

# HAZARD IDENTIFICATION AND CONTROLS

## HSE044

### COURSE DESCRIPTION

At the beginning of this course, the goal is to introduce trainees to the importance of systems and programs followed for managing occupational safety and health in general, as well as the key policies implemented to effectively activate these systems in various institutions and companies.

During the course, you will also learn about the roles and tasks performed by teams responsible for managing and monitoring the occupational safety and health system, and how this team collaborates with other departments to achieve both short-term and long-term goals.

Trainees will be able to understand the close relationship between the importance of risk analysis and assessment in the workplace and the success or failure of properly implementing occupational safety and health management systems. Risk assessment and risk mitigation are essential pillars in applying these systems.

The course content will also cover the key steps involved in the risk assessment process and how to systematically apply these steps to achieve the desired objectives.

We will also explore common risks in various workplace environments, along with practical examples of different types of risks and the best methods for reducing or mitigating their impact on the safety and health of workers. Additionally, we will discuss the important procedures and interrelated relationships between occupational health management systems and the medical field, including first aid.

### COURSE OBJECTIVES

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

- Understand key concepts related to occupational safety and health management systems.
- Enhance awareness of safety and health risks in the workplace.
- Properly analyze and assess risks in the workplace.
- Identify the main roles of the occupational safety and health team.
- Know the key procedures and steps for risk assessment and how to benefit from the assessment results.
- Understand the main types of occupational safety and health risks associated with different workplace environments.
- Be familiar with the key health and environmental risks in the workplace and related assessment procedures.

## WHO SHOULD ATTEND

- All employees across various fields, as safety and health risks are present in all workplace environments, though they vary depending on the nature of the activity and the tasks performed by individuals in institutions and companies.
- Individuals interested in occupational safety and health, depending on the nature of their work.
- Those seeking a comprehensive course covering all the principles and fundamentals related to risk management in the workplace.
- Those interested in learning the steps and procedures for risk assessment and analysis in the workplace and how to apply risk control measures.
- Those interested in studying occupational safety and health systems from the perspective of evaluating and analyzing risks that cause injuries and occupational diseases in the workplace, and how to reduce or minimize these risks.

## COURSE DURATION

5 Working Days

## COURSE OUTLINES

### 1. Management

- Planning / Organizing / Directing and Controlling
- Organizing
- Verifying the Occupational Health and Safety Management System
- Monitoring Actions
- Documenting Information and Results
- Enabling Occupational Health and Safety Management to understand and implement safety and health regulations
- Directing and Controlling
- Ensuring the implementation of occupational safety requirements at the workplace
- Ensuring workers adhere to instructions
- Ensuring the effectiveness of procedures

### 2. Planning

- Planning to identify sources of hazards, assess the resulting risk, and control it
- The organization's methodology for identifying sources of hazards and assessing the resulting risk
- Legal and other requirements
- Objectives of occupational safety and health management programs

### 3. Review and Corrective Action

- Monitoring and Measuring Performance
- Accidents, potential accidents, non-conformities, and corrective and preventive actions
- Records and Records Management

### 4. Safety Management Tasks

- Provide all necessary personal protective equipment at work
- Conduct risk assessment, estimation, and analysis for all work sites
- Perform regular inspections of safety procedures at the workplace
- Develop specialized training programs in occupational safety
- Prepare emergency and evacuation plans
- Investigate accidents, identify causes, and document them

### 5. Risk Management

- What is a risk? When, where, and how does it occur?
- What are the consequences of risks and the damage they may cause?
- What procedures can be used to manage risks?

### 6. Guidelines in Emergency Management

- Emergency management plans must be ready for all identified risks that could affect work continuity.
- Accidents should be reported immediately to the highest relevant authority.
- Focus on immediate response and action during emergencies.

### 7. Emergency Management

- Develop an emergency plan that matches the risks present in the facility.
- Create a specific profile for each hazardous material, including its risks and ways to combat them.
- Conduct regular inspections of storage areas.
- Build an information and communication network that meets work requirements.
- Implement awareness programs.
- Perform regular review and assessment of the facility and materials.

### 8. Workplace Accident Investigation Management

- Identify the causes of the accident and the surrounding circumstances.
- Gather information about the worksite, the tool involved, the injured person, and the time of the accident.
- Analyze the facts surrounding the accident.
- Write a report on the accident.