SAFETY COMPLIANCE AND SITE INSPECTION

HSE013

COURSE DESCRIPTION

Organisations, as a minimum requirement, must demonstrate compliance with health, safety and environmental 'HSE' legal requirements. They should also demonstrate compliance with the HSE Management System. An essential part of any HSE-MS is to provide some means of measuring performance against these requirements and to provide feedback for management review. The HSE Audit and site inspections are essential elements in providing this function. Auditors, whether experienced or new need to have the necessary experience in HSE to conduct an effective audit. The course will cover the elements of HSE Management Systems and the role of HSE audits and verification by site inspection on essential elements such as risk assessment and risk management. It will concentrate on enhancing knowledge on HSE issues, including promoting and developing positive safety culture within the organisation.

COURSE GOAL

To enhance the participants' knowledge, skills, and abilities necessary for promoting and developing positive safety culture within the organisation, carrying out physical site inspections, and HSE audit reporting.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Describe HSE Management System Elements in his company.
- Distinguish between risk assessment and risk management and Understand their roles.
- Develop a plan and implement vertical and horizontal audit systems.
- Be familiar with the requirements of ISO 14000, HS(G)65, and OHSAS 18000.
- Carry out effective site inspections to sample behavioural and physical aspects of the site and its workers.
- Measure improvements in safety culture.
- Describe the role of projects HSE reviews.
- Prepare audit reports.

WHO SHOULD ATTEND

- Experienced and new auditors linked to the organization's HSE MS
- All HSE personnel
- Managers and supervisors responsible for HSE functions
- Individuals responsible for controlling contractors

COURSE DURATION

5 Working Days

COURSE OUTLINES

1. **Introduction**

   - Introduction to risk assessment and risk management
   - Working with contractors and other organizations
   - Permit-to-work Systems
   - HSE Management Systems
   - Projects Health, Safety & Environmental Plans

2. **Elements of HSE Management Systems**

   - Types of HSE Management Systems
   - Elements of HSE – Management Systems
   - HSE Policy – Elements of HSE policy statements
   - Types of self-audit systems
   - Proactive and reactive monitoring of performance
   - Proprietary HSE audit software systems
   - Quantitative audit systems

3. **Behavioural Aspects in Safety**

   - Motivation and employee involvement
   - Positive safety culture
   - What is safety culture
   - How to promote safety culture
   - How to measure safety culture
   - Behavioural Safety and employee involvement
   - Outcome indicators

4. **Inspection and Observation Procedures**

   - Engineering integrity
   - Techniques of site inspections and observation
   - The Safety Case Concept
   - Permit-to-work systems
   - Preparation of audit reports and action plans
   - Specific audit/inspection systems: fire protection and site activities

5. Preparedness for Emergency

- Elements of an emergency plan
- Auditing emergency plans
- Procedures for preparing action plans
- Auditing contractors