

COURSE OVERVIEW HE0921
Contractor Health Care Management

Course Title

Contractor Health Care Management

Course Date/Venue

Session 1: April 21-25, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Session 2: August 17-21, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE



Course Reference
HE0921



Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



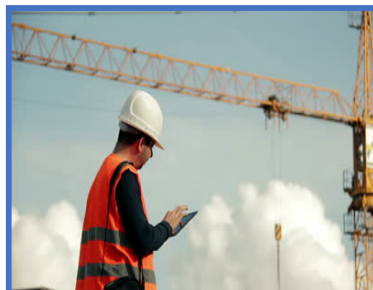
This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using one of our state-of-the-art simulators.

A potential contractor is required to meet a range of standards before being awarded a contract. It is the duty of the contracting company to ensure that the potential contractor meets the minimum requirement.



Risk increases with the loss of control from outsourcing work. With the continuing outsourcing of production, supply services, waste management, and similar non-core activities, companies struggle to standardize their contractor management processes.

Inadequate contractor management has led to incidents incurring losses due to substandard serviced delivery, and non-compliance to safety standards sometimes resulting in fatalities and injuries in handling waste resulting from operations.



Requirements and regulations from the U.S. Occupational Safety and Health Administration and other governing bodies are constantly changing. Companies need to have full visibility into the quality of work their hired contractors have performed in the past and are performing now, and this often proves difficult.

This course is designed to ensure that all parties are aware of their obligations and that the requirements of each section of the act is fully explored and understood. The aim of this course is to explain the Contractor Safety Management (CSM) practices, policies and procedures in a process or operational environment. The major focus is to develop competent CSM leaders who can plan and execute all work that utilizes contractors.

Further, the course will also discuss the potential contractor's OHS management system; the certified OHS management system; the health and safety responsibilities; the safe work practices and procedures; safe work permits, incident reporting and investigation; the plant safety including hazard identification system; and the identification of handling hazardous substances correctly.

By the end of the course, participants will be able to implement health and safety workplace inspection, recording regular inspection, standard inspection checklists and report hazard from potential contractor; conduct health and safety consultation for employees and employ health and safety committee; identify evidences of OHS performance, safety performance statistics, health and safety performance information, conviction of health and safety offences; and follow the requirements of a contractor including site safety should be developed from hazard identification and risk assessment data, ensure company supervision that the contractor's work method on site conform site safety plan requirements, relevant specifications, drawings and work plans are available on site, etc.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on contractor safety management
- Discuss potential contractor's OHS management system, certified OHS management system, OHS management system or plan and health and safety responsibilities
- Carryout safe work practices and procedures, safe work permits, incident reporting and investigation, plant safety including hazard identification system and identify and handle correctly hazardous substances
- Implement health and safety training, health and safety workplace inspection, recording regular inspection, standard inspection checklists and report hazard from potential contractor
- Conduct health and safety consultation for employees and employ health and safety committee
- Identify evidences of OHS performance, safety performance statistics, health and safety performance information, conviction of health and safety offences
- Follow the requirements of a contractor including site safety should be developed from hazard identification and risk assessment data, ensure company supervision that the contractor's work method on site conform site safety plan requirements, relevant specifications, drawings and work plans are available on site, etc

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of contractor safety for all supervisors, health and safety section heads, contractors, owners and on-site personnel, company personnel responsible for the appointment of contractors as well as company engineers on a regular basis with contractors including service producers at the supply end of the value chain as well as the delivery end such as waste management, product delivery, etc.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.


Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the **President of DSR Consulting** and the **Professor of Business Studies Unit (BSU)** at **Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level in Contract Management, Logistics & Supply Chain Management, Inventory Management, Transportation Management, Project Management, Operations Management, Procurement Management, Human Resources Management (HRM), Market Intelligence & Analysis, Leadership & Change Management, Presentation Skills, Negotiation Skills, Interpersonal Skills, Communication Skills, Adaptability & Flexibility, Learning & Self Development, Industrial Relationships, Driving Performance, Performance Measurement, Performance Goal Implementation, Time Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Commercial Negotiation & Legal Aspects, Logistics & Supply Chain Management, Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Entrepreneurship and International Business.**

Mr. Robinson has over **30 years** of international experience in **Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization.** Further, he is a **Registered Assessor of Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing.**

As a leader in the **Quality, Procurement and Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in Procurement, financial, sales, distribution, materials management and costing.

