

## **Course Name:**

# **Safety & Health Management training**

## **Synopsis**

Safety & Health management training course will provide participant with adequate knowledge required to practice effective Safety & Health management in workplace. Participant will undergo informative sessions by trainer and be put to test with Safety & Health management case scenario group activities.

## **What You Will Learn**

This course aims to:

- Increase awareness to participant on importance of Safety & Health management in workplace.
- Equip knowledge to participants on the core concepts of Safety & Health management in workplace.
- Practice correct technique on Safety & Health management skills at workplace.

## **Who Should Attend**

Apply to all levels of daily operation officer, executives, management and security officer

## **Prerequisite**

N/A

## Course Methodology

Presentation by trainer, scenario case discussion, practical group activities.

## Course Duration

2 day(s)- 9am - 5pm

## Course Structure

### *Session 1: Registration*

- Ice breaker session (Trainer & Participant)
- Introduction to Safety and Health Management
- Importance of safety and health in the workplace
- Legal and regulatory requirements
- Benefits of effective safety and health management

### *Session 2: Hazard Identification and Risk Assessment*

- Recognizing workplace hazards
- Conducting risk assessments
- Risk prioritization and control measures
- Documentation and record-keeping

### *Session 3: Safety Policies and Procedures*

- Developing and implementing safety policies
- Writing effective safety procedures
- Communicating policies to employees

- Ensuring compliance and enforcement

#### *Session 4: Safety Training and Education*

- Identifying training needs
- Planning and delivering safety training programs
- Evaluating training effectiveness
- Continuous training and education

#### *Session 5: Incident Investigation and Reporting*

- Incident reporting procedures
- Conducting thorough investigations
- Root cause analysis
- Corrective and preventive actions

#### *Session 6: Safety Inspections and Audits*

- Conducting regular safety inspections
- Creating checklists and audit protocols
- Identifying compliance gaps
- Developing corrective action plans

#### *Session 7: Emergency Preparedness and Response*

- Developing emergency response plans
- Evacuation procedures
- First aid and medical facilities
- Crisis communication and coordination

*Session 8: Occupational Health and Ergonomics*

- Identifying occupational health hazards
- Promoting employee well-being
- Ergonomic principles and workstation design
- Managing workplace stress

*Session 9: Personal Protective Equipment (PPE)*

- Assessing PPE needs
- Selection, use, and maintenance of PPE
- Training employees on PPE usage
- PPE policy enforcement

*Session 10: Safety Culture and Leadership*

- Creating a positive safety culture
- Leadership's role in safety management
- Employee engagement and participation
- Recognizing and rewarding safe behaviors

*Session 11: Contractor Safety Management*

- Prequalifying contractors
- Communicating safety requirements to contractors
- Monitoring contractor safety performance
- Contractual arrangements and accountability

### *Session 12: Continuous Improvement and Performance Measurement*

- Key performance indicators (KPIs)
- Safety data analysis and reporting
- Setting targets and objectives
- Reviewing and improving safety management systems

#### **Assessment session**

*Throughout the course, there will be case studies, group discussions, and practical exercises to enhance participants' understanding of safety and health management concepts. The trainer will encourage active participation and provide guidance on implementing effective safety practices within participants' respective organizations.*