.

Candidates planning to post their reports to the course provider should be reminded of the need to guard against loss in the post by sending their work by trackable delivery. Candidates are therefore advised to retain copies of both their completed observation sheets and report.

Marking

Practical applications will be marked by an internal assessor – a person proposed to NEBOSH by an accredited course provider and approved by NEBOSH. Internal assessors will be at least Grad IOSH of the Institution of Occupational Health and Safety or equivalent and working towards chartered membership, CMIOSH, (or similar).

A marking sheet (Appendix 3) will be completed by the internal assessor for each candidate and attached to the candidate's report. The total percentage mark for each candidate will be transferred to a results sheet (Appendix 2) and returned to NEBOSH by no later than 21 days after the examination date of IGC1 and/or IGC2.

Candidates must achieve the pass standard (60%) in this unit in order to satisfy the criteria for the qualification.

Moderation

Marked IGC3 assessments are subject to external moderation by NEBOSH to monitor the standard being set and marks awarded by the internal assessor may be adjusted accordingly.

The observation sheets and report should not be sent to NEBOSH unless they are called in. However, in addition to the marking sheet for each candidate, they must be retained for at least six weeks following the date of issue by NEBOSH of the examination results to which they relate. Practical applications may be called in at any time from the date of examination until six weeks after the issue of results.

Candidates may lodge an enquiry up to one month after the date of issue of assessment results.

Retention of practical samples by accredited course providers

The regulatory criteria require that NEBOSH monitors the consistency of internal assessment by accredited course providers (e.g. practicals marked by the course provider) over time. Accredited course providers are therefore required to retain representative samples of practical applications (e.g., high pass, low pass, refer) for each standard sitting or cohort for a **rolling three year period**.

The sample of practicals to be retained by accredited course providers will be no more than 24 scripts per year per qualification, but providers may choose to retain more for internal quality assurance purposes. Providers should retain the archived sample for three years in a manner that makes them easily retrievable. These samples may be requested by the regulatory authorities for quality assurance purposes (Ofqual, DCELLS, CCEA, SQA). This is intended to enable course provider staff to monitor the standards of candidate performance in the practical application over time, and make improvements to their delivery when necessary. Additionally, the samples will serve as exemplar materials for practical application assessors appointed by accredited course providers to use as guidance in their assessment decisions.

Sampling of accredited course provider-marked scripts enables NEBOSH to ensure that the standard of marking for internal assessment remains consistent over time both within and between accredited course providers. Using archived materials in this way is intended to maintain marking standards and enhance parity between the marks before and after moderation.

Other scripts should be disposed of as confidential waste.

Completion of observation sheets

Candidates will be supplied with a sufficient number of observation sheets from a course provider which may be photocopied for the purpose. An example observation sheet is given at Appendix 4. The observation sheets must be completed during the inspection. Only brief details of each hazard are required including where the hazard was located and the nature of the

hazard. For example, 'housekeeping could be better' does not give enough information about the particular hazard. Candidates should avoid the tendency to simply identify the tasks being undertaken, or the equipment that is being used, instead of providing an indication of how the tasks or items of equipment pose a risk.

Candidates must demonstrate their understanding of how identified hazards have the potential to cause harm, for example, boxes stored on the floor may cause obstruction of access, egress routes and / or a risk of musculoskeletal injury if lifted. This information must be recorded in the 'Hazards / Good Practice' column.

The observation sheets should be completed by:

- identifying, in the left hand column, any hazards, unsafe work practices and examples of good practice observed during the inspection;
- commenting in the next column, on the adequacy of existing controls and identifying any immediate, medium term and long term remedial actions needed;
- stating, in the right hand column a reasonable timescale for the actions identified.

There should be sufficient information on the observation sheets to enable the candidate to complete a report to management on their findings. Candidates are also advised to make notes on the area inspected, including activities taking place, in order to complete the introduction to their report. Whilst poor spelling and grammar will not be marked or penalised, if the assessor is unable to read or to understand the notes made by candidates during their inspection then invariably fewer marks will be awarded than would otherwise have been the case. The practical application may be submitted in the candidate's own handwriting or word processed.

