



COURSE OVERVIEW HE1089
HSSE Training & Awareness
(E-Learning Module)

Course Title

HSSE Training & Awareness
(E-Learning Module)

Course Reference

HE1089

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)



Course Duration

30 online contact hours
(3.0 CEUs/30 PDHs)



Course Description



This E-Learning course is designed to provide participants with an awareness of health, safety, security and environment (HSSE). It covers the supervisor responsibilities for safety training and the common threads leading to injuries; the OSHA mandatory training requirements, re-training requirements and HSE training; the factors in determining the level of supervision needed; the safety responsibilities, accountability concept and hazards; the four hazard categories; the hazard identification methods; and the safety supervision and the supervisor's responsibility under the OSHact.

Further, the course will also discuss the supervisor safety leadership; the categories of hazards and the two main classes of hazards; managing hazards; the hazard reduction steps, assessing and evaluating the hazards and the hazard elimination and controls; ensuring safety accountability; the key processes within an accountability system; the five essential processes of an effective accountability system; the four categories of consequences; and the various tips for giving positive reinforcement.



Moreover, the course will also discuss the reduction of human failure; the powerful way to increase safe behaviour; giving effective feedback; improving competency, develop competence standards and measure knowledge; the corrective coaching and improve competency by training; the HSSE climate and culture, health and safety performance and outputs of a positive organizational culture; the elements of communication model and the barriers to communication; the various methods of communication, toolbox talks, participation and consultation; the Leadership, auditing and workplace inspections; the competence of inspector, the use of checklists and the requirements for effective report writing; the health and safety performance; gathering information to review health and safety performance; the audit process; and the scope and purpose of auditing health and safety management systems.

During this interactive course, participants will learn the HSSE trainings and campaigns; the training and awareness script; the techniques for trainers, asking questions, using a checklist, instant ideas, action planning, body mapping and hazard mapping; setting the activity, supervising the groups, taking reports from small groups, summarizing reports and guiding the final discussion; the use of resource persons, setting up your training course, planning the course and course evaluation; the evaluation questionnaires, personal action plans and the impact of the training activity in the workplace/union; the key objectives for health and safety campaigns; setting a measurable objective, identifying your target markets and audiences, formulating a clear and simple message and planning your campaign; choosing the most appropriate means and media to reach your target audiences; incorporating a system to monitor your campaign's success; the HSSE drills and the purpose of the drill; the drill planning and execution; and reviewing/ revising the plan.

Course Objectives

After completing the course, the employee will:-

- Apply and gain an awareness on health, safety, security and environment (HSSE)
- Define the HSSE training/ awareness campaign techniques and protocols
- Determine and identify the various types of HSSE trainings/awareness campaigns within the company and the HSSE measures/issues addressed
- Articulate HSSE training and awareness scripts
- Understand HSSE training/awareness material, communication channels and documentations used
- Conduct various safety drills within the company
- Discuss the supervisor responsibilities for safety training and the common threads leading to injuries
- Carryout OSHA mandatory training requirements, re-training requirements and HSE training
- Identify the factors determining the level of supervision needed
- Determine safety responsibilities, accountability concept and hazards
- Recognize the four hazard categories and apply hazard identification methods
- Provide safety supervision and discuss the supervisor's responsibility under the OSHact
- Employ supervisor safety leadership and identify the categories of hazards and the two main classes of hazards

- Manage hazards, apply hazard reduction steps, assess and evaluate the hazards and perform hazard elimination and controls
- Ensure safety accountability and discuss the key processes within an accountability system
- Identify the five essential processes of an effective accountability system
- Create culture of consequences and recognize the four categories of consequences
- Apply various tips for giving positive reinforcement when you are looking for something to reinforce, when you are delivering reinforcement and when you need to listen
- Reduce human failure and apply a powerful way to increase safe behaviour
- Give effective feedback, improve competency, develop competence standards and measure knowledge
- Deliver effective instruction, apply corrective coaching and improve competency by training
- Discuss HSSE climate and culture, health and safety performance and outputs of a positive organizational culture
- Identify the elements of communication model and the barriers to communication
- Employ various methods of communication, toolbox talks, participation and consultation
- Carryout Leadership, auditing and workplace inspections as well as discuss the competence of inspector, the use of checklists and the requirements for effective report writing
- Review health and safety performance and gather information to review health and safety performance
- Illustrate audit process and discuss the scope and purpose of auditing health and safety management systems
- Perform HSSE trainings and campaigns as well as review training and awareness script
- Employ techniques for trainers, asking questions, using a checklist, instant ideas, action planning, body mapping and hazard mapping
- Set the activity, supervise the groups, take reports from small groups, summarize reports and guide the final discussion
- Explain the use of resource persons, set up your training course, plan the course and apply course evaluation
- Review evaluation questionnaires, personal action plans and the impact of the training activity in the workplace/union
- Prepare and organize a campaign and discuss the key objectives for health and safety campaigns
- Set a measurable objective, identify your target markets and audiences, formulate a clear and simple message and plan your campaign
- Choose the most appropriate means and media to reach your target audiences and incorporate a system to monitor your campaign's success
- Discuss HSSE drills and the purpose of the drill, perform drill planning and execution and review/revise plan

