COURSE OVERVIEW HE1153
HSSE Stakeholder Planning
(E-Learning Module)

Course Title
HSSE Stakeholder Planning
(E-Learning Module)

Course Reference
HE1153

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 a detailed and up-to-date overview of HSSE stakeholder planning. It covers the contractor's OHS management system and potential contractor's OHS management system; the scope of work and contractor's OHS qualification assurance; completing the health and safety program gap analysis; the ISO 45001 certification as well as health and safety policy and its three elements; the benefits to an organization for implementing an OH&S management system; the ISO 45001 structure and the ISO 45001 approach based on the pan-do-check-act (PDCA) model; handling the ISO 45001 certification audit as well as reviewing the audit results and findings.

Further, the course will also discuss the organization roles and responsibilities; safe work practices and procedures; the identification of training needs; the most effective training methods and techniques; organizing consultation and the functions of safety committees; the characteristics of an organization's culture and the forms of communication; the Employ site safety plan, contractor and company supervision and contracted work planning and coordination; monitoring and controlling contractor performance in H&S; and the material safety data sheets (MSDS).

During this interactive course, participants will learn the legislation, standards and codes of practice; the HSE legal framework and overall responsibility for health & safety matters; the HSE induction and PTW system; the safety maintenance and safety induction; the induction checklists, safety/warning signs maintenance and the four types of safety signs; the typical use of safety signs and the models of safety signs; the permit to work procedure, company lockout program and policies, procedures, training and communication; the emergency and incident investigation, emergency procedures, emergency response, first aid, firefighting, spillage management and evacuations; the clearance to resume work, emergency drills and accident investigation; the bird accident triangle; and the main causes of construction worker death.

Course Objectives

After completing the course, the employee will:-

- Apply and gain systematic techniques on HSSE stakeholder planning

- Develop stakeholder roles and responsibilities matrix for HSSE procedures and communicate assignments during emergency situations, incidents and investigations

- Coordinate and manage stakeholder involvement in executing HSSE procedures and programs

- Discuss contractor's OHS management system and potential contractor's OHS management system

- Review the scope of work and explain contractor's OHS qualification assurance

- Complete the health and safety program gap analysis

- Discuss the ISO 45001 certification as well as health and safety policy and its three elements

- Recognize the benefits to an organization for implementing an OH&S management system

- Carryout ISO 45001 structure and the ISO 45001 approach based on the pan-do-check-act (PDCA) model

- Handle the ISO 45001 certification audit as well as review the audit results and findings

- Discuss the organization roles and responsibilities and apply safe work practices and procedures

- Identify training needs and apply the most effective training methods and techniques

- Organize consultation and recognize the functions of safety committees

- Describe the characteristics of an organization's culture and the forms of communication

- Employ site safety plan, contractor and company supervision and contracted work planning and coordination

- Monitor and control contractor performance in H&S, review material safety data sheets (MSDS) and discuss the legislation, standards and codes of practice

- Explain HSE legal framework and overall responsibility for health & safety matters

- Recognize HSE induction and PTW system, apply safety maintenance and conduct safety induction

- Review induction checklists, perform safety/warning signs maintenance and identify the four types of safety signs, the typical use of safety signs and the models of safety signs

- Employ permit to work procedure, company lockout program and policies, procedures, training and communication

- Carryout emergency and incident investigation, emergency procedures, emergency response, first aid, firefighting, spillage management and evacuations

- Obtain clearance to resume work, perform emergency drills, avoid accidents and apply accident investigation

- Recognize the bird accident triangle and the main causes of construction worker death

Who Should Attend

This course provides an overview of all significant aspects and considerations of HSSE stakeholder planning for safety engineers, industrial hygiene officers and production engineers and operators, emergency response teams, technical staff, operations staff, HSE officers & safety inspectors as well as shift in-charge supervisors.

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 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: -

- **ACCREDITED IACET PROVIDER** 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.

- **BAC** 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.

Course Contents

- Contractor's OHS Management System

- Potential Contractor's OHS Management System

- Scope of Work

- Contractor's OHS Qualification Assurance

- Health and Safety Program Gap Analysis

- Completing the Health and Safety Program Gap Analysis

- Subcontracting

- Case Study #1

- Quiz #1

- ISO 45001 Certification

- Client Health and Safety Policy

- What is a Health and Safety Policy?

