

OSTAS Limited

General Health & Safety Brochure

OSTAS Limited
Unit 2, The Court
Holywell Business Park
Northfield Road
Southam
Warwickshire
CV47 0FS

Tel: 01926 813356

Fax: 01926 817311

Email: enquiries@theacegroup.co.uk

Web: www.ostas.co.uk

OSTAS

Dear Client

I am pleased to have the opportunity to introduce the range of safety and health training courses OSTAS Limited will be offering this year. Whether you are looking to fulfil an immediate need in safety advice and guidance I am confident our experienced team of Consultants/Trainers will fulfil your requirements.

OSTAS has been in business since 1984 and prides itself on the standard of practical services provided.

The team enjoys over 80 years experience in health and safety work gathered from working with clients across a wide spectrum, including manufacturing, government departments, local authorities, retail, commercial and service sectors.

The company demonstrates its commitment to Quality Standards and has achieved ISO 9001:2008 initially in 1994, ISO 14001:2004 and BS-OSHAS 18001:2007, externally audited by Moody International Certification Limited.

OSTAS are approved to run the full range of NEBOSH and IOSH accredited courses, offering professional qualifications and awareness courses for directors, managers and employees.

Should you wish to discuss your requirements further, we would welcome the opportunity to talk with you.

Yours sincerely



*Ray Gibbs
Managing Director*

OSTAS MISSION STATEMENT

Our team are committed to providing the highest standards in safety services and training to our clients.

We are believers in quality and work towards continuous improvement; this is achieved by investing in our people through regular training, team briefings and two-way feedback. This aids us in maintaining our professional competence.

We aim to keep constantly ahead of the market in the services that we offer, with the objective being to present to our clients a package which enhances their business by achieving the highest health and safety standards through a practical, positive route.

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OSTAS

Occupational Safety Training and Advisory Services

Introduction

Awareness of the importance and issues relating to health and safety in the workplace has never been greater, however the maze of regulations, legislation and codes of practice makes devising, implementing and maintaining a proactive health and safety policy a specialist task.

Established To Offer A Total Safety Package

OSTAS (Occupational Safety Training and Advisory Services) was established to offer a “total safety package” of specialist advisory, consultancy and training services to match each individual company’s or organisation’s particular needs.

The combination of technical expertise, extensive experience and a practical hands-on approach, is the “hallmark” of OSTAS’ success and ensures its market leader in the health and safety field.

Services Tailored According to Individual Requirements

Recognising the need for flexibility, OSTAS is able to tailor its services according to each customer’s unique requirements, which enables a wide variety of organisations – from smaller companies to large corporations – to benefit from the specialist resources available.

Qualified Experts; Up to Date Knowledge

All qualified experts, OSTAS personnel are dedicated to providing and maintaining the highest standards of service and most up-to-date knowledge within each area of expertise. Based in the Midlands, OSTAS is strategically located to serve its customer base throughout the UK and Europe.

Approved Courses

OSTAS are approved by a variety of bodies to run health and safety and associated courses.

Membership

Let OSTAS become your professional safety advisor and discover the many benefits it offers on page 10.

Courses

The courses are offered on a national basis throughout the UK and are designed to allow companies to comply with safety legislation. All courses are controlled in size to ensure that numbers are not too great to stop individual delegate participation and similarly not too small to make interaction impossible.

Further to information/Booking

For further information on any services offered by OSTAS please contact Samantha Harding (01926 813356) or fax (01926 817311). Bookings will be accepted by telephone but must be confirmed in writing within seven days.

Fees

Fees quoted are correct at the time of going to press but OSTAS reserves the right to alter fees without notice in line with current situations. All prices will be confirmed at the time of booking.

VAT

Course fees are subject to Valued Added Tax at the current rate where applicable in the UK and dependent on the rulings of HM Customers and Excise departments with reference to training and re-training for any specific trade or profession.

Cancellation Arrangements

Notice of Cancellation (in writing)

	Fee Payable	Transferred to a later date
No Show	FULL	FULL
5 Days or Less	FULL	FULL
6-10 Days	75%	50%
11-15 Days	50%	25%
16-20 Days	25%	10%

Days = Working Days

Telephone cancellations will be accepted but must be confirmed in writing within 7 days. Substitution of delegates will incur no extra charge.

Grants

Certain courses run by OSTAS may be eligible for grants or financial help from certain training boards or agencies.

Examinations

All OSTAS examinations are monitored by external assessors and all decisions made by OSTAS are considered binding in connection with examinations. All relevant Industrial Training Boards are informed of courses and examinations.

Selection of OSTAS Clients

- 3M Health Care
- ABB
- ADT Fire & Security
- Advantage West Midlands
- Agusta Westland UK
- Airbus
- AkzoNobel Packaging Coatings
- Alstom Power
- Aston Martin Lagonda
- Atlas Copco
- BAE Systems
- Basildon District Council
- BNS Nuclear Services
- BMW (UK) Manufacturing
- BorgWarner Turbo & Emission Systems
- British American Tobacco
- British Waterways
- Broads Authority
- B & V Water Treatments
- Buhler
- Burckhardt Compression (UK)
- Butchers Pet Care
- Calor Gas
- Cambridgeshire County Council
- Carillion
- CEFAS
- CHEP UK
- CommerzBank
- Commonwealth War Graves Commission
- Conoco Phillips
- Converteam
- Corus
- Cosworth Racing
- Cotswold Lifts
- Coventry Healthcare NHS Trust
- Dairy Crest
- Electrical Contractors Association
- English Heritage
- E-on
- Ford Motor Company
- G4S Justice Service
- Gloucester City Homes
- Goodrich Automation Systems
- Goodyear Dunlop Tyres UK
- Hafele
- Health & Safety Executive
- Hovis
- IBC Vehicles
- ISG Pearce
- Jephson Housing Association
- Jeyes Group
- Kohler Mira
- Kraft Foods
- L J Monks
- Maple Leaf Bakers UK
- Magnox North
- Magnox South
- Marshalls plc
- Millward Brown International plc
- MUGEN Euro Co
- National Trust
- Nestle (UK)
- Nextiraone
- Northampton Borough Council
- NSI Group
- OTR Tyres
- Pilkington AGR
- Pilkington Technology
- Premier Foods
- Property Services Group
- Prysmian Cables & Systems
- Quartzelec
- RAC Auto Windscreens
- Rangemaster
- Redler
- Rohm Haas
- Rolls Royce
- Royal Institution of Chartered Surveyors
- Royal Society for the Protection of Birds
- Rugby Borough Council
- Sandvik Mining and Construction
- Saint-Gobain Glass
- Serck Controls
- Scholastic
- South Oxfordshire District Council
- Static Systems Group
- Stratford-upon-Avon Town Council
- The Co-operative Group
- The Outsourced Training Company
- The Vegan Society
- Thyssen Krupp Services
- Toyota Motor Manufacturing (UK)
- Trader Media
- University of Warwick
- University of Reading
- Veolia ES Birmingham
- Vion UK
- Warwickshire County Council
- Waterford Wedgwood plc
- Wealden District Council
- Weir Power & Industrial
- Wells & Youngs Brewing Company

OSTAS

The Ace Group

Leading the Way in Health & Safety

Established in 1984, OSTAS Limited has steadily grown into one of the major independent health and safety businesses in the UK.

