KNOWLEDGE
For Training

1. Course Details:

Course Code : HSEM-010
Course Title : Effective Safety Leadership
Course Duration : 5 Days

2. Course Overview

- Leaders have a significant impact on an organization's safety culture, to develop an effective safety culture, people must trust that their leaders sincerely care about what happens to them in the workplace. Likewise, an organization desires leader who inspire others and constantly balance the need for both production and safety. Intertek's Safety Leadership Total Quality Assurance Training provides:
  - ✓ A customized, targeted solution to help ensures your leaders have the knowledge, understanding and confidence to enable your business to achieve its safety vision
  - ✓ Skills enabling your leaders to guide people to engage in safe work practices all the time
- Course is designed to engage people's head, heart, and hands, so participants understand cognitively "what" specific behaviors need to change, "why" the change is necessary, and can apply that understanding to make a difference on their jobs.

3. Learning Outcomes:

- Know the leadership concept and recognize the commitment to developing people
- Understand supervisors/managers responsibility and obligation to provide a physical resources and psychosocial support to ensure work areas are safe and healthful
- Understand the requirements of adequate supervision and effective safety training
- Give emphasis on administering appropriate and effective accountability through the application of positive and negative consequences
- Learn more about behavioral based safety
- Become familiar with enforcement and reinforcement of procedures
- Know how to take daily advantage of "opportunities for safety leadership"

4. Course Contents:

Understanding of Leadership Concept:

- Leadership concept
- Leader Vs. supervisor
- Commitment through setting examples
- Leadership in HSE management system

Overview of Safety Responsibilities:

- What does the law say?
- Providing Physical Resources
- Providing Psychosocial Support

Identifying & Correcting Hazards:

- The Four Hazard Areas:
    - *The Safety Inspection Process*
    - *Job Hazard Analysis*
    - *The Hierarchy of Controls*
    - *Incident & Accident Investigation*

- Risk management process and principle
- Leader role in risk management
- Involvement of people in risk management
- Communication and enforcement of control measures

Commitment to developing people:

- Leaders role to develop their employee
- LEADING BY EXAMPLE
- Developing competence standards
- Measuring knowledge and skills
- Job orientation, effective instruction, corrective coaching
- Improving competency by training (knowledge and skills)
- Components of good climate for safety
- Develop responsibility in work area by stages
- Communicate progress in safety by sharing
- Foster communication about safety through how am I doing

Providing Safety Training:

- Supervisor Responsibilities for Safety Training
- What subject should be trained?
- When do supervisors need to train?
- What is the best training method to use?
- Sample training lesson

Enforcement & Reinforcement of Procedures:

- Importance of Procedures
- ABC of Human Behavior

- Safety rules and procedure principals
- Communication of procedures
- Leader role in implementing procedures
- Obstacles faced by supervisors in implementing procedures
- Discipline and effective disciplinary action
- Enforcing and reinforcing rules and procedures
- Evaluating safety performance

Ensuring Safety Accountability:

- Responsibility and accountability
- Establishing standards

Creating a Culture of Consequences:

- The four categories of consequences
- Positive & negative reinforcement
- Punishment
- Extinction
- Criteria for effective consequences

Time Management:

- Setting priorities focusing on core business
- Time spent on site
- Delegation of nonessential activities
- Planning HSE activities
- Integrating of safety in business planning
- Handling problems

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse

- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- SHEMS Internal Auditors
- Coordinators, Managers, Department Heads, Senior Engineers
- Team Leaders, Engineers and Supervisors