

H S E

HEALTH

SAFETY

ENVIRONMENT



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An HSE Introduction to Non HSE managers & Heads

Duration: 5 Days



Introduction:

Every organization has legal and moral obligations to offer a safe working environment. This course will give you an in-depth understanding of the roles, functions and legal responsibilities

regarding HSE in the workplace and will help you create a healthier, more efficient and compliant workplace. This course is designed to provide a basic understanding of legislative responsibilities of Managers and Head of Departments, the need for good practice in all areas of HSE and the need for appropriate documentation. It provides a vital overview of the direct impact that Health & Safety legislation can have on them as individuals as well as to their organizations. As a normal practice in well-established organizations, managers and department's heads are key participants in the HSE management system activities. This participation would be in the form of supporting, assisting and involving in many important HSE issues like: The identification of hazards in the workplace and assessing their risks, conducting tours, inspection and audits, investigate accidents and near

misses, promoting safety culture. This course is designed to empower participants with the knowledge and skills required for implementing effectively the above HSE related tasks while doing their normal activities. **The course will cover:**

- Understanding modern concepts of Occupational Health, Safety & Welfare at workplace
- Reasons and Costs of Occupational Health & Safety
- Key elements of Occupational Health & Safety Management System (OHSMS)
- Developing Health & Safety Culture at workplace
- Hazard Identification & Risk Assessments
- Reducing workplace incidents & accidents
- Health & Safety communication in today's environment
- Implementing HSE Management System
- HSE Key Performance Indicators (KPIs) & Reporting requirements

Who Should Attend?

Team Leaders, Managers, Line Managers, Supervisors, Team Leaders, Project Managers, Control Center Operators and Supervisors, Emergency Dispatchers, Security Personnel and CCTV Operators, HSE Officers, HSE Personnel, HSE Professionals, Emergency Response Team Members, HSE Managers and Auditors, Health & Safety and Environmental Professionals, Coordinators, Specialists and other full-time safety practitioners, Fire

Officers, Loss Control Managers, Security Directors and Managers, Security Supervisors, Facilities Directors and Managers, HR and Administrative Managers with responsibility for security, Project Managers, Safety Inspectors, Plant Managers

Course Objectives:

By the end of this course delegates will be able to:

- The key areas of the Occupational Health and Safety (OHS) Act 2004
- Workplace Injury
- Rehabilitation and Compensation (WIRC) Act 2013
- Environmental Protection Act 1970
- HSE hazard and risk management process
- Investigating and reporting workplace incidents
- The framework for consultation and issue resolution in the workplace under the OHS Act, Regulations and WIRC Act
- Due diligence and how it needs to be applied in the workplace
- The key elements of a Health, Safety and Environment management system

Course Outline:

HSE Management in Projects

- Overview on the development of HSE management systems
- HSE management system structure and components
- HSE policy and objectives
- Legal compliance (how to formulate a register)
- Measuring and monitoring safety
- Emergency planning and preparedness

Hazard Identification & Risk Assessment

- Workplace hazards types
- How to identify hazards
- Risk concepts
- Risk matrix and checklists
- Models of risk assessment procedures

Accident/ Incident Investigation

- Accident/ incident process
- Accident reporting scheme
- Preparedness for accidents
- Accidents causation model
- How to investigate accidents
- How to develop sequence of events
- How to determine the causes and recommend corrective actions
- How to write the accident report
- Case study

HSE Tours, Inspections and Audits

- HSE Audit vs. inspection & tour
- Aim
- Plan
- Preparation
- Procedure
- Checklists
- Samples
- Conduct tactics & techniques
- Root causes finding
- Raising non-conformances

Behavioral Based Safety (BBS)

- Motivation and employee involvement
- What is the safety culture

- Development of positive safety culture
- Behavior vs. attitude
- How to promote safety culture