Marking of observation sheets

Candidates are advised to refer to the marking sheet given at Appendix 3 and the marking matrix given at Appendix 6.

Range and number of hazards/good practice (15 marks)

Candidates should identify 20 uncontrolled hazards to gain maximum marks, but are strongly recommended to identify more than 20 (but no more than 30) in case of duplication or inappropriate hazards being identified. Candidates are expected to identify different types of hazards such as hazardous substances, fire, electrical, work equipment, ergonomic, housekeeping, noise, vibration, transport, manual handling and health hazards and should also consider if there are any welfare and environmental problems. At least four different types of hazard must be included for maximum marks. In addition candidates are expected to comment on situations where there is adequate control of hazards and where good practice is being observed, although candidates should place the emphasis on uncontrolled hazards. A maximum of 1 mark is available for good practice.

Where a candidate repeats a hazard, that hazard will only be credited once eg reference to three items of work equipment requiring portable appliance testing.

It is important to note that credit can only be gained in this section for clearly identified hazards.

Identification of suitable control measures and timescales (15 marks)

Candidates are expected to give thought to what is required to immediately control the risk from each identified hazard **AND** to identify the need for medium and long term actions to control the risk.

This requires candidates to distinguish between the symptoms and the root causes of hazards.

For example, the immediate action on a spillage may be 'clean up spillage and inform supervisor' whereas medium term actions might include appropriate supervisor training, regular inspections, and investigation of the source of the leak. A longer term action may be to modify the work process to tackle the root cause. The proposed control measures must not only remove or control the hazard but must also be realistic in terms of timescales.

If existing controls are in place and considered adequate, candidates should consider any measures required to maintain this level of control.

Candidates should avoid generic phrases being repeatedly used e.g. 'monitor' and 'train staff'. Candidates should give appropriate clarification by giving examples of appropriate monitoring and the type of training required.

Candidates should be aware that if unsuitable control measures are suggested full marks cannot be awarded. Short term measures to improve housekeeping will do little to improve the lack of safety management systems and procedures evidenced by materials and equipment left lying around.

Candidates should also note that where the hazard is not clearly identified credit cannot be gained for control measures.

Completion of report

Candidates should use the 'Candidate report template' given at Appendix 5 to structure their report. The length of the report should be between 500 and 750 words and should not simply duplicate the observation sheets. Candidates can consult reference books when preparing the report, but plagiarism will be dealt with as malpractice.

The report should not contain photographs, printed text or any other extraneous material.

The report should be written in such terms that a manager would be able to take reasonable action based on facts. Reports based on unsupported generalities and those that simply reiterate the contents of the observation sheets will be awarded low marks.

Marking of report

Candidates are advised to refer to the marking sheet given at Appendix 3 and the marking matrix given at Appendix 6.

Report – Introduction and Executive Summary

Introduction providing an overview of the chosen area (5 marks)

Candidates should start with the details of the inspection, stating where and when the inspection took place. A clear and appropriate description of the chosen area and of the activities occurring in the area should be given. Candidates should aim to complete their report in one hour.

Executive summary (5 marks)

The executive summary should be written after the candidate has completed the rest of the report but it should be inserted at the beginning of the report. The purpose of the executive summary is to provide a **concise** overview of the important points arising from the work and **summarise** the main conclusions and recommendations arising from it.

An executive summary should provide sufficient information to enable a busy manager to make a decision as to whether or not to read the full report and to provide a persuasive case for implementation of recommendations made.

Report – Main findings of the inspection

Quality of interpretation of findings and clear references to strengths and weaknesses (15 marks)

There should be a logical progression from the issues identified on the observation sheets. The key issues should be discussed having clear reference to strengths and weaknesses and should not include any issues not identified on the observation sheets.

Identification of possible breaches of international standards (5 marks)

Candidates should be able to identify those international standards and conventions listed in the syllabus that may have been infringed e.g. Guidelines on Occupational Safety and Health Management Systems (ILO-OSH 2001) (full titles should be given). Candidates must ensure that any standards or convention referred to is relevant to the area/location inspected and must demonstrate a clear understanding of the reasons for the breaches.