Based in the Midlands and operating from bespoke facilities in Southam, Warwickshire and Digbeth, Birmingham, the group operates through the UK and Europe and is committed to providing a truly full range of specialist health and safety services.

With ever changing legislation and a maze of regulations, keeping abreast of health and safety issues calls for specialists. This is where we can help.

OSTAS offers a full range of safety training for all types of occupational sectors, with instruction from its own staff at its superb training centre in the Midlands, or in-house at your premises or a local venue.

OSTAS also offers an advisory service to its members and can assist with health and safety policy, audits, base line surveys, inspections, risk assessments and accident investigations.

OSTAS also has facilities at its all weather training centre in central Birmingham, offering specialist training for materials handling, including pedestrian, forklift truck and cranes. All services are also offered in-house on your premises.

A separate brochure detailing our full scope of plant training is available on request.

With a team that enjoys over 80 years experience in health and safety, we are sure we can provide you with an answer to any health, safety or training need.

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SAFETY ADVISORY SERVICE

Unfortunately the need for an ongoing safety programme is all too evident in today's commercial environment; 500 industrial deaths, half a million non-fatal accidents (reported) and over 15 million lost working days, leading to a staggering loss of over £1 billion each year. Many companies cannot afford to maintain a specialist safety department and often the job is left to someone as a secondary duty who finds it hard to do justice to the position. Membership allows companies such as this to have access to specialist backup services with a diverse knowledge of safety. In other words, they have a safety department on call at a fraction of the cost.

Many companies who do not have extensive safety departments, also find membership invaluable as they supplement their own facilities with an independent view and are kept abreast of changing health & safety legislation, in the form of Regulations, Codes of Practice and Guidance Notes and correct good practices that are applicable to their business.

Membership provides a convenient and cost effective way of keeping senior management in touch with safety.

The benefits of a Safety Advisory Service, which a company may expect to gain, are:

- A standing contract with a number of arranged visits, which will eliminate the need of employing someone on a permanent basis in the safety field.
- Regular predetermined visits by an experienced Safety Advisor, who is not subjected to the production or commercial pressures experienced by a direct full time employee.
- Updating on all relevant Regulations and changing legislation that is of importance. The creation of a specific Specialist Safety Service.
- Availability to a wealth of unbiased independent safety advice.
- A fixed fee, agreed and related to a number of visits allows budgetary control, which, can be measured and spread over a twelve-month period.

VISITING SERVICES

It is essential that practical steps are taken to reduce the drain on resources of an organisation caused by accidents. The benefits of reducing the number of accidents are numerous, including the reduction of wastage and reduced damage to equipment. The advantage of reducing losses due to accidents cannot be ignored and to this end OSTAS provide services ranging from an in-depth Safety Audit to structured Safety Inspection.

SAFETY AUDIT

An OSTAS safety audit subjects each area of the company's activity to a systematic crucial examination with the object of minimising losses. Every component of the total system is included, e.g. management policy, attitudes, training, features of the process and of the design, layout and construction of the factory and operating procedures. As in the field of accountancy the audit aims to disclose the strengths and weaknesses and the main areas of vulnerability risk and is carried out by appropriately qualified personnel. A comprehensive report will be compiled with a suggested action plan, which will be monitored. Subsequent follow up visits can then be agreed to ensure proper standards are maintained.

SAFETY SURVEY

A safety survey is a detailed in-depth examination of a specific field of activity, e.g. major key areas revealed by safety audits, individual plants, procedures, or specific problems common to the works as a whole. This needs to be carried out by a qualified person such as the consultant provided by OSTAS, giving the added bonus of an independent view and freedom from the commercial pressures of a full time employee. A formal report will be prepared along with a suggested action plan, which can be monitored. Further visits can be agreed to ensure proper standards are maintained.

SAFETY INSPECTIONS

A regular safety inspection of a unit or department carried out along with management and employee representatives. The inspection would check maintenance standards, employee involvement, working practices and that work is carried out in accordance with procedures, etc.

ACCIDENT INVESTIGATION

Legislation requires immediate notification for certain categories of injuries and dangerous occurrences. Confirmation in writing must follow within ten days. Most insurance companies require early notification of accidents that could lead to a claim. OSTAS takes the anxiety of investigations away from the company, providing a comprehensive accident report and liaising with the insurance companies and enforcing authorities where necessary.

ENVIRONMENTAL MONITORING SERVICES

NOISE ASSESSMENT

The Noise at Work Regulations require that where noise reaches 80 dB(A) employers must have hazard areas assessed by a competent person, provide workers with information and make hearing protection available. When exposure reaches 85dB(A) the employer must take more action including noise reduction and making sure hearing protection is used by anyone exposed.

OSTAS offer a wide range of services from a simple noise assessment to a noise management survey. This includes a comprehensive noise survey cost/benefit analysis of noise control options in priority areas, simple noise control recommendations for immediate implementation and a suggested action programme with reference to current Regulations.

MONITORING FOR DUST, FIBRES, GASES

OSTAS also offer an extensive environmental monitoring service for various kinds of dusts, fibres and gases, including asbestos. A full report is provided which includes suggestions for action is necessary. All sampling work is tailored around the individual company and provides valuable independent information.

The cost of these services will vary according to the hazard being sampled and the duration of the survey.

APPROVED COURSES

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NEBOSH NATIONAL DIPLOMA

The OSTAS syllabus leads to the Diploma examinations of the National Examination Board in Occupational Safety and Health. The course consists of 3 units (plus communication skills) which, upon successful completion, gives access to Chartered Membership of the Institution of Occupational Safety and Health.

Designed for:

Full time safety practitioners without formal qualifications, potential safety practitioners, or anyone requiring a full grounding in health and safety membership of IOSH.

Method and Duration:

The course consists of four units:

Unit A: Managing Health & Safety
Unit B: Hazardous Agents in the Workplace
Unit C: Workplace and Work Equipment
Unit D: Application of Health & Safety Theory & Practical

Unit A is of fifteen days' duration, Units B and C are of ten days duration each.

Each Unit follows the NEBOSH syllabus and is presented by formal training, syndicate exercises, DVDs and practical work.

Objectives:

Upon successful completion of the course, delegates will be able to:

- Identify a full range of hazards present in the workplace with a view to their statutory compliance, evaluation, elimination and control.
- Complete an assignment of 8,000 words and attain a formal qualification through examinations.

