



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Facilities Management Safety

### Introduction

The course will cover the legal background – including an appreciation of how safety legislation has evolved and why; the logic behind recent developments and the implications for staff and employers; key areas of current legislation; roles and responsibilities in health and safety management, including monitoring contractors and suppliers effectively; implementing sound health and safety policies and procedures; getting staff on board, and implementing effective systems. Also, recognizing potential risks and hazards and developing strategies to minimize their impact in the workplace.

### Objectives

This course will give participants an understanding of:

- The broader context of the key areas of health and safety regulation which apply to your organization
- Existing health and safety practice and guide them in how to shape and implement an effective health and safety policy
- What they should do and the procedures to support it
- Potential areas of risk in the workplace – and how to take action to minimize the threat to staff safety
- How sound health and safety processes can contribute to business performance

### Course outline

Understanding the workplace legislation

- Overview of health and safety and workplace legislation
  - Compliance, the role of the facilities manager, and who is accountable?
  - Breakout session to discuss where we are now and to highlight issues of concern
  - Applying required policies and procedures
  - Developing and implementation/review of the safety policy
  - Communicating with users, clients and contractors
  - Health and safety manual
1. 'Selling' health and safety

### Key legislation – a practical working guide

- Construction (Design and Management) Regulations
- Electricity at Work Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations
- Manual Handling Operations Regulations
- Asbestos Regulations
- Disability Discrimination Act (DDA)
- Work Equipment Regulations
- Portable Appliance Testing (PAT)

### Controlling contractors

- Understanding the Regulations
- Assessing contractors
- Understanding and setting accountability
- Why a method statement?
- How to apply a permit to work system?