

# € TRAINING

Managing Health and Safety in the  
Workplace



# Managing Health and Safety in the Workplace

## Introduction:

Health and Safety in the Workplace provide those in managerial and supervisory positions with appropriate knowledge and understanding of the issues involved. You will learn how to reduce costs and improve profits with effective safety management.

Health and safety technology and procedures are very important aspects of health and safety management. However, on their own, these will not provide a continuous improvement in health and safety performance. It is necessary to have personnel with a sound understanding of the areas that can give rise to losses. The course covers all the basic areas of Safety in the Workplace such as Safety Management, Safety Culture, Workplace Equipment, Hazardous agents, and Legislation.

## Course Objectives:

At the end of this course the participants will be able to:

- Define the sources of harmful acts.
- Understand and accept that safety is a function whereby everyone is responsible.
- Establish that accidental injuries are caused by unsafe acts, behavior, and conditions.
- Perform job safety analysis and give job safety instructions.
- Conduct an accident investigation and fill a meaningful accident report.
- Handle and react to various work accidents and emergencies.

## Targeted Audience:

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

## Course Outlines:

### Unit 1: Definitions and Overview:

- Accident, Safety, Health
- World Health Organization WHO and OSHA
- Threshold Limit Values

### Unit 2: Industrial Hygiene:

- Types of Hazards
- Control Methods
- Accidents Costs and Reporting

### Unit 3: Job Safety Analysis JSA

- Objectives
- Uses and Benefits

- Procedures
- Recordings

#### Unit 4: Accidents Investigation, Reporting, and Prevention:

- Causes of Accidents
- Effects and Costs of Accidents
- Reporting
- Prevention

#### Unit 5: Management of Health and Safety:

- Planning
- Organizing
- Leading
- Controlling

#### Unit 6: Proper Behavior in Case of an Accident:

- Types of Accidents
- First Aid
- CPR
- Calling for Help

#### Unit 7: Safety Audit:

- Importance
- Benefits
- Consequences

#### Unit 8: Ergonomics and Good Posture:

- Bad Habits
- Negative Effects
- Correction