1. Course Details:

Course Code : HSEM-017
Course Title : Safety Officer & Coordinator
Course Duration : 5 Days

2. Course Overview

- …….

3. Learning Outcomes:

- Apply basic management principles and practices to safety and health issues as part of a total management strategy;
- Identify roles & responsibilities of H&S officers at work
- Set practicable safety and health objectives and plan and implement courses of action to achieve them;
- Recognize safety and health hazards present in the workplace and the types of control measures needed to manage them;
- Take account of risks from work activities arising from human factors;
- Ensure that adequate information, training and supervision is provided for employees in the organization;
- Investigate an incident in order to determine the causes and take appropriate remedial action
- Communicate effectively on safety and health issues with superiors, the workers they are responsible for and safety and health professionals;
- Have a basic knowledge of health and safety legislation and understand the main legal responsibilities of employers and managers and act to fulfill them

4. Course Contents:

Why is it important to manage safely?
What is your responsibilities H&S officers?
Assessing Risks:

- What is Risk?
- What is a Risk Assessment?
- How are risk assessments carried out?
- Video & Discussion

Controlling Risks:

- How do you reduce risks?

- How do you decide which risk control to use?

Understanding your responsibilities:

- What does the law require you to do?
- How does the law work?

Identifying Hazards:

- What are common hazards?
- What can you do about common hazards?

Investigating Accidents & Incidents:

- Why investigate accidents & incidents?
- How do accidents & incidents happen?
- How do you carry out an investigation?

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Measuring Performance:

- What's performance measurement about?
- How do you measure OHS performance?
- What is auditing?

Protecting our Environment:

- What is the Impact of industry on the environment?
- How can you control pollution & waste?
- What are the main elements of an environmental management system?

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?

- Supervisors
- Human Resources
- Safety Officers & Safety Managers – normally non-construction