During his long career life, Mr. Robinson worked for many **International companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Procurement Manager, Logistics Manager, Logistics Superintendent, Project & Contract Manager, Purchasing Supervisor, SAP Facilitator,** etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic planning, business wellness analysis, Contract management, Project Management, feasibility studies, financial analysis, cash-flow forecasting, Capital investment analysis, risk analysis, Business process analysis, and Quality Management Systems.**

Mr. Robinson has a **Master** degree in **Business Administration (MBA)** from the **University of Durban-Westville,** a **Bachelor** degree with **Honors** in **Business Management and Administration** and **Diplomas** in **Medical Technology, Marketing Management, Business Management and Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM),** an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	<i>Potential Contractor's OHS Management System</i>
0900 – 0930	<i>Company Health and Safety Policy</i>
0930 – 0945	<i>Certified OHS Management System</i>
0945 – 1015	<i>OHS Management System or Plan</i>
1015 – 1030	<i>Break</i>
1030 – 1100	<i>Health and Safety Responsibilities</i>
1100 – 1200	<i>Safe Work Practices and Procedures</i>
1200 – 1230	<i>Health and Safety Training</i>
1230 – 1245	<i>Health and Safety Consultation</i>
1245 – 1300	<i>Break</i>
1300 – 1315	<i>Evidence of OHS Performance</i>
1315 – 1330	<i>Safety Performance Statistics</i>
1330 – 1400	<i>Health and Safety Performance Information</i>
1400 – 1420	<i>Conviction of Health and Safety Offences</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	<i>Site Safety Plan Development</i>
0830 – 0930	<i>Company Supervision</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>All Relevant Specifications, Drawings and Work Plans Availability</i>
1030 – 1115	<i>All Relevant Permits, Licenses and Approvals and Copies Availability</i>
1115 – 1200	<i>Up-to-Date Copies of all Correspondence, Instructions and Directives Relevant to Health and Safety</i>
1200 – 1215	<i>Break</i>
1215 – 1230	<i>Regular Site Safety Inspections and Records</i>
1230 – 1245	<i>Material Safety Data Sheets and their Use for all Substances Used on Site and Handled During Waste Removal</i>
1245 – 1420	<i>Legislation, Standards and Codes of Practice</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0830	<i>Overall Responsibility for Health & Safety Matters</i>
0830 – 0930	<i>Work Site Boundaries</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Site Visitor's Book</i>
1030 – 1115	<i>Safety Maintenance</i>
1115 – 1200	<i>Site Safety Induction Program and Records</i>
1200 – 1215	<i>Break</i>

1215 – 1230	<i>Safety/Warning Signs Maintenance</i>
1230 – 1245	<i>Permit to Work Procedures</i>
1245 – 1420	<i>Isolation/Tagging Systems</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Three</i>

