

Course Title	Occupational Health & Safety Management	
Credit Hours	Venue	Date
As Scheduled	As Scheduled	As Scheduled

### Objectives

- **By the end of this Course participants will be able to:**
  - ✓ Develop, promote & communicate an effective health & safety culture in an organization
  - ✓ Identify the key features of a health & safety policy, the preparations & performance review of a health & safety audit
  - ✓ Understand the importance of proactive & reactive health & safety monitoring measures
  - ✓ Identify hazards in the workplace & carry out risk assessments, record findings & review procedures
  - ✓ Advise on strategies for controlling hazards, reducing risks & applying safe systems of work
  - ✓ Identify fire hazards & consequential risks, advice on measures to minimize fire risks & develop fire procedures
  - ✓ Identify ill health effects of physical processes of work & the environment & recommend suitable measures to combat risks
  - ✓ Explain the processes & procedures for investigating & reporting accidents at work

### The Delegates

- ✓ Occupational Health and Safety Professionals, Safety Consultants, Safety Officers, Operating and Staff Managers, Loss Prevention Managers, Engineers, Environmental & Quality Managers .

### Contents

- **Foundations in health and safety**
  - ✓ Introduction to Health and Safety Key Terms
  - ✓ The scope and nature of occupational health and safety
  - ✓ Moral/Social/Economic arguments for maintaining safety standards
  - ✓ The role of national governments and international bodies in formulating a framework for the regulation of health and safety
  - ✓ Typical frameworks for regulating H&S
  - ✓ International standards and conventions & the role of the ILO
- **Health and safety management systems 1 – Plan**
  - ✓ The key elements of a Health and Safety Management System
  - ✓ The importance of setting policy for health and safety
  - ✓ The purpose of a health and safety policy
  - ✓ Aims and objectives
  - ✓ The key features and appropriate content of an organisation's health and safety policy
- **Health and safety management systems 2 – Do**
  - ✓ The health and safety roles and responsibilities of employers, managers, workers and other relevant parties
  - ✓ Contractors
  - ✓ Health and safety culture
  - ✓ Behavioural Safety
  - ✓ Risk assessment
  - ✓ Hierarchy of risk reduction
  - ✓ Preventive and protective measures
  - ✓ Sources of Health and safety information

- ✓ Safe systems of work
- ✓ Work permit systems
- ✓ Emergencies - First Aid
- **Health and safety management systems 3 – Check**
  - ✓ Active and reactive health and safety monitoring procedures
  - ✓ Inspections, Safety tours and Safety Sampling
  - ✓ Investigating incidents (accidents, work related ill health, near misses)
  - ✓ Investigating procedure
  - ✓ Immediate and Root causes
  - ✓ The legal and organisational requirements for recording and reporting incidents
- **Health and safety management systems 4 – Act**
  - ✓ The scope and nature of a health and safety audit
  - ✓ Internal Audits - External Audits
  - ✓ Inspections and Audits the differences
  - ✓ The purpose and procedures for regular reviews of H&S performance
  - ✓ Assessing opportunities for improvement and need for change
  - ✓ The role of Boards, CEOs, MDs and Senior Managers
- **Workplace hazards and risk control**
  - ✓ Health, welfare and work environment requirements
  - ✓ Violence at work
  - ✓ Substance misuse at work
  - ✓ Safe movement of people in the workplace
  - ✓ Working at height
  - ✓ Impact of temporary works
- **Transport hazards and risk control**
  - ✓ Safe movement of vehicles in the workplace
  - ✓ Hazards, risks and control measures for workplace transport operations
  - ✓ Control measures to reduce work-related driving risks.
  - ✓ Safe vehicles & Drivers
  - ✓ Driving at Work
- **Electrical Safety**
  - ✓ Principles of electricity
  - ✓ Hazards, risks and danger of electricity
  - ✓ Electrical fires and common causes
  - ✓ Control measures
  - ✓ Advantages and limitations of protective systems
- **Fire Safety**
  - ✓ Fire initiation, classification and spread
  - ✓ Fire risk assessment
  - ✓ Fire prevention and prevention of fire spread
  - ✓ Fire alarm system and fire-fighting arrangements
  - ✓ Evacuation of a workplace
- **Chemical and biological health hazards and risk control**
  - ✓ Forms of, classification of, and health risks from hazardous substances
  - ✓ Assessment of health risks
  - ✓ Occupational exposure limits
  - ✓ Control measures
  - ✓ Specific agents

# Title

## Training & HR Development



- ✓ Safe handling and storage of waste
- **Physical and psychological health hazards and risk control**
  - ✓ Noise
  - ✓ Vibration
  - ✓ Radiation
- **Course summary.**

### Notes:

- Great Discount for companies and governmental Organizations .
- All programs are held in five star hotels .
- All lecturers have sufficient knowledge and experience to implement the programs at an optimal level .
- Large package of services is offered to the participants .

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	As Scheduled
Timetable	How to Register ?	Other Dates
9 Am : 11 Am 11.30 Am : 1 Pm 1.30 Pm : 3 Pm	www.titlehr.com Info@titlehr.com Tell   00971559687070	As Scheduled