Course Content:

The course consists of four Units. (Syllabus available separately.)

Notes:

Individual units can be taken in place of sitting all units at the same time.

NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL SAFETY AND HEALTH

OSTAS offer a course approved by the National Examination Board in Occupational Safety and Health which reflects the importance of structured training in safety and health for people with a responsibility for the safety of others.

Candidates will have the opportunity to sit the course examinations on a unitised basis, and on attaining a satisfactory level in all 3 units, will receive the NEBOSH National General Certificate in Occupational Safety and Health.

Designed for:	Managers, supervisors, safety representatives and safety committee members who are involved in the safety of others and seek an understanding of modern safety and health practices.
Method and Duration:	<p>The course duration is ten days, which can be consecutive days or run on a unitised basis, to suit the requirements of an organisation.</p> <p>The presentation will include formal training, DVD and syndicate exercises, which allows maximum involvement of course members. On completion of the programme, course members will have the knowledge and skill to:</p>
Objectives:	<ul style="list-style-type: none"> • Demonstrate their understanding of the subject by obtaining the NEBOSH National General Certificate. • Appreciate health and safety legislation • Develop an effective health and safety programme within their respective organisation
Course Content:	The syllabus is practical based and divided into three parts:
Unit 1: The Management of Health & Safety:	<p>Managing Safety: Company Safety Policy, Concept of Safe Systems of Work, Human Factors in Safety and Health, Principles of Accident Prevention, Accident Investigation and Recording.</p> <p>Compliance with the law: Common Law, Statute Law: Health and Safety at Work etc., Act, and associated Acts, Regulations, Codes of Practice & Guidance Notes, Safety Representatives Role and Function.</p>
Unit 2: Controlling Workplace Hazards:	<p>Process hazards including: Machinery, Electrical, Substances, Fire, Ladders, Scaffolds & Transport. Musculoskeletal, Physical and Psychological health hazards and controls. Chemical and Biological health hazards: Effects of Substances on the Body, Noise in the Workplace, Radiation, Lighting, Personal Protective Equipment.</p>
Unit 3: Practical Application:	The practical is carried out at the delegates place of work and must be submitted within 14 days of either examination.
Examinations:	Take place at the end of each unit. Successful candidates with at least 5 years experience can apply for Tech IOSH.

IEMA ASSOCIATE CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

OSTAS offer a course approved by the Institute of Environmental Management and Assessment which is designed to raise the professional competence of environmental practitioners by assessing their knowledge and understanding of environmental management and its application.

Candidates will have the opportunity to sit the course examination upon completion of three modules, which define the level and scope of Associate Membership with accompanying demonstrable learning outcomes.

Designed for:	Managers, supervisors and those who have a basic understanding of environmental issues and want to expand their knowledge and understanding to Associate Membership.
Method and Duration:	<p>The course duration is ten days, which can be consecutive days or run on a unitised basis, to suit the requirements of an organisation. Minimum of 10 days.</p> <p>The presentation will include formal training, DVD and syndicate exercises, which allows maximum involvement of course members.</p> <p>On completion of the programme, course members will have the knowledge and skill to:</p>
Objectives:	<ul style="list-style-type: none"> • Demonstrate their understanding of the subject by obtaining the IEMA Associate Certificate in Environmental Management • Appreciate environmental legislation • Develop an effective environmental management programme within their respective organisation
Course Content:	<p>The syllabus is practical based and divided into three modules:</p> <ul style="list-style-type: none"> • Appreciate how global and local environmental issues evolve, and identify why and how they can be incorporated into the management of an organisation • Understand in general terms the impacts of societal activities on the earth's natural systems • Outline practical ways in which an organisation can reduce its impacts, both strategically and operationally • Inter-relationships of the environmental, economic, social and ethical aspects of sustainability • Understand in general terms the structure of the regulatory process • Determine the key environmental legislation, agreements and initiatives relating to an organisation and their relevance to operations • Design and implement processes for the assessment, interpretation and management of environmental performance
Module1: Environmental Sustainability	
Module2: Environmental Legislation:	<p>Assessment of delegate knowledge and understanding of the learning outcomes should be tested through a combination of examination and practical exercises.</p>
Module 3: Assessment, Interpretation and Management of Environmental performance	<p>The practical assessment takes the form of an on-site environmental audit and is carried out within the course duration. Following the practical audit a written synopsis of the audit findings and recommendations is to be completed for assessment towards the Certificate.</p>
Examinations:	All delegates who have successfully completed this IEMA approved course will gain Associate Membership of the IEMA (AIEMA).

NVQ IN OCCUPATIONAL HEALTH & SAFETY LEVELS 2, 3, 4 & 5

The NVQ is a health & safety qualification based on assessment of competence in the workplace. The NVQ has no barriers to entry and does not specify how much or what type of training a candidate may need. This will vary on a candidate's background.

The purpose of the NVQ is that the candidates demonstrate that they have sufficient underpinning knowledge, and can apply in the workplace.

Designed for:	Full time safety practitioners without formal qualifications, potential safety practitioners, or anyone requiring a full grounding in health and safety. Delegates should have previous knowledge and experience of health and safety.
New Level 2:	Level 2 is for employees to demonstrate an active role in improving the company's safety culture – involves completing risk assessments specifically.
Level 3:	Level 3 General risks – for delegates who have an interest / responsibility for health & safety, managers / supervisors and safety representatives.
Level 4:	Level 4 for those with health and safety responsibility in their organisation and who wish to demonstrate their competence. Successful candidates can apply for corporate membership of IOSH.
New Level 5:	Level 5 does not cover core competence requirements for IOSH membership and will not be accepted as meeting the academic requirement for corporate membership. (MIOSH)
Content:	The domain knowledge and understanding of potential clients will be assessed at initial interview. Candidates will then agree a programme with the tutor for further training and / or provision of evidence against individual units. Introduction and evidence finding sessions (maximum of ten visits).
Objectives:	On achieving the NVQ and IOSH approving the portfolio delegates will be eligible for: City & Guilds certification (NVQ3) equivalent to NEBOSH National Certificate. Corporate membership of IOSH (NVQ4)
Notes:	Advice and guidance charged separately.

IOSH MANAGING SAFELY

A nationally recognised foundation course for management, the syllabus being designed by the Institution of Occupational Safety and Health. The course will highlight the application of good management principles in respect of health and safety as part of a total management control strategy. Candidates who are successful in the written examination and project will be awarded an IOSH certificate.

Designed for:

The course is designed for managers with responsibility for safety and health who wish to achieve a basic award in the subject.

Method and Duration:

To fulfil the syllabus OSTAS has developed a course of four days duration consisting of formal training. DVD presentation and an emphasis on syndicate work.