Day 4

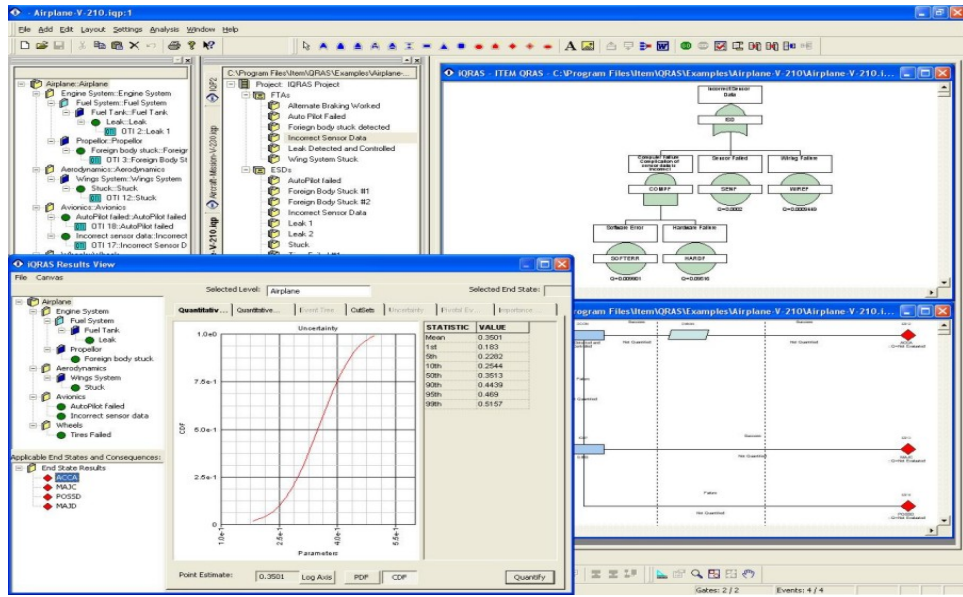
0730 – 0830	<i>Site Emergency Response Plans</i>
0830 – 0930	<i>Accident/Incident Report Book</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Accident/Incident Investigations</i>
1030 – 1115	<i>First Aid Facilities and Trained Personnel Available on Site</i>
1115 – 1200	<i>Site Safety Committee</i>
1200 – 1215	<i>Break</i>
1215 – 1230	<i>Site Safety Committee Meetings</i>
1230 – 1245	<i>Health and Safety Issues</i>
1245 – 1420	<i>Work Cover Inspection</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Four</i>

Day 5

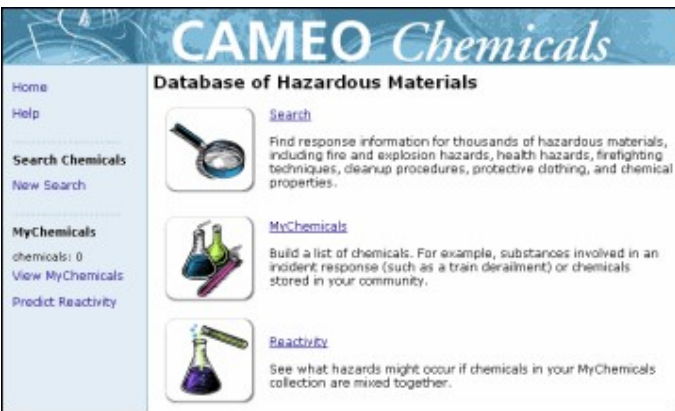
0730 – 0830	<i>Safety Performance of All Subcontractors Monitoring</i>
0830 – 0930	<i>Hazard Identifications and Risk Assessments</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Inspection, Maintenance and Service Records</i>
1030 – 1100	<i>Fire Protection Equipment</i>
1100 – 1200	<i>Personal Protective Equipment</i>
1200 – 1215	<i>Break</i>
1215 – 1245	<i>Flammable Materials, Gas Cylinders and Other Hazardous Substances</i>
1245 – 1345	<i>Facilities, Amenities and the Standard of General Housekeeping</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

