

H S E

HEALTH

SAFETY

ENVIRONMENT



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Integrating Health, Safety, Environment & Quality Management Systems (HSEQms)

Duration: 5 Days

Introduction:

An integrated management system brings benefits to the organisation in which it is used. Where formal management systems have been implemented separately (e.g. Health and Safety, Environment and Quality) there will be many duplications in work standards,

procedures and systems of work, all resulting in additional costs and even conflicts. In this programme you will learn:

- How to integrate your health, safety, environment and quality management
- How to identifying potential risks using new Risk Mapping Techniques
- How to develop an HSEQms auditing and monitoring programme
- How to write and implement HSEQms procedures and work instructions

Training Methodology

Delegates will learn by active participation through inspiring presentation tools and interactive techniques presented in a lively, enthusiastic and interesting style. Delegates will take part in practical team exercises, typical

case studies and open discussion forums, as related to their own organisation's operational activities.

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

- Management and individuals who have responsibilities for health, safety, environmental and/or quality management
- Production, process, maintenance, and HSE and QA personnel
- All line-management personnel involved in planning and/or implementing the organization's Health & Safety, Environment and/or Quality procedures

Course Objectives:

Participants will develop their understanding of:

- Health, safety, environment and quality management systems (SMS – EMS – QMS)
- Developing and implementing Risk Mapping programmes, using the new Risk Mapping Tool, to identify, analyse and control potential risks present within their organisation's operations
- Identifying common management elements through 'Gap Analysis' techniques
- Carrying out HSEQ audits, including writing and presentation of audit reports
- Develop skills for investigating causes of accidents

Course Outline:

DAY 1 – Introduction to Integrated Management Systems (IMS – HSEQms)

- What is an Integrated Management system (IMS)?
- Management System Standards
 - ISO 18001:1999 (Health and Safety Management Systems)
 - ISO 14001:2004 (Environment Management Systems)
 - ISO 9000:2000 (Quality Management Systems)
 - ISO 19011:2002 (Management Systems Auditing)
- The Business Case for an IMS – Costs and Benefits

DAY 2 – IMS – The HSEQms Framework

- Plan – Do – Check – Act

- Plan: Policy and Planning
 - Do: Implementation and Operation
 - Check: Performance Assessment Improvement
 - Act: Management Review
- Setting the HSEQms Framework within the Organisation
- Case Study: The Bhopal Gas Disaster, including Video
- Team Exercise: Writing up HSEQms Framework

DAY 3 – IMS – Developing an HSEQ Management System

- New Risk Mapping Tool
 - Developing a Risk Mapping programme
 - Identifying Hazards using the new Risk Mapping Tool
 - Determining Potential Risk
- Reviewing Existing Emergency Plans and Response Actions
- Developing and Writing HSEQ Procedures and Work Instructions
- Case Study: Chemical Explosions, including videos
- Team Exercise: Identifying hazards using the Risk Mapping Tool

DAY 4 – IMS – Implementing and Monitoring an HSEQms

- Establishing and Implementing Active and Reactive Monitoring Procedures
- Developing and Writing an HSEQ Auditing Procedure
- Carrying out an HSEQ Audit and Writing and Presenting the Audit Report
- Case Study: Major Accidents, including video
- Team Exercise: Writing and Presenting an HSEQ Audit Report

DAY 5 – IMS - HSEQms Auditing

- Case Study: Step-by-Step guide for developing and implementing an HSEQms
- Programme Key Points Summary

- Open Discussion and Review Session
- Close of programme