Objectives:

To equip members of management with the knowledge to successfully achieve the award standard.

Course Content:

The course includes:-
Risk Assessment and Risk Control
Common and Statute Law
Health & Safety at Work Etc. Act 1974
Workplace Hazards
Working at Height
Fire and Emergency Procedures
Manual Handling
Stress in the Workplace
Violence at Work
Display Screen Equipment
Health Hazards
Electricity
Noise & Vibration
Provision and Use of Work Equipment
Reactive Monitoring
Measuring Performance
Protecting our Environment

Notes:

It is essential that managers demonstrate their understanding of health and safety in today's world. This course is an excellent example of how this can be achieved.

IOSH SAFETY FOR SENIOR EXECUTIVES

A nationally recognised awareness course aimed at senior executives, the syllabus being designed by the Institution of Occupational Safety and Health. Successful candidates are awarded an IOSH certificate.

Designed for:

The course is designed for senior executives within the organisation.

Method and Duration:

To fulfil the syllabus OSTAS have developed a one day course consisting of formal presentation and syndicate work.

Objectives:

To equip senior management with an awareness of health and safety principles, with particular emphasis on personal responsibility.

Course Content:

The course includes:

- Common Law
- Statute Law
- Liabilities and Penalties
- Safety Policy
- Principles of Accident Prevention
- Risk Assessment Strategy
- Root Causes of Accidents
- Delegate Assessments

Notes:

With an ever increasing emphasis of personal liability from the enforcing authorities, senior management should familiarise themselves with their company safety policy and individual responsibilities. This course achieves that process.

IOSH WORKING SAFELY

A nationally recognised awareness course aimed at employees, the syllabus being designed by the Institution of Occupational Safety & Health.
Successful candidates will be awarded an IOSH certificate.

Designed for:

The course is aimed at all levels of employee within an organisation.

Method and Duration:

To fulfil the syllabus OSTAS have devised a one day course consisting of formal presentation, DVD and emphasis on syndicate work.

Objectives:

To equip employees with an awareness of health and safety principles and their responsibilities.

Course Content:

The course includes:-
Causes of Accidents
Unsafe Acts/Unsafe Conditions
Safety Signs
Recognition of Hazards/Risk/Control
Fire & Electricity
Work Equipment
Housekeeping
Access/Egress
Health Risks – Chemicals and Noise
Display Screen Equipment
Manual Handling
Understanding of the Safety Policy
Co-operation/Communication
Importance of Accident/Hazard Reporting

Notes:

Delegates are required to undertake a short exam and hazard spotting exercise.

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CONSTRUCTION SAFETY

The construction industry is coming under increasing pressure to improve site safety from the Inspectorate. The courses below are designed to give a wide knowledge to allow self regulation.

Designed for:

All building and construction site staff.

Method and Duration:

The course duration is two days and consists of formal training, DVDs and syndicate work allowing involvement of course delegates.

Objectives:

Upon completion of the course the delegates will be acquainted with the legal requirements for health and safety on site. The delegates will receive practical guidance on the establishing and maintenance of safe systems of work.

Course Content:

Legal Requirements – The Construction Regulations
Principles of Accident Prevention
Safety in Excavators
Mechanical Plant
Scaffolding
Electricity
Registers and Records

Notes:

The construction safety course is suitable for both new and established construction and building site supervisory staff.

CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS

Designed for:	All those involved in design, construction, repair, maintenance and cleaning of a building or structure.
Method and Duration:	The course is of a day's duration and consists of formal presentation, DVDs and syndicate work.
Objectives:	To equip course members with the knowledge and understanding of roles and responsibilities to comply with the CDM Regulations.
Course Content:	Background to legal responsibilities, transfer from CDM 1994 to CDM Regulations 2007. Roles/Responsibilities Case Study

CONSTRUCTION MANAGEMENT COURSE

Designed for:	All construction industry managerial staff on and off site.
Method and Duration:	The course duration is three days and consists of DVDs, formal training and syndicate work to allow delegate participation.
Objectives:	Upon completion of the course, managerial delegates will be acquainted with their overall responsibility under the Health and Safety at Work Act (1974) and all other current relevant safety legislation. Delegates will also understand safe working practices and Construction Regulations.
Course Content:	<ul style="list-style-type: none">• The Health and Safety at Work Act• Principles of Accident Prevention• Construction Regulations• The Contractor/Client Relationship and Respective Responsibilities• Registers and Records• Confined Spaces• Excavations• Scaffolding• Lifting Equipment• Electrical Hazards and Precautions• Falsework• Responsibilities for the Public
Notes:	This course is a more in depth course suitable for all construction industry managerial staff.

CONTROLLING THE CONTRACTOR

The Clients Responsibility:	Almost without exception construction companies and project engineers employ sub contractors in one form or another. This course gives the required knowledge in controlling the contractors.
Designed for:	Architects, project engineers, safety staff and on site management.
Method and Duration:	The course duration is three days and consists of formal training, DVDs and syndicate work to allow delegate participation.
Objectives:	Upon completion of the course the delegates will be acquainted with the hazards and precautions associated with all aspects of the construction process.
Course Content:	<ul style="list-style-type: none">• Regulating the Contractor• Electricity• Lifting Equipment• Excavations• Scaffolding• Confined Spaces• Safe Working Systems on Roofs and at Height• Noise• Asbestos• Demolition• Registers and Records• Mechanical Plant and Equipment
Notes:	It is imperative that people in a managerial role be aware of their responsibilities towards their contractors. The course is suitable for anyone in a managerial role likely to employ contractors.

SCAFFOLDING

Objectives:	<p>If scaffolding is erected wrongly it can have catastrophic effects. It is therefore essential that anyone inspecting scaffolding is aware of the proper inspection procedure to pass the scaffolding as safe.</p> <p>Upon completion of the course the delegates will understand that different components and types of scaffolding. They will also understand their use in relation to the Codes of Practice and know how to comply with the Construction Regulations.</p>
Designed for:	<p>Anyone required to inspect scaffolding needing a basic awareness level including supervisors and maintenance staff.</p>
Method and Duration:	<p>The course duration is one day and consists of formal training, DVDs and a variety of visual aids, in order to convey the practical nature of this course within the classroom.</p>
Course Content:	<p>The Health and Safety at Work Act 1974 Statutory Requirements Relating to Scaffolding Terminology and Identification of Components Difference Types of Scaffolding Working on Roofs and at Heights Inspection of Ladders and Means of Access</p>
Notes:	<p>More in-depth advanced and practical courses can be arranged on the same basis.</p>

SAFETY PASSPORT COURSES

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CCNSG NATIONALLY ACCREDITED SAFETY PASSPORT

OSTAS, an organisation approved by ECITB, were one of the original providers of this training.