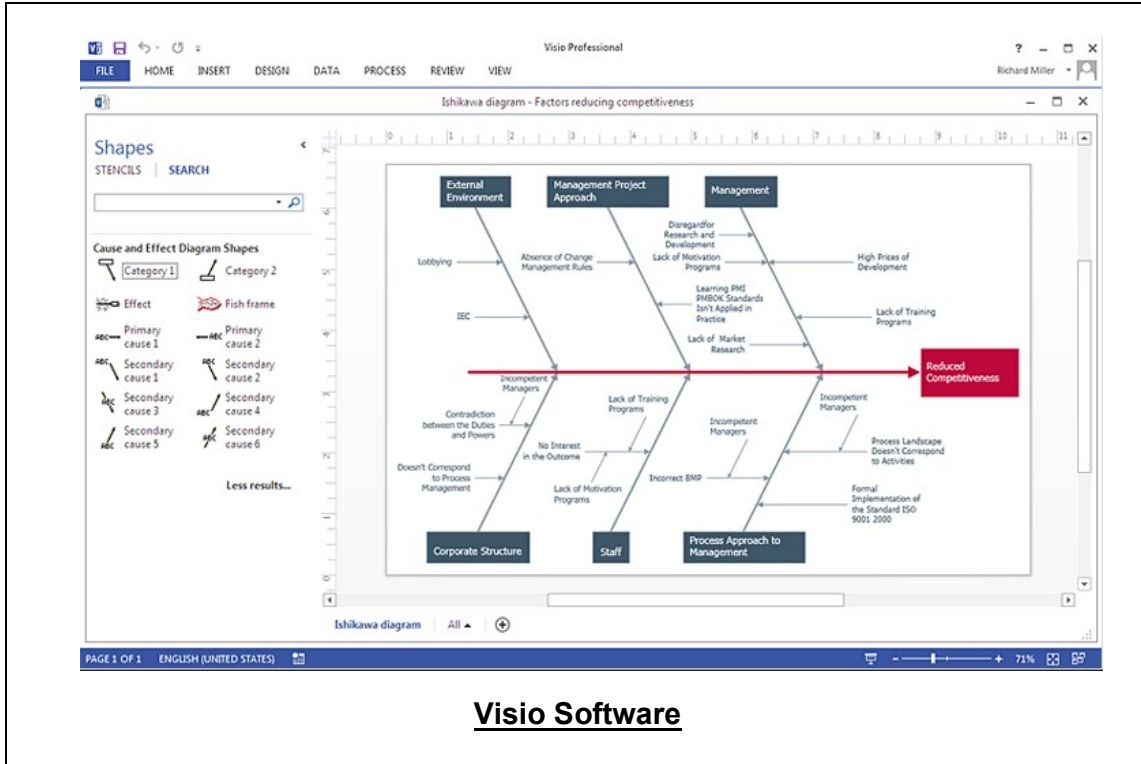
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art “QRA”, “CAMEO”, “Visio Software”, “Mindview Software” and “Workplace Risk Assessment” simulators.



