



HSE Management System and Audit

Course Introduction:

The "HSE Management System and Audit" training course is designed to provide participants with comprehensive knowledge and practical skills necessary to implement, manage, and audit Health, Safety, and Environment (HSE) management systems. This course covers the principles and practices of HSE management, risk assessment, regulatory compliance, and effective auditing techniques to ensure continuous improvement and adherence to standards. This detailed and extensive training course outline aims to equip participants with the necessary knowledge and skills to effectively manage and audit HSE systems, ensuring a safer and more compliant workplace.

Course Objectives:

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

- Understand HSE Principles: Gain a thorough understanding of the fundamental principles of health, safety, and environmental management systems.
- Implement HSE Management Systems: Learn how to develop, implement, and maintain effective HSE management systems in line with international standards such as ISO 45001 and ISO 14001.
- Risk Assessment and Management: Acquire skills in identifying, assessing, and managing risks to prevent accidents and minimize environmental impact.
- Regulatory Compliance: Understand legal and regulatory requirements and how to ensure compliance within the organization.
- Auditing Techniques: Develop proficiency in planning, conducting, and reporting on HSE audits to evaluate the effectiveness of HSE management systems.
- Continuous Improvement: Learn strategies for continuous improvement of HSE performance through effective use of audit findings and corrective actions.
- Policy Development: The ability to develop and implement comprehensive HSE policies and procedures.
- Professional Audit: Proficiency in conducting thorough HSE risk assessments and audits.
- Strategy Development: Strategies for fostering a culture of continuous improvement in HSE performance.

Who Should Attend?

- **HSE Managers and Coordinators:** Professionals responsible for managing health, safety, and environmental functions within their organizations.
- **Safety Officers:** Individuals tasked with ensuring workplace safety and compliance with safety regulations.
- **Environmental Managers:** Professionals managing environmental policies, procedures, and compliance.
- **Quality Managers:** Individuals responsible for integrating HSE practices within quality management systems.
- **Operational Managers:** Managers overseeing operations who need to understand HSE implications in their work areas.
- **Internal Auditors:** Professionals conducting internal audits of HSE management systems.
- **Consultants:** Advisors providing guidance on HSE management and compliance

Course Outline:

Module 1: Introduction to HSE Management Systems

- Overview of HSE Management Systems
- Importance of HSE in Organizations
- Key Elements of HSE Management Systems
- Introduction to ISO 45001 and ISO 14001 Standards

Module 2: HSE Policy and Planning

- Developing HSE Policies
- Setting HSE Objectives and Targets
- HSE Planning and Implementation
- Resource Management for HSE

Module 3: Risk Assessment and Management

- Principles of Risk Assessment
- Hazard Identification Techniques
- Risk Analysis and Evaluation
- Implementing Risk Control Measures

Module 4: Legal and Regulatory Compliance

- Understanding HSE Legislation and Regulations
- Compliance Requirements and Best Practices
- Monitoring and Evaluating Compliance
- Case Studies on Regulatory Compliance

Module 5: HSE Performance Monitoring and Measurement

- Key Performance Indicators (KPIs) for HSE
- Techniques for Monitoring and Measuring HSE Performance
- Incident Reporting and Investigation
- Data Analysis and Interpretation

Module 6: Internal HSE Auditing

- Principles of Auditing
- Planning and Preparing for HSE Audits
- **Opening Meeting:** Conducting an initial meeting to outline the audit process, objectives, and scope to the auditees
- Conducting Effective HSE Audits
- **Audit Techniques:** Techniques for collecting audit evidence, including interviews, observations, and document reviews
- **Audit Tools:** Using tools and technologies, such as audit software and checklists, to facilitate the audit process
- **Evidence Collection:** Methods for collecting reliable and verifiable evidence to support audit findings
- Reporting Audit Findings and Non-Conformities

Module 7: Continuous Improvement in HSE

- Corrective and Preventive Actions
- Root Cause Analysis Techniques
- Implementing Continuous Improvement Initiatives
- Case Studies on Successful HSE Improvements

Module 8: HSE Training and Communication

- Developing HSE Training Programs
- Effective HSE Communication Strategies
- Promoting HSE Culture in the Workplace
- Engaging Employees in HSE Activities

Module 9: Emergency Preparedness and Response

- Developing Emergency Plans
- Conducting Emergency Drills and Exercises
- Crisis Management and Communication
- Post-Incident Review and Improvement

Module 10: Integration with Other Management Systems

- Integrating HSE with Quality Management Systems (ISO 9001)
- Linking HSE with Business Processes
- Benefits of Integrated Management Systems
- Case Studies on Integration Practices

Module 11: Practical Workshops and Case Studies

- Interactive Workshops on Risk Assessment
- Role-Playing HSE Audits
- Analysis of Real-World Case Studies
- Group Discussions and Experience Sharing

Course Certificate:

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

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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, and-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