It has steadily grown into a scheme adopted by clients who wish to satisfy themselves that contactor personnel interfacing with their own operations and employees have attained a basic knowledge in safety and health.

Designed for:

Personnel of contracting companies who wish to have no restrictions for whom they can work, due to lack of safety and health knowledge of employees or sub-contractors.

Method and Duration:

The course is delivered using PowerPoint and DVD. It consists of four modules over two days for operatives, and three additional modules for supervisors on a third day.

Each module is followed by a multi choice test paper.

Supervisors are required to attend a third day, which provides an overview of the two days and extends techniques of health and safety into instructional techniques.

A one day refresher course is due after 3 years to renew the licence.

Course Content:

Session 1 Safe Behaviour at Work
Session 2 A Safe Place of Work
Session 3 Safe Systems
Session 4 Common Safety Problems and Solutions

Supervisor sessions

Session 1 Planning for Safety
Session 2 Communicating Safety
Session 3 Could do Better.

SPA CORE DAY

OSTAS are one of the founder members of the SPA Passport scheme. The course is designed as a Core Day for contractors working on client's premises, with additional days for sector specific training.

Designed for:

Contractors who work on client's premises and need to demonstrate an understanding of their health and safety responsibilities.

Method and Duration:

This course is delivered using Powerpoint and DVDs. It consists of six modules.

Each module is followed by a multi choice test paper.

Course Content:

Module 1	Organising for Safety
Module 2	Workplace Safety
Module 3	Tools, Plant and Machinery
Module 4	Health and Hygiene
Module 5	Procedures
Module 6	The Environment

Sector Day:

Sector specific training is required for Food Industry, Quarry and Extractive, General Manufacturing and Petrol Retailers. These consist of a further day's training; see separate details overleaf.

SPA SAFETY PASSPORT FOOD INDUSTRY

OSTAS are one of the founder members of this training, which is designed to give contractors an understanding of the potential hazards along with control measures of working in this sector.

Designed for:

Method and Duration:

Course Content:

Sector Day:

Personnel of contracting companies who wish to complete the Safety Passport Scheme for the food industry having already completed the SPA Core Day, IOSH Managing or Working Safely, CCNSG Passport or hold a NEBOSH qualification.

The course consists of four modules over one day. The course is delivered using powerpoint.

Each module is followed by a multi choice test paper.

Module 1	Food Protection
Module 2	Environmental Protection
Module 3	Health & Safety – permits to work/height/ machinery/temperature/slips and trips/ communication/occupational health.

SPA – SAFETY PASSPORT QUARRY AND EXTRACTIVE INDUSTRY

OSTAS are one of the founder members of this course, which is designed to give contractors an understanding of potential hazards of working in this sector along with control measures.

Designed for:

Personnel of contracting companies working within Quarry and Extractive Industry having already completed the SPA Core Day, IOSH Managing or Working Safely, CCNSG Passport or those who hold a NEBOSH qualification and wish to attain a Safety Passport for this sector.

Method and Duration:

The course consists of eleven modules over one day. The course is delivered using powerpoint. Each module is followed by a multi choice test paper.

Course Content:

Module 1	Health & Safety Management of Quarries
Module 2	Lifting Operations
Module 3	Excavations & Confined Space
Module 4	Working at Height.

SPA – SAFETY PASSPORT PETROL RETAILERS

OSTAS are one of the founder members of this training, which is designed to inform contractors of the potential hazards, along with control measures, of working in this sector.

Designed for:

Personnel and contractors working within the Petrol Retail Industry who have already completed the SPA Core Day, IOSH Managing or Working Safely, CCNSG Passport or those who have a NEBOSH qualification and wish to attain a Safety Passport for this sector.

Method and Duration:

The course consists of four modules over one day. The course is delivered using powerpoint and case studies.

Each module is followed by a multi choice test paper.

Upon successful completion of the course delegates who have also taken part in the Health & Safety Passport Core Day, IOSH Managing or Working Safely or who hold a NEBOSH qualification will be eligible to receive the SPA Passport for the Petrol Retail Industry.

Course Content:

Module 1	Hazards of a Petrol Filling Station
Module 2	Controlling Work on a Forecourt
Module 3	Safe Working Practices
Module 4	Case Study.

SPA – SAFETY PASSPORT GENERAL MANUFACTURING

OSTAS are one of the original providers of this training. The scheme is supported by SPA who aim to protect employees and contractors in the workplace.

Designed for:

Personnel of contracting companies who wish to work in general manufacturing environments having already completed a NEBOSH qualification, IOSH Managing or Working Safely, CCNSG Passport or SPA Core Day.

Method and Duration:

The course is delivered using powerpoint. It consists of seven modules and is of a day's duration.

Course Content:

Module 1	Induction and Security
Module 2	Transport, Heavy Vehicles and Cranes
Module 3	Access and Working at Height
Module 4	Hazardous Substances and Materials
Module 5	Confined Space
Module 6	Machinery and Tools
Module 7	Environment.

MONITORING THE ENVIRONMENT

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ENVIRONMENTAL SAFETY

The Environmental Protection Act, associated legislation and ISO 14001 have all had an impact on how an organisation operates.

This course aims to give your organisation an awareness of the standards required to protect the environment.

Designed for:

Managers and safety advisors with the responsibility for waste, emissions, etc.

Method and Duration:

The course is of two days duration and consists of formal training and case studies including discussions of delegate's own organisational problems.

Objectives:

Upon completion of the course, delegates will have a working knowledge of environmental strategies.

Course Content:

The Need for Environmental Protection
Pollution of the Air
Pollution of the Water
Pollution of the Land
The Environmental Protection Act 1990
Associated Legislation
Environmental Management
Strategy and Policy – Risk Assessment
Control Strategies.

ENVIRONMENTAL WORKPLACE HAZARDS

Ignorance is bliss – or is it? What effect upon productivity can ignorance have? Today there are a number of areas associated with work situations, which are at best emotive, at worst dangerous, or a combination of these two.

Why not remove the mystique and ignorance by having your workforce educated as to the true risk potential of hazards, from asbestos to VDUs or photocopiers to microwaves.

Designed for:

Any group of employees who are or may be exposed to a situation which requires an understanding of the associated risks – e.g. maintenance personnel required to drill through asbestos sheets. What is the real risk to them and how should the work be conducted?

Method and Duration:

These sessions can be from 2 hours to 1 day dependent upon the depth and variety of subjects covered. The method used will depend largely upon the audience level and processes involved but will be practical and as informative as possible in order to allay fears and put the subject into perspective.

Objectives:

Upon completion of the course delegates will be familiar with the risks, hazards and precautions of the chosen subject. Delegates will be acquainted with the knowledge to allow them to do their job without unnecessary risk or worry.