- The Three Elements of a H&S Policy Document

- The Statement of Intent

- Certified OHS Management System

- ISO 45001 Awareness

- What is an OH&S Management System

- What is ISO 45001

- Development of ISO 45001

- Why Was ISO 45001 Developed

- Objectives of ISO 45001

- Benefits to an Organization for Implementing an OH&S Management System

- ISO 45001 Structure

- The ISO 45001 Structure is Aligned to the Common Structure for MSS

- ISO 45001 Approach is Based on the Pan-Do-Check-Act (PDCA) Model

- ISO 45001 Clause Structure (4-10)

- ISO 45001 Certification

- Iso 45001:2018 Certification Transition Timeline

- ISO 45001 Certification Process

- Handling an ISO 45001 Certification Audit

- How to Handle the Audit Session

- Auditee's Conduct

- ISO 45001 Certification Audit Results

- Audit Findings

- ISO 45001 Certification and Accreditation

- Case Study #2

- Quiz #2

- Organization (Roles & Responsibilities)

- OHS Management System

- Health and Safety Responsibilities

- The Organisation–Who Does What?

- Arrangements-How It's Done

- Arrangements

- The Organisation-Culture

- Organising-Control

- Organising-Cooperation

- Safe Work Practices and Procedures

- Training

- What Is Competence?

- Identifying Training Needs

- Who Needs Training and When?

- Training (Most Effective Methods)

- Training Techniques

- Training (Lesser Effective Methods)

- Case Study #3

- Quiz #3

- Consultation and Performance

- Organising-Consultation

- Functions of Safety Committees

- Organising-Consultation

- Consultation-A Typical Question

- Health and Safety Performance

- Characteristics of an Organisation's Culture

- Safety Statistics

- Lagging Indicators Example

- Leading Indicators Example

- Case Study #4
- Quiz #4
- Communication
- H&S Communication and Information
- Safety Signs and Signals
- Definitions Communication
- Forms of Communication
- Verbal Communication
- Non-Verbal Communication
- Methods of Information
- Conviction of Health & Safety Offences
- Site Safety Plan
- Case Study #5
- Quiz #5
- Contractor Supervision
- Company Supervision
- Planning and Coordinating Contracted Work
- Exchange Information
- Monitor and Control of Contractors
- During the Work Itself
- Shared Responsibilities - Joint Occupation
- H&S Contractor Documents
- Obtaining Work in the Oil & Gas Industry
- Pre-Qualification in H&S
- Case Study #6
- Quiz #6
- Procedures
- Monitoring Contractor Performance in H&S
- MSDS - Material Safety Data Sheets
- What Do MSDSS Contain?
- Case Study #7
- Quiz #7
- Legislation

- Legislation, Standards & Codes of Practice -The Client and Contractor

- The Client and Contractor

- International Legislation – ILO

- HSE Legal Framework

- Overall Responsibility for Health & Safety Matters

- Work Site Boundaries

- Case Study #8

- Quiz #8

- HSE Induction & PTW System

- Site Visitors Book

- Safety Maintenance

- Site Safety Induction Program & Records

- Why Conduct a Safety Induction?

- Common Safety Induction Topics

- Induction Checklists

- Safety/Warning Signs Maintenance

- FOUR Types of Safety Signs

- Typical Use of Safety Signs

- Models of Safety Signs

- Permits-to-Work

- Permit to Work Procedure

- Objectives of the PTW System

- Principle Responsibilities for the PTW System

- Company Lockout Program & Policies

- Program Purpose

- Lockout Work Rules

- Equipment Lockout Capabilities

- Procedures

- Training & Communication

- Case Study #9

- Quiz #9

- Emergency & Incident Investigation

- Emergency Procedures

- In-House Emergency Services
- Emergency Response
- First Aid
- Fire Fighting
- Spillage Management
- Evacuations
- Clearance to Resume Work
- Emergency Drills
- Accidents
- Fortunately, that is Not Safety
- Are We Really Learning from History?
- Accident Investigation
- Definitions
- Basic Steps
- Why Do Accidents Happen?
- What is a Hazard?
- What is "Exposure?"
- Bird Accident Triangle
- Some Statistics – UK Construction Industry
- Main Causes of Construction Worker Death
- Some Statistics – Hong Kong Construction Industry
- Incident Investigation
- Case Study #10
- Quiz #10