Who Should Attend


This course provides an overview of all significant aspects and considerations of health, safety, security and environment (HSSE) for managers, section heads, engineers, superintendents, supervisors, foremen and other technical staff.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

-  USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association 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 1-2013 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 1-2013 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 Association 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.

-  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.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal

Course Contents

- Safety Training
- Safety Training Should be Provided
- Supervisor Responsibilities for Safety Training
- Training
- Common Threads Leading to Injuries
- Step 1: Determine Which Training is Necessary
- Step 2: Determine Scope of Training
- Step 3: Identify Goals and Objectives
- Step 4: Conduct the Training and Collect/Maintain Documentation
- Step 5: Provide Refreshers as Needed
- Safety Training Programs
- OSHA Mandatory Training Requirements
- Re-Training Requirements
- HSE Training
- Training Needs
- When is Training Needed?
- Additional Training
- Factors Determining the Level of Supervision Needed

- Case Study #1
- Quiz #1
- Overview of Safety Responsibilities
- The Job
- Why Do People Choose at Risk Behaviors?
- No-Blame Versus Accountability
- Accountability Concept
- Safety Responsibilities
- Balancing Individual Vs Company Culpability
- Identifying & Correcting Hazards
- Definitions
- Accident
- Near Accident
- What is Hazard?
- Hazard Categories
- Four Hazard Categories
- Hazard Identification Methods
- Case Study #2
- Quiz #2
- Providing Safety Supervision
- OSHA: Supervisor
- The Supervisor's Responsibility Under the OSHact
- Safety Leadership
- How can Supervisors Manage Workplace Safety Risk?
- Supervisor Safety Leadership
- Case Study #3
- Quiz #3
- Identifying & Correcting Hazards
- Definitions of Hazards
- Categories of Hazards
- Two Main Classes
- Natural - (Geological)
- Manmade - (Sociological)

- Other Classes of Hazards
- Specifics of Hazards
- Management of Hazards
- Hazard Reduction Steps
- Identification of Hazards
- Assess and Evaluate the Hazards
- Hazard Elimination and Controls
- Engineering Controls
- Administrative Controls
- PPE – Personal Protective Equipment
- Principles of Prevention
- Hierarchy of Controls
- Monitoring and Reviewing
- Effectiveness of Controls
- Routes of Entry
- Responsibility and Support
- Case Study #4
- Quiz #4
- Ensuring Safety Accountability
- Defining Accountability
- Key Processes Within an Accountability System
- Five Essential Processes of an Effective Accountability System
- Accountability: Disciplinary Actions
- Keys to Success
- Creating a Culture of Consequences
- The Four Categories of Consequences
- Positive Reinforcement
- Negative Reinforcement
- Positive Vs. Negative Reinforcement
- Chastisement
- Extinction
- Tips for Giving Positive Reinforcement - When You are Looking for Something to Reinforce
- Personalize Recognition



- Celebrate Together
- Tips for Giving Positive Reinforcement - When You are Delivering Reinforcement
- Tips for Giving Positive Reinforcement - When You Need to Listen
- Time
- Case Study #5
- Quiz #5
- Commitment to Developing People
- What is a Leaders Role in Developing a Learning Environment?
- Learning Environments
- Human Failure
- Reducing Human Failure
- A Powerful Way to Increase Safe Behaviour
- Positive Intervention
- Soon, Certain and Positive Consequences with Feedback
- How to Give Effective Feedback
- Feedback
- Improving Competency
- Developing Competence Standards
- Measuring Knowledge
- Job Orientation/Effective Instruction
- Orientation Kit
- Delivering Effective Instruction
- Corrective Coaching
- Steps in Corrective Coaching
- Improving Competency by Training
- ISO14004
- Competence, Training and Awareness
- Competency Based Training Provides
- Requirement
- Intent
- Typical Inputs
- Typical Outputs
- Training Evaluation