Course Content:

Dependent on subject matter but will take the form of:-
 The Site /Size of the Problem
 Short/Long Term Effects
 Legal Requirements
 The Solution
 Formulation of a Safe System of Work

Notes:

The above course will fit in with any environmental monitoring being done in order to assist in the implementation of new work practices associated with the subject concerned.

NOISE

The Noise at Work Regulations require companies to comply with the levels and actions stated. The course below is designed to allow a company to diagnose a noise problem, enlighten people to the dangers of noise and give the relevant personnel training in noise control, so allowing an organisation to comply with the regulations.

NOISE MEASUREMENT

Designed for:

Management, engineering and safety staff or any other personnel who are likely to need to organise or carry out noise surveys and interpret the results.

Method and Duration:

The course duration is one day and consists of formal training, DVD and practical "hands on" use of noise measuring equipment.

Objectives:

Upon completion of the course, delegates will be able to measure noise in a range of environments and will be familiar with the various types of meters used. Delegates will also have an outline of control actions to alleviate noise problems.

Course Content:

Noise Units and Sound Propagation
Measurement Techniques
Surveys
Single Machines
Noise Nuisance
Practical Sessions of Measuring
 Different Noise Emissions
Presenting and Interpreting Results

Notes:

Considerable practical work is involved. This course enables delegates to practice reliable and accurate measurement techniques using a noise meter.

NOISE CONTROL

Designed for:	Engineering staff or any other personnel with the responsibility for implementing noise control.
Method and Duration:	The course is of one days' duration and consists of formal training and DVD, including interaction with delegate's own workplace problems.
Objectives:	Upon completion of the course, delegates will have a working knowledge of practical noise control methods and will be able to identify materials, which cause many of the common noise problems.
Course Content:	Acoustic Materials and their Properties Identification and Diagnosis of Noise Sources Behaviour of Sound Noise Control Techniques Case Studies
Notes:	The course includes some practical work and involves delegate case studies to supplement the examples presented.
Noise for Management:	A course for management who may have responsibility for devising, implementing or supervising a noise policy, which can be arranged to specific requirements.

COSHH ASSESSORS

Designed for:	Safety advisors, supervisory and management with responsibility for hazardous substances in the work environment.
Method and Duration:	The course duration is one day and consists of formal presentations, DVD and practical work.
Objectives:	By the end of the course, delegates will be able to carry out COSHH assessments, will be fully conversant with the Regulations and will recognise the need for further action i.e.control measures or environmental monitoring.
Course Content:	Occupational Health and Hygiene COSHH Regulations COSHH Assessments Sources of Information Ventilation Systems - LEV - General Dilution Ventilation Case Studies COSHH Workshop.

OSTAS GENERAL COURSES

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EVALUATING RISK & MANAGING PRESSURE

With increasing litigation and awareness managing pressure in the workplace is of crucial importance to employer. This course will increase knowledge of the causes of pressure and some of the possible control measure.

Designed for:	Managers, supervisors, health and safety professionals or anyone with responsibility for others, that will need to be able to identify stress symptoms and manage and integrate pressure into the management function.
Method and Duration:	The course duration is one day and consists of formal training, DVD and practical syndicate exercises.
Objectives:	<p>At the end of the course delegates will:-</p> <ul style="list-style-type: none"> • Have a heightened awareness of managing pressure within the health and safety function. • Be aware of examples of corporate policy of integrating pressure within safety management systems. • Understand the benefits of considering pressure within health and safety. • Know how to incorporate pressure considerations with strategies such as risk assessment, accident investigation, etc. • Understand stress is a result of pressure and be able to evaluate the risk of stress.
Course Content:	<p>Legal Requirements – HASWA 1974, DDA 1995, Management Regulations 1999 Pressure Causation Factors Symptoms of Stress Management Systems Control Coping Mechanisms Risk Assessment</p>
Notes:	Other courses – either general awareness or more detailed courses available on request.

SAFETY FOR MANAGEMENT

The requirements of the Health and Safety at Work Act are well established in industry and commerce and the Enforcement Authorities believe in self regulation. This means that health and safety is now recognised as an important management function.

Health, safety and welfare in the workplace should be reflected in the culture of the business as a whole, indeed it is a vital factor in its success.

Accidents to employees, particularly skilled and experienced people, are costly, as is damage to company property.

The law has recognised the need for work places to achieve and maintain standards for health and safety and it is essential that management are trained and kept abreast of current requirements.

Designed for:

The course is designed for managers and supervisors from industry to commerce with a responsibility for setting up or implementing safe systems of work.

Method and Duration:

The course duration is two days and consists of formal training, DVD and syndicate work, ensuring involvement of course delegates.

Objectives:

Upon completion of the course, the delegates will be aware of their responsibility for Health and Safety at Work, this will include being familiar with basic accident prevention methods, being able to identify and assess risks on the basis of "reasonably practicable" understanding of the importance of a company safety policy and appreciating the role of safety representatives and committees.

Course Content:

The course includes:-

- Health and Safety Legal Requirements
- Safety Representatives and Committees
- Accident Investigation Principles and Practice
- Identification and Control of Hazards
- Techniques of Monitoring Safety Performance
- Management's Role in Accident Prevention
- Use of Contractors

Notes:

The safety for management course is suitable for both new and established supervisors and managers.

SAFETY COMMITTEE MEMBERS

A safety committee should represent all sections of an organisation, whether the company has trade unions or not. Where trade unions are recognised the company is obliged to form a committee, when requested by two appointed representatives. Companies whose employees are not in a union can fulfil their responsibilities under the Consultation with Employees Regulations by having a formal committee.

Designed for:

Employees and management members of the company safety committees.

Method and Duration:

The course duration is two days and consists of formal training, DVD and syndicate work, to allow involvement of course delegates.

Objectives:

Upon completion of the course, delegates will have an understanding of how an effective safety committee can influence a positive health and safety awareness throughout the organisation. This will be achieved by understanding the legal requirements and standards. The practicalities of applying these requirements and standards by adopting proactive health and safety techniques available.

Course Content:

The course includes:-

- Legal Requirements
- Principles of Accident Prevention
- Principles of Accident Investigation
- Techniques of Monitoring Safety Performance
- The Role of Safety Committees
- Identification and Control of Hazards – Safe Systems of Work
- Health Risks at Work
- Fire Safety.

RISK ASSESSMENT

The Management of Health and Safety Regulations require management to carry out formal risk assessments of all activities, which have safety implications on their employees or others who may be affected. The identification and control of hazards within the workplace is paramount to any organisation's health and safety programme, it is also a legal obligation.

Designed for:

The course is designed for managers, supervisors and safety professionals with the responsibility for carrying out risk assessments within their organisation, or as independent consultants.

Method and Duration:

The course duration is one day and consists of formal training, syndicate exercises, DVD and practical work.