Persuasiveness / conciseness / technical content (10 marks)

The candidate must convince management to take action on the issues identified from the inspection. This should include clear legal, moral and financial arguments.

Financial benefits, such as increased productivity, may also accrue from making appropriate changes to safety systems. The possible costs of not taking action should be included.

A short list of issues requiring urgent action by management with associated explanations containing convincing arguments why such action is needed should be included. Reference can be made to the list of observations and recommended actions, calling particular attention to any recommendations which could have a high cost in terms of finance, inconvenience or time.

The report should be well structured, the appropriate length and not duplicate observation sheets. The report should be concise, readable and highly selective in terms of action required by management. Candidates should include balanced arguments on why action is needed and explain the effect it would have on the standards of health and safety at the workplace and the possible effects on the business overall.

Report – Conclusions and Recommendations

Clear and concise conclusions which are clearly related to report findings and are effective in convincing management to take action (15 marks)

This section should provide a concise summary of the findings identified in the main body of the candidate's report. The conclusions should not introduce new issues or additional factors. Relevant and appropriate information should be provided to persuade management to take action.

Recommendations which present realistic actions to improve health and safety in the chosen area (15 marks)

Candidates should include recommendations based upon their conclusions. Recommendations should be presented using the recommendations table included at Appendix 5. The recommendations must be realistic, appropriately prioritised and have appropriate resource implications. Candidates are not expected either to know or to estimate actual costs but should demonstrate that they are aware of cost implications. For example, candidates recommending the complete resurfacing of a site roadway because of a small pothole, without commenting on its overall condition, will receive low marks. If training is recommended as a solution to a problem, candidates should indicate if this is likely to require a few hours of work-based instruction or several days of more costly off-the-job training. It is the assessment of magnitude of the cost that is important, rather than precise figures, e.g. candidates may refer to the number of worker hours as a measure of cost.

Recommendations should be prioritised. The most pressing issues, those which present the highest risk levels and those that can be done immediately at little or no cost, should be addressed first.

APPENDIX 1

IGC3 – The Health and Safety Practical Application

Candidate and course provider declarations:

For completion by the candidate:

I declare that the work submitted for this practical application assessment ie. the completed observation sheets and the report to management, is my own work. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by a course provider representative (e.g. internal practical assessor):

I declare that the work marked is identical to that received from the candidate. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

Signature _____

Date _____

For completion by the course provider's internal practical assessor:

I declare that I have marked this work and am both qualified and approved by NEBOSH to do so. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice policy.

Name (Print) _____

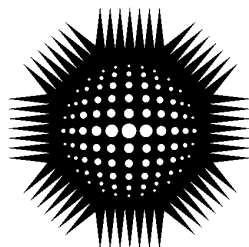
Signature _____

Date _____

NB: This declaration must be completed in full, submitted and retained with the candidate's script. If this declaration is not submitted the candidate's result may be declared void.

APPENDIX 3

INTERNATIONAL GENERAL CERTIFICATE (2010 specification)



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Assessor's marking sheet

IGC3 – THE HEALTH AND SAFETY PRACTICAL APPLICATION

Date of practical application _____

Name of assessor _____

Course provider
number

Course provider
name

Student number

Student name

	Criteria	Maximum marks available	Assessor's marks awarded	NEBOSH moderated marks (if different)
1	Completion of observation sheets			
1.1	Range and number of hazards/good practice	15		
1.2	Identification of suitable control measures and timescales	15		
2	Report - Introduction and Executive Summary			
2.1	Introduction providing an overview of the chosen area	5		
2.2	Executive summary	5		
3	Report - Main findings of the inspection			
3.1	Quality of interpretation of findings and clear references to strengths and weaknesses	15		
3.2	Identification of possible breaches of international standards	5		
3.3	Persuasiveness / conciseness / technical content	10		
4	Report - Conclusions and Recommendations			
4.1	Clear and concise conclusions which are clearly related to report findings and are effective in convincing management to take action	15		
4.2	Recommendations which present realistic actions to improve health and safety in the chosen area	15		
	TOTAL MARKS	100		

Outcome: PASS (60% or more)

REFER (less than 60%)

Date assessed ____ / ____ / ____

Assessor's signature _____

Date received by course provider ____ / ____ / ____

Date received by NEBOSH

(if applicable) ____ / ____ / ____

Assessor's additional comments on the practical application:

ASSESSED BY (name in block letters) _____

The mark sheet must be retained by the Course Provider and sent to NEBOSH only if requested.