- HSSE Climate & Culture
- Health & Safety Performance
- The Way People Behave at Work is Influenced By
- Outputs of a Positive Organizational Culture
- HSSE Communication
- Elements of Communication Model
- Communication
- Barriers to Communication
- Methods of Communication
- Toolbox Talks
- HSSE Consultation
- Functions of HSSE Representatives
- Communication, Participation and Consultation
- Requirement
- Intent
- “How am I Doing?” Is Answered Through Performance Reviews
- Case Study #6
- Quiz #6
- Leadership & Auditing
- Workplace Inspections
- Role of Workplace Inspections
- Competence of Inspector
- Use of Checklists
- The Requirements for Effective Report Writing
- Review of Health and Safety Performance
- Gathering Information to Review Health and Safety Performance
- Inspections
- Absences and Sickness
- Surveys, Tours and Sampling
- Sampling - Extract from Audit 123 Level 3 Section 1 Workbook
- Reporting on Health and Safety Performance
- Role of Senior Management Team
- Policy Statement Abstract





- Extract from Audit 123 Level 3 Section 1 Auditor's Guidance
- Feeding into Action and Development Plans as Part of Continuous Improvement
- Audit Process
- Auditing: Scope and Purpose of Auditing Health and Safety Management Systems
- Pre-Audit Preparations
- Responsibility for Audits
- Advantages and Disadvantages of External and Internal Audits
- External
- Sample Page from Audit 123 System
- Case Study #7
- Quiz #7
- A Growth Mindset
- Mindset Trait 1: How You Want to Appear to Others
- Mindset Trait 2: Responding to Setbacks
- Mindset Trait 3: Talent Vs Effort
- A Growth Mindset for Students
- A Growth Mindset in the Classroom
- In Practice – Always Praise Effort Not Ability
- In Practice – Use the Language of Yet
- In Practice – Encourage Improvements
- A Growth Mindset for Staff
- Case Study #8
- Quiz #8
- HSSE Trainings and Campaigns
- Training and Awareness Script
- Adapt
- Encourage Active Participation
- Checklist for Trainers – Encouraging Participation
- Checklist for Trainers – Planning and Preparation
- Techniques for Trainers
- Asking Questions
- Using a Checklist
- Instant Ideas



- Action Planning
- Body Mapping and Hazard Mapping
- Workplace Activities
- Small Group Activity
- Checklist for Educators – Using Small Groups
- Setting the Activity
- Supervising the Groups
- Taking Reports from Small Groups
- Summarizing Reports and Guiding the Final Discussion
- Activity Summary Sheets
- Practical Checks of the Workplace
- Checklist for Trainers – Group Discussions
- Using Case Studies
- Role-Play
- Why Use Role-Play?
- Checklist for Educators – Effective Role-Play
- The Use of Resource Persons
- Checklist – The Use of Resource Persons
- Setting Up Your Training Course
- Planning the Course
- Setting Up Your Training Course
- Setting Up the ‘Learning Space’
- Course Evaluation
- What do Course Participants Gain from Evaluation?
- What does the Educator Gain from Evaluation?
- Evaluation Questionnaires
- Personal Action Plans
- Checklist for Educators – Evaluation
- Impact of the Training Activity in the Workplace/Union
- Preparing and Organizing a Campaign
- Before You Get Started. Do You Need a Campaign?
- Do You have the Resources?
- Key Objectives for Health and Safety Campaigns



- An Overview of How to Put Together Campaign
- Essential Ingredients for Success
- Set a Measurable Objective
- Identify Your Target Markets and Audiences
- Formulate a Clear and Simple Message
- Planning Your Campaign
- How Big should Your Campaign be?
- When is the Best Time to Launch?
- Choose the Most Appropriate Means and Media to Reach Your Target Audiences
- Incorporate a System to monitor Your Campaign's Success
- Case Study #9
- Quiz #9
- HSSE Drills
- Purpose of the Drill
- Drill Planning
- Drill Execution
- Lessons Learned
- Review / Revise Plan
- Case Study #10
- Quiz #10

