Health, Safety And Environment (HSE) Workshop

(5 Days Training Course)

ACS REGISTRARS ISO 29990
ACS REGISTRARS ISO 9001
ilm Approved Centre
PMI Registered Education Provider Project Management Institute
bci Business Continuity Institute Corporate Partnership

![informatech logo]

Why Attend

Who is responsible for health and safety in your organization? Who should be held accountable to meet legal
 obligations in safety requirements? Through this course, it will be apparent that workplace safety is the
responsibility of everyone in the organization. Moreover, a thorough review of common hazards, as well as
root causes of accidents and incidents, will allow participants to be armed with various tools to help them create,
follow, and more importantly, implement the standards of health and safety.

By being aware of hazards surrounding them, participants will be able to identify and anticipate such hazards.
Moreover, the instructions on investigation techniques and processes delivered in this course will enable participants
to better plan for upcoming tasks.

Course Methodology

This workshop is designed to be interactive and participatory, and includes various pedagogical tools to enable the
participants to operate effectively and efficiently in a multifunctional environment. This course is built on four
pedagogical pillars: concept learning (lectures and presentations), role playing (group exercises), experience sharing
(round table discussions) and exposure to real world safety and health matters.

Course Objectives

By the end of the course, participants will be able to:

Identify the sources of harmful acts
Explain how safety is everybody's responsibility
Recognize that accidental injuries are caused by unsafe acts, behaviors and conditions
Prepare a job safety analysis and give job safety instructions
Conduct an accident investigation and complete a meaningful accident report
Respond to various work accidents and emergencies
Plan and conduct a safety audit

Target Audience

Managers, supervisors and safety professionals who wish to improve their skills and competencies in order to be
able to assume their safety responsibilities and effectively carry out their tasks safely in their organization.

Target Competencies

Verbal and non-verbal communication
Planning, organizing and leading
Building rapport
Providing and receiving feedback
Analyzing and evaluating

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Course Outline

Definitions and overview

Why the concerns for safety?
Various definitions of accident, safety, health
World Health Organization (WHO) and Occupational
Safety and Health Administration (OSHA)
Reaching threshold limit values
The 6 Es in safety

Industrial hygiene

Recognition, evaluation, control
Types of hazards in the workplace
The four categories of hazards
Control methods used in a safe environment
Accident costs and reporting

Job Safety Analysis (JSA) and safety audit

Objectives of JSA
JSA uses
Benefits of JSA
Procedures to follow for an effective JSA
How to keep accurate recordings
Importance of an audit
Safety audit tools
Benefits of a safety audit
Consequences after the audit

Accidents investigation, reporting and prevention

Accidents and injuries at work
Identifying causes of accidents
Contributing causes of accidents
Immediate causes of accidents
Effects and costs of accidents
Reporting requirements
Importance of prevention

Management of health and safety

Planning and setting objectives
Organizing to ensure accomplishment
Leading to inspire action
Controlling performance
Concerns for management: safe and sound

Proper behavior in case of an accident

Types of work related accidents
First aid basics and their needs
Cardiopulmonary Resuscitation (CPR) in an emergency
Calling for help when you need it

Ergonomics and good posture

Bad work habits and their effects
Negative effects of bad ergonomics
Correction of bad habits

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Typical interventions are to accelerate performance, execute strategy and embed capability and change. Our programmes are part of the core curriculum in many of our client's corporate universities, and our leadership development programmes have over 300,000 executive alumni. Methodologies are based on more than 100 corporate turnarounds and performance acceleration assignments in FTSE 100 and Fortune 500 companies. Austria, Belgium, Brazil, Canada, China, Colombia, Denmark, Finland, France, Germany, Italy, Mexico, Norway, Poland, Portugal, Russia, Serbia, South Africa, Spain, Sweden, The Netherlands, UK, Uruguay, and the USA.

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Registration Form

THREE WAYS TO REGISTER

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Course / Seminar Title	

Venue / Hotel	Date	Fees
	From / / 201	€ - Euro
	To / / 201	+20% VAT

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions and successfully complete the course assessment will receive an Informatech London Certificate of Completion.

All registrations are subject to our terms and conditions which are available at http://informatech.co.uk/terms.aspx Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

Payment Method

☐ **Bank Transfer** *

☐ **Credit Card Payment**

DELEGATE DETAILS

First Name :
Your name as will appear in attending certificate

Last Name :

Telephone No. :

Mobile No. :
Kindly Provide us International Roaming mobile number

Email Address :
Kindly write valid email address to send your e-learning materials

Company Name :

Country :

City :

Post Code :
if it is apply

⚠ *We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience.*

You can contact the Hospitality Desk for assistance on Email: hospitality@informatech.co.uk

PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-EURO nationals may take several weeks to process.
If you Need Help Please Send Email to : hospitality@informatech.co.uk

CANCELLATION

If you are unable to attend, a substitute delegate will be welcome in your place. Registrations cancelled more than 7 days before the Event are subject to a 200 Pound administration charge. Registration fees for registrations cancelled 7 days or less before the Event must be paid in full. Substitutions are welcome at any time.

All registrations are subject to acceptance by (Informatech Training Ltd.,) which will be confirmed to you in writing.

Due to unforeseen circumstances, the programme may change and (Informatech Training Ltd.,) reserves the right to alter the venue and/or speakers or topics.

DELEGATE's Signature

👍 *I have read and I accept the terms and conditions*

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