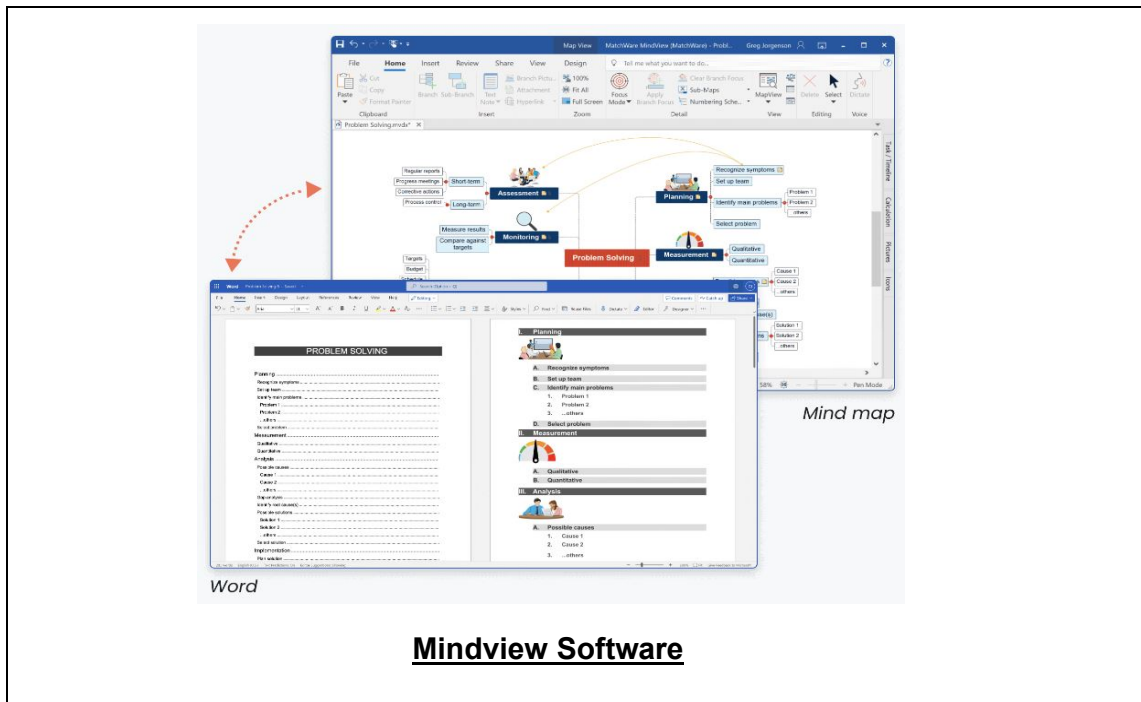
QRA System Simulator



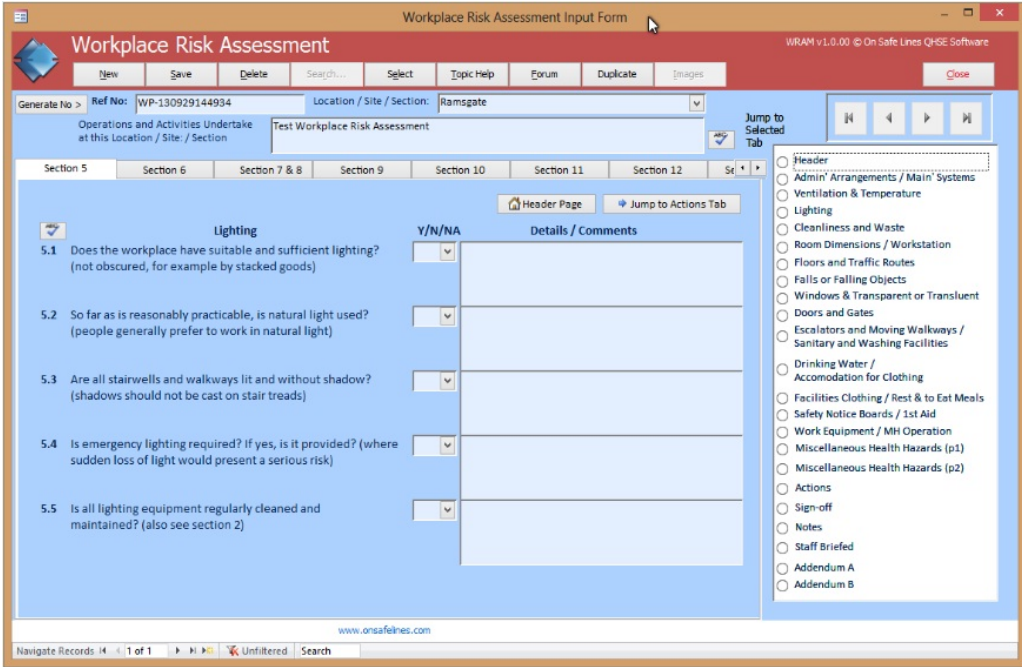
CAMEO Chemicals Suite Simulator



Visio Software



Mindview Software



The screenshot shows the 'Workplace Risk Assessment Input Form' software. The title bar reads 'Workplace Risk Assessment Input Form'. The main window has a red header with the text 'Workplace Risk Assessment' and 'WRAM v1.0.00 © On Safe Lines QHSE Software'. Below the header is a menu bar with options: New, Save, Delete, Search..., Select, Topic Help, Forum, Duplicate, Images, and Close. The main area is divided into several sections. At the top, there are fields for 'Generate No >', 'Ref No: WP-130929144934', and 'Location / Site / Section: Ramsgate'. Below this, there are tabs for 'Section 5' through 'Section 12'. The 'Lighting' section is active, showing a table with columns 'Y/N/NA' and 'Details / Comments'. The table contains five rows of questions related to lighting. On the right side, there is a 'Jump to Selected Tab' panel with a list of categories and sub-items, each with a radio button. The categories include: Header, Admin' Arrangements / Main' Systems, Ventilation & Temperature, Lighting, Cleanliness and Waste, Room Dimensions / Workstation, Floors and Traffic Routes, Falls or Falling Objects, Windows & Transparent or Translucent, Doors and Gates, Escalators and Moving Walkways / Sanitary and Washing Facilities, Drinking Water / Accommodation for Clothing, Facilities Clothing / Rest & to Eat Meals, Safety Notice Boards / 1st Aid, Work Equipment / MH Operation, Miscellaneous Health Hazards (p1), Miscellaneous Health Hazards (p2), Actions, Sign-off, Notes, Staff Briefed, Addendum A, and Addendum B. At the bottom of the window, there is a status bar with 'Navigate Records', '1 of 1', 'Unfiltered', and a search field. The website 'www.onsafelines.com' is also visible.

Workplace Risk Assessment

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org