



HSE168

Safety Audit, Hazards Identification & Site Inspection

Course Introduction:

The course will cover what hazards are, how we identify them in the workplace and how they can affect people, property and cause loss to a business. How we assess risk and plan to reduce risk. What are Inspection and Audits and how they can be used to improve the Health & Safety of employees leading to reduced incidents and accidents?

Hazards in the workplace can lead to serious injuries or long term health issues if not identified and assessed for risk. Employees time off work leads to extra costs for a company and possible legal action. Reducing workplace accidents and injuries by identifying hazards and planning to reduce their impact is good business, leading to reduced costs, better employee morale and increased productivity. Learning how to identify hazards and incorporating this into health & Safety audits and workplace inspections is good business.

Learning how to identify hazards, how to eliminate or reduce their impact as an individual is key to working safely. Taking part in health and safety audits and workplace inspections improves teamwork and helps colleagues work safely together. Reducing injuries and accidents to yourself and fellow workers helps build a safer working workplace for everyone.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Understand about hazards, types and effects
- Identify risk and how to reduce it
- Determine unsafe acts and unsafe conditions and why they are important
- Discuss about health & safety inspections and audits
- Understand how inspections and audits can be utilized to improve workplace safety
- Explain how to priorities actions arising from audits and inspections

Who Should Attend?

This course is intended for QHSE officers and coordinators, supervisors, foreman, team leaders, middle managers and for individuals seeking health and safety as career.

Course Outline:

Day 1:

Pre-Test

Introduction and What We Will Cover

- Health and Safety Arrangements
- Domestic Arrangements etc.
- Hazards - Definition
- Effects of Hazards
- Recap - day 1

Day 2:

Hazards in Detail

- Mechanical
- Physical
- Chemical
- Unsafe Acts / Unsafe Conditions
- Recap - day 2

Day 3:

Managing Hazards

- Risk assessment as a tool
- Law and Hazards
- Recap - day 3

Day 4:

What are Inspections/What Are Audits?

- Why carry these out
- Workplace Inspections - how, who and when
- Outputs from Workplace inspections
- Recap - day 4

Day 5:

Safety Audits

- What are they and why different
- How do we audit, what do we look at
- Outputs
- Summary of Day
- Check of learning requirements

Post Test

Course Certificate:

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

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
- Discussion
- Presentation

Course Fees:

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

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