Course Content:

The course includes:-

- Legal Aspects of Risk Assessment
- Identification and Evaluation of Hazards
- Control Strategies
- Activity Inventories
- Assessment Formatting
- Initial Assessment
- Specific Assessments (Manual Handling, Personal Protective Equipment and Display Screen Equipment)
- Presenting Assessment Findings and Actions.

Notes:

The course will assist delegates in becoming competent workplace risk assessors.

FIRE SAFETY

Fire can be a devastating element leading to huge losses: this course deals with subjects relevant to all personnel with responsibility for fire prevention.

Designed for:

Safety officers, fire wardens, managers, security staff and all other personnel with responsibilities for fire prevention.

Method and Duration:

The course duration is one day and consists of formal training, DVD and practical "hands on" work e.g. use of fire extinguishers.

Objectives:

Upon completion of the course delegates will be familiar with current legislation, practical aspects of fire prevention, protection and control. The delegate will be able to provide guidance on use of fire extinguishers, means of escape and formulating a fire plan.

Course Content:

Fire Hazards
Means of Fire Spread (Conduction, Convection, Radiation)
Practical Use of Fire Extinguishers
Fire Precautions Legislation
Fire Risk Assessment
Means of Escape
Formulating a Fire Plan

Notes:

The course is essential for companies to comply with the training requirements of current legislation.

SAFETY AWARENESS PROGRAMME FOR OFFICE BASED STAFF

Designed for:	Designed for those managers, supervisors, safety committee members and others responsible for health and safety in an office or commercial environment.
Method and Duration:	A two day workshop supported by DVD presentation, syndicate exercises and case studies.
Objectives:	By the end of the course delegates will be able to demonstrate an understanding of the legal requirements in respect of health, safety and welfare in an office and commercial premises.
Course Content:	<p>Legal Requirements:</p> <ul style="list-style-type: none">• Health and Safety at Work etc. Act 1974• The Management of Health and Safety Regulations 1999• The Workplace (Health, Safety and Welfare) Regulations 1992• Display Screen Equipment Regulations 1992• RIDDOR• Accident Prevention and Investigation• Fire• First Aid• Risk Assessment• Record Keeping.

ELECTRICAL SAFETY

Designed for:	Maintenance and support services personnel required to appreciate the hazards, precautions and legal requirements involved in the supply and use of electricity.
Method and Duration:	The course duration is one day and consists of formal training, DVD, slides and case studies.
Objectives:	Upon completion of the course, delegates will be able to devise safe systems of work with reference to electricity. Delegates will understand the hazards and precautions associated with electricity.
Course Content:	Hazards Associated with the Use of Electricity Legal Requirements Safe Systems of Work Portable Equipment Temporary Works Protection Devices Immediate Aid
Notes:	This course could be tailored to suit those working in the electrical field, those inter-related with it and managerial staff required to have an appreciation of the subject.

REPORT WRITING

Designed for:	All personnel who conduct inspections and thereby compile reports for management / director discussion.
Method and Duration:	The course is of one day's duration and consists of theory and practical.
Objectives:	To equip delegates with information and knowledge to construct an effective report.
Course Content:	<p>The course includes</p> <ul style="list-style-type: none">- Preparation- Arrangements- Report Structure- Aids to Report Writing- Practical.

DISPLAY SCREEN EQUIPMENT ASSESSORS COURSE

Designed for:	Personnel who have responsibility for assessing display screen equipment workstations.
Method and Duration:	The course duration is one day and consists of formal presentation, supported by DVD and practical “hands on” workstation assessment.
Objectives:	Upon completion of the course successful delegates will be able to formally assess DSE workstations and suggest suitable control measures concerning equipment layout and work routine.
Course Content:	Legal Implications Medical Overview <ul style="list-style-type: none">- Musculo Skeletal- Visual Practical <ul style="list-style-type: none">- Workstation- Environment- Software and Training.

MANUAL HANDLING AWARENESS

Designed for:	All personnel involved in manual handling activities.
Method and Duration:	The course duration is half or one day and consists of formal presentation supported by DVD and practical “hands on” manual handling.
Objectives:	Upon completion of the course delegates will understand and be able to achieve the principles of safe handling techniques.
Course Content:	Anatomy and Physiology Statistics Causes of Injury Techniques of Safe Handling Manual Handling Operations Regulations 1992 Difficult Loads Awkward Situations Practical
Notes:	Because of the practical nature of this course female delegates would be advised to wear trousers or other suitable clothing. Safety shoes/sturdy footwear is also advisable. A half day session is also available on an in-company basis tailored around specific handling situations.

MANUAL HANDLING ASSESSORS COURSE

Designed for:	Supervisory staff, safety personnel, machine operators and any other personnel who may be concerned with manual handling risk assessments as required under The Manual Handling Operations Regulations 1992.
Method and Duration:	The course duration is one day and consists of formal training, DVD and practical “hands on” use of manual handling techniques and risk assessment.
Objectives:	Upon completion of the course delegates will understand the requirements of the Regulations and the principles of the safe techniques for manual handling.
Course Content:	Anatomy and Physiology Principles of Handling Techniques Handling Difficult Loads Loads in Awkward Situations Practical Guidance in Workplace Design Legal Requirements for Managing Manual Handling Operations Workplace Assessment, including Risk Factors
Notes:	<p>This course aims to satisfy the Manual Handling Regulations for anyone carrying out manual handling activities.</p> <ul style="list-style-type: none">• Further related courses include manual handling awareness and manual handling instructors/ assessors course.

MANUAL HANDLING INSTRUCTORS/ ASSESSORS COURSE

Designed for:	Safety advisors and other personnel who may be responsible for instructing others about the risks involved with manual handling activities.
Method and Duration:	The course duration is three days and consists of formal presentations supported by DVDs, syndicate exercises and practical “hands on” manual handling.
Objectives:	Upon completion of the course successful candidates will be able to conduct training sessions and risk assessment. The qualities of a good instructor Lesson planning and preparation The “Classroom” lesson The “Practical” lesson
Course Content:	Legal Requirements for Manual Handling Anatomy and Physiology Kinetic Handling Techniques Awkward and Difficult Loads Workplace and Task Design Manual Handling Assessment Instructional Techniques
Notes:	Because of the practical nature of this course female delegates would be advised to wear trousers or other suitable clothing. Safety shoes/sturdy footwear is also advisable. Delegates will be required to present both classroom and practical lessons.

OPERATOR TRAINING COURSES

□	ACCREDITED FORK LIFT TRUCK:	
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	Appointed persons	

ITSSAR / RTITB CERTIFICATED FORKLIFT TRUCK DRIVER/OPERATOR TRAINING

OPERATOR TRAINING

There are three courses of fork truck operator/driver training available. All training is given by ITSSAR / RTITB approved instructors and upon completion, successful candidates will be awarded a Certificate of Basic Driving Ability.

- OSTAS is an Approved ITSSAR and RTITB Driving organisation.

