



Carry out Work Handovers (HSE Critical)

Course Introduction:

This course is designed to equip participants with the knowledge and skills necessary to conduct thorough and effective handovers in HSE-critical contexts. Participants will learn the importance of clear communication, comprehensive documentation, and adherence to safety protocols to minimize risks and enhance operational efficiency.

Throughout the course, attendees will explore the principles of effective handover processes, including the roles and responsibilities of personnel involved, the importance of risk assessment, and best practices for ensuring that all relevant information is conveyed during transitions. By examining case studies and industry standards, participants will gain valuable insights into the critical nature of work handovers and the impact they have on maintaining safety and operational integrity within their organizations.

Course Objectives:

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

- Understand the fundamental principles of work handovers in HSE-critical environments.
- Learn the roles and responsibilities of personnel involved in the handover process.
- Explore effective communication techniques for conveying critical information.
- Analyze risk assessment methodologies relevant to work handovers.
- Familiarize participants with best practices and industry standards for conducting safe and efficient handovers.

Who Should Attend?

This course is intended for HSE officers and safety professionals in the oil and gas industry, Project managers and team leaders, Operations personnel involved in handover processes and Engineers and technical staff working in HSE-critical environments.

Course Outline:

Day 1: Introduction to Work Handovers

- Overview of the importance of work handovers in HSE-critical environments
- Key definitions and concepts related to handover processes
- Introduction to the legal and regulatory frameworks governing handovers

Day 2: Roles and Responsibilities in Handover Processes

- Identification of key personnel involved in handovers
- Understanding the roles and responsibilities of each team member
- Importance of accountability and ownership during transitions

Day 3: Effective Communication Techniques

- Techniques for clear and concise communication during handovers
- Tools and methods for documenting and sharing information
- Case studies on successful communication strategies in handover scenarios

Day 4: Risk Assessment in Handover Processes

- Overview of risk assessment methodologies relevant to handovers
- Identifying potential risks and hazards during transitions
- Strategies for mitigating risks associated with handovers

Day 5: Best Practices and Industry Standards

- Review of best practices for conducting HSE-critical work handovers
- Examination of industry standards and guidelines for handover processes
- Future trends and innovations in handover practices within the industry

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session