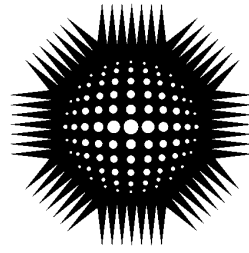
NEBOSH USE ONLY

NEBOSH Moderator's comments:

APPENDIX 4

INTERNATIONAL GENERAL
CERTIFICATE
(2010 specification)

IGC3 – THE HEALTH AND
SAFETY PRACTICAL APPLICATION



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Candidate's observation
sheet

Sheet number ____ of ____

Student name _____

Student number _____

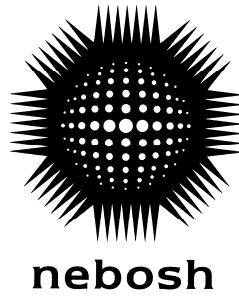
Place inspected _____

Date of inspection ____ / ____ / ____

Observations Hazards / Good practice	Control measures Immediate, medium and longer-term actions	Timescale (immediate, 1 week, etc)

APPENDIX 5

INTERNATIONAL GENERAL
CERTIFICATE
(2010 specification)



Candidate report template

UNIT IGC3 – THE HEALTH AND
SAFETY PRACTICAL APPLICATION

Student number _____

Location _____

Date of review ____/____/____

Structure report under the following headings:

Introduction including overview of area inspected and activities taking place

Executive Summary

Main findings of the inspection

Conclusions

Recommendations – include as a table in the following format:

Recommendation	Likely resource implications	Priority	Review date

APPENDIX 6

IGC3 Marking Matrix

For each element, 0 marks should be awarded if that aspect of the report fails to meet the criteria for 1 mark.

Marks to be awarded			
	11 - 15	6 - 10	1 - 5
Completion of observation sheets	<p>Range and number of hazards / good practice</p> <ul style="list-style-type: none"> ▪ Appropriate hazards/good practice for the chosen area ▪ 4-5 different types of hazards identified ▪ 14-20 uncontrolled hazards identified 	<ul style="list-style-type: none"> ▪ Appropriate hazards/good practice for the chosen area ▪ 2-3 different types of hazards identified ▪ 7-13 uncontrolled hazards identified 	<ul style="list-style-type: none"> ▪ Some appropriate hazards/ good practice for the chosen area ▪ 1 type of hazard identified ▪ 1-6 uncontrolled hazards identified
	<p>Identification of suitable control measures and timescales</p> <ul style="list-style-type: none"> ▪ All sections of the observation sheet completed ▪ Immediate, medium and longer-term actions identified for 14-20 hazards ▪ All / most recommended actions effective in reducing risk and realistic in terms timescales 	<ul style="list-style-type: none"> ▪ All sections of the observation sheet completed ▪ Identification of mainly immediate actions for the identified hazards ▪ Recommended actions generally effective in reducing risk and realistic in terms of timescales 	<ul style="list-style-type: none"> ▪ Some sections of the observation sheet completed ▪ Reference to immediate actions only ▪ Recommended actions limited in reducing risk and unrealistic in terms of timescales

1. Typical issues are listed in Table 1 and internal assessors must complete Table 1 to assist in allocating marks.

Marks to be awarded			
	4 - 5	2 - 3	1
Management Report – Introduction and Executive Summary	Introduction providing an overview of the chosen area	<ul style="list-style-type: none"> ▪ Clear and appropriate description of the chosen area and of the activities occurring in the area 	<ul style="list-style-type: none"> ▪ Description of the chosen area and of the activities in area
	Executive Summary	<ul style="list-style-type: none"> ▪ Concise overview of important points and main conclusions / recommendations 	<ul style="list-style-type: none"> ▪ Overview of some important points and some conclusions / recommendations
			<ul style="list-style-type: none"> ▪ Limited description of the chosen area. ▪ Lack of details on the activities taking place in area
			1

