

# € TRAINING

IOSH Managing Safely



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## Introduction:

Safety is not the prerogative of the safety specialist but also one of the parts in every management discipline. An office manager is no less responsible for the safety of his team than the construction manager. The law and company policy apply equally to both. The course will not turn delegates into safety experts but it will give them the appreciation of what safety issues are about and the methods available to them to ensure that safety is implemented in their workplaces. It is, after all, a manager's responsibility to have a workplace free of danger and a workforce free of ill health and accidents. Managers will be able to review their departmental systems for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace.

## Course Objectives:

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

- Implement workplace precaution hierarchies
- Identify the data and techniques required to produce an adequate record of an incident
- Prepare and use active monitoring checklists
- Explain the parts of a recognized Safety Management System
- Implement environmentally friendly systems
- Understand, assess and control risks
- Understand responsibilities
- Investigate accidents and incidents
- Measure performance
- Protect the environment

## Targeted Audience:

- HSE personnel
- Office Managers
- Managers of the production process
- Engineers in maintenance
- Team Leaders
- Supervisors

## Course Outlines:

### Unit 1: Introduction and Assessing Risks:

- Introduction
- The importance of managing safety
- The manager's Responsibilities
- The risk assessment process
- Risk assessment

### Unit 2: Controlling Risks & Understanding Responsibilities:

- How to Reduce Risks
- Hierarchy of risk control
- Responsibilities of Managers
- Civil Law & Criminal Law
- Safety Management Systems

### Unit 3: Identifying Hazards:

- Common Hazards
- Identifying the Hazards
- Video
- Physical hazards
- Chemical hazards

### Unit 4: Investigating Incidents & accidents:

- The reasons for investigating incidents
- How accidents occur
- Causes & consequences
- Investigations
- Reports

### Unit 5: Measuring Performance & Environmental Protection:

- Active & Reactive Monitoring
- Audits
- Revision
- Preparation of Assessment
- Assessment