

SITE SAFETY PLUS

Construction health and safety awareness



**HSA WORKBOOK
PRE-COURSE
INFORMATION**
(for learners)

PRE-COURSE INFORMATION

Introduction

If you are thinking about taking, or are about to take the Health and Safety Awareness (HSA) course, this guide can help you understand what the course is about and what you might need to know before you start it.

Who is this course for?

This course is for:

- anyone who is new to construction
- anyone who wants to get their green CSCS card (after first passing the HS&E Test for Operatives)
- anyone who took HSA more than five years ago, and wants to renew their certification.

After the course, you will:

- understand more about the key ways to stay safe on site
- understand site rules and signs
- be ready to take more training (like the HS&E Test for Operatives, or other CITB Site Safety Plus courses).

What will you learn?

This is a general awareness course for people who want to work on a construction site. You will learn how to keep yourself and others safe at work. You will learn about five important areas:

1. General rules, regulations and responsibilities

- Who is responsible for safety?
- What are your duties at work?
- Why is it important to follow rules on site?

2. Health and welfare

- How to keep clean and safe.
- Key information about welfare facilities on site.
- Why health is important at work.

3. General safety

- What is a hazard?
- What is a risk?
- Why do we wear personal protective equipment?

4. High-risk activities

- What types of work are more dangerous?
- How to stay safe when working from height.
- The key safety information about vehicles on site.

5. Environmental awareness

- How to protect the environment.
- What to do with waste or spills.
- How to reduce dust and noise on site.

What will you do on the course?

You will:

- talk about safety with others in class
- look at pictures and signs, and deal with scenarios and real-life case studies
- complete a workbook with short activities to make safety decisions
- participate in game-style activities to make safety decisions
- learn how to spot hazards and risks in real situations that you may face on site.



You will not need to write long answers or give any long presentations.



You will have help from your trainer and your classmates.

What level of English do you need?

You should be able to:

- **understand simple instructions** – “Complete this table.”
- **ask and answer basic questions** – “What is a first-aid kit?”
- **read signs and safety words** – “Warning: high voltage.”
- **write short answers and tick boxes.**



You do not need perfect English to do this course. The trainer will speak clearly and explain any new words.

What grammar will you use?

You will hear and use grammar like:

Grammar type	Example
Commands	“Put your name in your workbook.”
Questions	“What does this sign mean?”
Safety rules	“You must wear a hard hat.”
Describing risks	“There is a hazard on the stairs.”
Simple sentences	“The worker checks the ladder.”

Will there be a test?

Yes – there is an end-of-course assessment to make sure that you understand all the information. It is a 30-minute, multiple-choice quiz. You will:

- read a short question
- choose the best answer (A, B, C or D).

You will **not** need to write any full sentences.



Your trainer will help you prepare and practise for this test.

Below is some useful information about answering multiple-choice questions.

Answering multiple-choice questions

A multiple-choice question in an exam is a question where a number of potential answers are given.

You must choose the correct answer.

What will it look like?

This is an example of a multiple-choice question.

Here you will find the question number, and how many marks the question is worth

12.	What is the first thing that you should do when arriving at a new site?	A	Put on personal protective equipment
		B	Report to the site manager
		C	Report to the site office
		D	See if there is anyone you know there

This will contain the question

Here you will find your answer choices

1 mark

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How to answer multiple-choice questions

Read the question carefully

- Do you understand what it is asking you?
- Are there any words in **bold**? If there are, pay attention as these will be important in knowing how to answer the question.

Tick the correct answer

- Tick the box with the answer that you think is correct.
- If you decide you have ticked the wrong box, just cross that tick out and tick the correct box.

What if I don't know the answer?

- Don't panic!
- Read the question again - if you are still not sure about the answer, move on to the next question. Come back to any questions you got stuck on at the end if you have time.

How can I revise for the end-of-course assessment?

To support you to perform at your best when sitting the assessment, here are some revision tips.

Preparing for any test can be overwhelming, but the way that you revise really matters. Using the right approach will help you to feel more confident, and feel prepared to take the test.



Plan your revision

- Start your revision early, and set aside regular, short study sessions.
- A simple revision timetable can help you to stay organised, and avoid last-minute pressure.
- Short revision sessions over time work better than trying to learn everything at once.
- Break revision into small chunks. Do not try to do everything in one go.
- If something is not making sense, take a break and come back to it later.



Use revision activities in your workbook

- Use the knowledge checks in your workbook to practise understanding hazards, risks and safe behaviours that you may come across on site.
- Ask your trainer if they have any other revision materials that they can provide you with.
- Mix different topics or questions, rather than always revising in the same order.
- Practise regularly – revision is not just about reading, but using activities and question to apply what you have learned.



Use visual revision

- Everyone learns differently.
- If you prefer visual learning, then mind maps, pictures, signs and diagrams can help you to understand and remember information.
- Topics are easier to remember when they link to real situations. Think about how the information connects to your own work or experiences on site.



Learn from practice

- Try to answer questions before checking the answers. This helps you to see what you know well and what needs more practice.
- Getting things wrong is a normal part of revision. Use mistakes as a learning opportunity.
- Go back, find the correct information and make a note of it.
- Saying your answers out loud and explaining your thinking can help fix information in your memory.

- Good revision comes from regular practice – the more you practice, the more confident you will feel.

Are there any helpful tips for this course?

- Do not worry if your English is not perfect – this course will help you learn the most important words and phrases.
- Listen carefully and ask questions if you don't understand.
- Practise speaking with other learners during the activities.
- Use pictures and signs to help you learn.