Marks to be awarded	
	11-15
	6-10
	1-5
<p>Management Report –</p> <p>Main findings of the inspection</p>	<ul style="list-style-type: none"> ▪ Logical progression from the observation sheets ▪ Key issues identified in observation sheets have been appropriately discussed ▪ Clear references to strengths and weaknesses
<p style="text-align: center;">Quality of interpretation of findings and clear references to strengths and weaknesses</p>	<ul style="list-style-type: none"> ▪ Logical progression from the observation sheets ▪ Some key issues identified in observation sheets have been appropriately discussed ▪ Some references to strengths and weaknesses
<p style="text-align: center;">Quality of interpretation of findings and clear references to strengths and weaknesses</p>	<ul style="list-style-type: none"> ▪ Logical progression from the observation sheets ▪ Some key issues identified in observation sheets have been appropriately discussed ▪ Some references to strengths and weaknesses
<p style="text-align: center;">Quality of interpretation of findings and clear references to strengths and weaknesses</p>	<ul style="list-style-type: none"> ▪ Limited progression from the observation sheets ▪ Limited discussion of the key issues identified in the observation sheets ▪ Limited references to strengths and weaknesses

Marks to be awarded				
5	4	3	2	1
<p>Appropriate references to 5 possible breaches of international standards.</p> <p>Demonstration of a clear understanding of the reasons for all breaches.</p>	<p>Appropriate references to 4 possible breaches of international standards.</p> <p>Demonstration of a clear understanding of the reasons for the majority of the breaches.</p>	<p>Appropriate references to 3 possible breaches of international standards.</p> <p>Some demonstration of understanding of the reasons for some of the breaches.</p>	<p>Appropriate references to 2 possible breaches of international standards.</p> <p>Some demonstration of understanding of the reasons for some of the breaches.</p>	<p>A list of international standards with no explanation of how the international standards were breached, or how they relate to the hazards, unsafe conditions or work practices selected.</p>
Identification of possible breaches of international standards				

Marks to be awarded			
	8-10	4-7	1-3
<p>Management Report-</p> <p>Main findings of the inspection</p>	<p style="text-align: center;">Persuasiveness/ conciseness / technical content</p> <ul style="list-style-type: none"> ▪ Clear legal, moral and financial arguments ▪ Convinces management to take action ▪ Report is well structured and appropriate length ▪ Report does not duplicate observation sheets 	<ul style="list-style-type: none"> ▪ Some legal, moral and financial arguments ▪ Some persuasion in management action ▪ Report is reasonably well structured ▪ Some duplication of observation sheets 	<ul style="list-style-type: none"> ▪ Limited legal, moral and financial arguments ▪ Limited persuasiveness in management action ▪ Report is poorly structured ▪ Report duplicates observation sheets

Marks to be awarded				
	11 - 15	6 - 10		
Management Report – Conclusions and Recommendations	Clear and concise conclusions which are clearly related to report findings and are effective in convincing management to take actions	<ul style="list-style-type: none"> ▪ Findings identified in report summarised clearly and concisely ▪ Relevant and appropriate information provided to persuade management to take actions 	<ul style="list-style-type: none"> ▪ Logical progression from the report ▪ Some key issues identified in report have been appropriately discussed 	<ul style="list-style-type: none"> ▪ Limited progression from the report ▪ Limited discussion of the key issues identified in the report
	Recommendations which present realistic actions to improve health and safety in the chosen area	<ul style="list-style-type: none"> ▪ Recommendations based upon conclusions ▪ Realistic recommendations ▪ Appropriately prioritised recommendations ▪ Appropriate cost estimations for all recommendations 	<ul style="list-style-type: none"> ▪ Most recommendations follow on from the conclusions ▪ Most recommendations are realistic ▪ Some attempt at prioritisation ▪ Appropriate cost estimations for most recommendations 	<ul style="list-style-type: none"> ▪ Limited progression from conclusions ▪ Recommendations not all realistic ▪ Limited cost estimations
	11 - 15	6 - 10	1 - 5	