Course 1:	5 days – Designed for new forklift truck drivers/operators without experience who require training to basic standard.
Course 2:	3 days – For experienced fork lift truck drivers/operators who are currently driving trucks, as a refresher course to previous training.
Course 3:	1 day – For experienced forklift truck drivers/operators who have received basic training but who need to satisfy the code of practice and gain certification.
Objectives:	By a combination of theoretical and practical training to develop the driver/operators skills to enable safe fork truck operation in accordance with the Health and Safety Executive Code of Practice and ITSSAR / RTITB standard.
Course Content	<p>Stacking and De-stacking Vehicle Loading and Unloading Awkward Loads Handling Pallets Driving on Ramps Hydraulic Principles and Controls Driving Manoeuvring Starting, Stopping, Steering and Fork Lift Stability Inspection of Trucks Controls and Instruments Engineering Principles and Limits of Fork Lift Trucks Operating Practices Safety Codes Drivers' Test</p> <p>Training can be given in-company, giving benefit of operator/driver training on the company's own vehicles.</p> <p>Training can also be provided at our all weather centre in Birmingham.</p>

ITSSAR / RTITB CERTIFICATED FORKLIFT INSTRUCTOR / EXAMINER COURSE

The first of two modules of this course concerns machine familiarisation, job safety knowledge and practical operating skills. This module takes about two days and during this time delegates must demonstrate a reasonable amount of competence to continue the course. The second module includes preparation and presentation of lessons and assessment of fork truck operators. After certification and registration a successful candidate will be required to be examined and re-registered every five years.

Designed for:	Nominated delegates for this course must have been tested to basic operator standard within twelve months of course commencement. They should be motivated, medically fit and be able to communicate with other employees.
Course Content: Module 1:	<p>Job Safety Knowledge and Practical Operating Skill Ability</p> <p>Course Registration, Induction and Outline</p> <p>Statutory Requirements</p> <p>Engineering Principles, Rated Capacities and Stability</p> <p>Operating Safety Code</p> <p>Pre-shift Checks, Battery Charging and Refuelling</p> <p>Introduction to the Machine</p> <p>Control Familiarisation</p> <p>Correct Steering Procedures</p> <p>Correct Stacking Procedures</p> <p>Battery Care and Simple Maintenance</p> <p>Multiple Choice Theoretical Test</p> <p>Practical Skill Test</p>
Module 2:	<p>Instructional Techniques and Methods</p> <p>Introduction and Outline of Module Two</p> <p>Selection and Basic Training of FLT Operators</p> <p>HSE Booklet "Safety in the Use of Lift Trucks"</p> <p>HSE Code of Practice "Lift Truck Training"</p> <p>The Role of the Instructor</p> <p>Learning (Incentives and Methods)</p> <p>Principles of Instruction</p> <p>Simple Job Analysis</p> <p>Job Description</p> <p>Lesson Types and Structure</p> <p>Presentation of Lessons</p> <p>Lesson Plans</p> <p>Demonstration and Practical Periods</p> <p>Safety and the Role of the Instructor</p> <p>Classroom Lessons</p> <p>Training Aids</p> <p>Hints on Speaking</p> <p>Course Syllabuses and Programmes</p> <p>Assessment, Testing and Reporting Progress</p> <p>ITSSAR / RTITB Practical Skill Testing Methods</p> <p>Demonstration Lessons</p> <p>Introduction to Training Assessment</p> <p>Guided Preparation of Practice Lessons</p> <p>Presentation and Critiques of Practice Lessons</p> <p>Course Feedback and Closure.</p>

A 5 day instructor examiner re-registration course is also available. Details upon request.

ABRASIVE WHEELS

Designed for:	Those required to take the role of appointed person and mount abrasive wheels. This course would also be suitable for supervisors and others who need an appreciation of current safe practice.
Method and Duration:	This course is one day duration and consists of both theory and practical sessions to allow delegates to show understanding by demonstration.
Objectives:	Upon completion of the course delegates will have undertaken training in accordance with current legal requirements.
Course Content:	<p>Hazards and Precautions in the Use of Abrasive Wheels. Methods of Marking, Handling, Storing, Transporting and Identification of the Various Components.</p> <p>Practical Inspection, Mounting, Testing, Adjusting and Dressing of Abrasive Wheels.</p> <p>Legal Requirements of Employer/Employee.</p>
Notes:	All persons mounting abrasive wheels are required by law to have undergone the training as described above.

CRANE OPERATION AND SLINGING

Designed for:	Those required to operate cranes, act as slingers, riggers or banksman.
Method and Duration:	<p>The duration of this type of training is dependent upon many factors i.e. previous experience, number of different equipment to be operated and the amount of different equipment to be operated and the amount of multi-skilling required. Typically the duration is in the range of 2-5 days.</p> <p>Our experience shows that a subject of this nature is best dealt with in a practical manner and subsequently the majority of the training period is conducted in a “hands on” fashion with short classroom sessions to explain points of law and various mechanical principles.</p> <p>To train nominated personnel to a basic competence standard and to test to that standard as required.</p>
Objectives:	Legal Aspects Responsibilities and Duties of Crane Operations, Slingers, Rigger, Banksman
Course Content:	Methods and Practices Fault Spotting and Analysis Equipment and Tackle Inspection/Examination Storage and Care of Lifting Machines Calculation of Safe Working Load Practical Aspects Communications and Signalling Use of Attachments
Notes:	<p>For the operation of certain equipment there may be a requirement for a statutory licence e.g. HGV, please consult Licensing Authority for clarification.</p> <p>This course can be tailored to suit groups of all abilities, from competent operators requiring refresher training to supervisors possible with little or no operating experience and requiring an appreciation of it. Due to the practical nature of this course, numbers are limited to 3 delegates.</p>

POWER PRESS SAFETY (Appointed Persons)

There has been legislation in existence for some considerable time as regards power presses and their safe use. There is always an ongoing requirement to educate or retrain those responsible for operation or supervision of them.
In order to assist companies discharge their duties outlined by the legislation OSTAS are able to offer a full range of suitable power press training.

Designed for:	Any personnel involved in the operation or supervision of presses.
Method and Duration:	<p>A theoretical presentation and practical session requiring the course delegates to actually carry out statutory checks required by them. The course will follow the schedule of training laid down by current legal requirements.</p> <p>Duration will range from two days for operators and supervisors to three days for those requiring greater depth of legal knowledge.</p>
Objectives:	To train and test delegates in accordance with current legal requirements.
Course Content:	<ul style="list-style-type: none"> Legal Requirements Safety Devices Tool Design Press Brake Appreciation Role of Appointed Person in Accident Prevention Practical
Notes:	In addition to training courses in machine safety we are also able to offer comprehensive machine and guard surveys. Please telephone for further information.