شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Safety Management Techniques

Duration 5 Days

Introduction
The Safety Management Techniques course is designed to assist safety and health professionals who are responsible for managing employees and/or projects in safety and health efforts. Based on current safety, management, quality, and performance technology principles, this program focuses on knowledge and skills required to effectively deal with safety and health management issues from an individual and organizational perspective.

Who Should Attend
The course is suitable for persons undertaking any of the following roles:

- Directors and senior managers responsible for Health & Safety policies and procedures
- Facilities Managers responsible for day-to-day Health & Safety within the organisation
- Health & Safety Coordinators
- Persons who have specific Health & Safety responsibilities defined in their job descriptions

Course Objectives
Upon completion this program Participants will be able to:

- Identify the fundamental principles of safety management.
- Recognize the key elements of safety management system.
- Determine your role as a safety and health professional and define line management's safety and health responsibilities.
- Identify leadership strategies that contribute to your success as a manager.
- Recognize the dynamics of organizational safety culture.
- Recognize strategies and steps to create organizational and individual change.
- Enhance your interviewing, consulting and influencing skills to enlist support from key people in your organization.
- Use measurement tools to track the progress of your organization's safety management system.
- Identify the steps for preparing a successful safety management audit.
- Establish a business case for a safety management system.
- Use problem solving and decision making skills to resolve your organization's safety and health issues
- Create an action plan to improve safety management in your organization.

Course Outlines:

1. **Introduction**
   - 1.1. Concept of safety
   - 1.2. Need for safety management
   - 1.3. Approaches to safety management
2. **UNDERSTANDING SAFETY**
   - 2.1. Concept of risk
   - 2.2. Accidents versus incidents
   - 2.3. Accident causation
   - 2.4. Context for accidents and incidents
   - 2.5. Human error
   - 2.6. Safety cycle
   - 2.7. Cost considerations

3. **BASICS OF SAFETY MANAGEMENT**
   - 3.1. The philosophy of safety management
   - 3.2. Factors affecting system safety
   - 3.3. Safety management concepts
4. **RISK MANAGEMENT**
   - 4.1. Hazard identification
   - 4.2. Risk assessment
   - 4.3. Risk mitigation\
   - 4.4. Risk communication
5. **HAZARD AND INCIDENT REPORTING**
   - 5.1. Introduction to reporting systems
   - 5.2. Types of incident reporting systems
   - 5.3. Principles for effective incident reporting systems
   - 5.4. Implementation of incident reporting systems
6. **SAFETY ANALYSIS AND SAFETY STUDIES**
   - 6.1. Analytical methods and tools
   - 6.2. Safety studies
7. **SAFETY PERFORMANCE MONITORING**
   - 7.1. Assessing safety health
   - 7.2. Safety oversight
   - 7.3. Regulatory safety audits
   - 7.4. Self-audit.
8. **ESTABLISHING A SAFETY MANAGEMENT SYSTEM**
   - 8.1. Safety culture
   - 8.2. Ten steps to an SMS
9. **SAFETY ASSESSMENTS**
10. **SAFETY AUDITING**
    - 10.1. The safety audit team
    - 10.2. Safety audits
    - 10.3. Planning and preparation
    - 10.4. Conduct of the audit
    - 10.5. Audit follow-up
    - 10.6. ISO quality standards
11. **PRACTICAL CONSIDERATIONS FOR OPERATING A SAFETY MANAGEMENT SYSTEM**