

# H S E

HEALTH

SAFETY

ENVIRONMENT



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## **Occupational Safety & Health Basic Administration Practices**

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**Duration:** 5 Days



### **Introduction:**

In this course, participants will be introduced to the basic industrial safety and health incorporating OSHA/WISHA rules and regulations, personal protective equipment, chemical safety, tool safety, material handling safety, machine safety, electrical safety, fire protection,

health protection and safe working practices. This course will be highly interactive and include group discussions, case studies and syndicate work. Depending on the participants' backgrounds, the course outline may vary and focus on the areas specific to their industry and function requirements.

### **Who Should Attend?**

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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 and Supervisors, Incident Control Point (Forward Control) Team Members, Supervisors, Advisors, Auditors, Laboratory Personnel, Emergency Personnel, Maintenance Personnel, Procurement and Supply Chain Managers, Engineers & Maintenance Personnel

## **Course Objectives:**

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

- Identify basic safety hazards
- Learning how to document and record incidents and accidents in the workplace
- Identify basic methods of hazard control
- Explain and apply the contents of the Occupational Safety and Health Administration 29CFR1910 (OSHA) standards
- Prepare an effective safety program that will also increase employee morale and productivity, and reduce overall costs
- Describe the training requirements of OSHA standards and identify the training topics that their organization's employees will need
- Apply the record keeping requirements of OSHA to maintain an effective workplace injury log
- Distinguish the difference between workers' rights and employers' responsibilities as defined by OSHA

## **Course Outline:**

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- Importance of OSHA
- Employees' rights and employers' responsibilities under OSHA
- Contents of OSHA standards
- Inspections of the workplace
- Make safety work
- Responsibility for safety

- Fundamentals of a safe workplace
- Walking and working surfaces
- Hazard communication course and Safety Data Sheets (SDS)
- Exit route, emergency action plans, fire prevention plans and fire protection
- Personal Protective Equipment (PPE)
- Fall protection
- Accidents and injuries
- The accident chain
- Built in hazards
- Human influences on safety
- The accident prevention plan
- Introduction to industrial hygiene
- History of industrial hygiene
- Role of the safety professional
- Industrial hygiene fundamentals
- Industrial hygiene concepts and key terms
- Employee exposure and medical records
- Industry specific standards
- Hazardous, flammable and combustible materials
- Confined space: permit required, hazards, courses, rescue
- Machine guarding: hazards, requirements, methods
- Welding, cutting and brazing
- Power industrial trucks
- Work area safety
- Safety where you work
- Safety around machinery
- Safety at heights - fall protection
- Safety in enclosed areas - confined space entry
- Chemical safety
- Safe material handling
- Proper lifting techniques

- Material handling injuries
- Material handling equipment and tools
- Powered industrial trucks and forklifts
- Hoist and cranes
- Rigging, wire, and nylon ropes and slings
- Material and chemical storage
- Tool and Equipment Safety
- Hand tools
- Air and electric powered hand tools
- Explosive power tools
- Certification for explosive power tools
- Fixed and portable ladders and scaffolds
- Machinery Safeguards
- Machinery guarding
- Lockout/tagout of machinery
- Barriers and enclosure guards
- Controls and operating safety
- Safety and health programs
- Benefits of effective safety and health programs
- Major elements
- Management commitment
- Policy and goals
- Employee involvement
- Responsibility
- Worksite analysis
- Safety and health inspections
- Hazard prevention control
- Controlling the hazards
- Hazard prevention planning
- Safety and health training
- Safety and health orientation
- Supervisor responsibilities



- Specific training needs