COURSE OVERVIEW HE1297
Basic Safety Orientation (E-Learning Module)

Course Title
Basic Safety Orientation
(E-Learning Module)

Course Reference
HE1297

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 basic safety orientation. It covers the shared values of successful organizations, pre-assessment, alarm system, evacuation and the noise that the alarm makes; the emergency action plan and the most common types of emergencies; the emergency response procedure, office firefighting and evacuation, emergency action plans, fire prevention plans, key procedure, head count verification, driving policy and smoking policy; and the laws on smoking in the workplace, the personal protective equipment (PPE) and risks in the workplace.

Further, the course will also discuss the emergency action plan; the OSHA requirements and the most common types of emergencies; the emergency procedures; the 10 tips to keep in mind when responding to emergency situations; the material safety data sheets (MSDS), occupational safety & health administration (OSHA), usage, handling, storage and disposal; the special protection, precautions, NFPA rating explanation guide, HSE management of change and John Kotter's 8-step change model; and the impact of hazardous conditions on the workplace and the organization.

During this interactive course, participants will learn the hazardous conditions based on identified classification criteria; the 5 steps to risk assessment; the systematic approach for EHSS risks and the guidelines on risk matrix; the identification and documentation of what data is required to be collected to determine the extent of risk of the hazardous situation; and the hazard identification, risk assessment and the steps for COSHH assessment.

Course Objectives

After completing this training, the incumbent will:-

- Apply and gain a basic knowledge on safety orientation
- Understand and be able to comply with the basic and essential safety rules and regulations applicable in the work premises
- Understand alarm systems, smoking policy, driving policy, personal protective equipment including hearing conservation
- Understand evacuation procedure, emergency procedure and emergency numbers
- Understand hazard communication basics (dealing with chemicals, material data sheets)
- Understand HSE MOC basics and the impact of hazardous conditions on the workplace and the organization
- Be able to identify hazardous conditions based on identified classification criteria
- Understand and have practiced implementing preventive tools and techniques to avoid hazardous conditions
- Learn how to seek guidance when faced with hazardous situations
- Be able to identify and document what data is required to be collected to determine the extent of risk of the hazardous situation
- Discuss the shared values of successful organizations, pre-assessment, alarm system, evacuation and the noise that the alarm makes
- Illustrate emergency action plan and identify the most common types of emergencies
- Carryout emergency response procedure, office firefighting and evacuation, emergency action plans, fire prevention plans, key procedure, head count verification, driving policy and smoking policy
- Explain the laws on smoking in the workplace as well as identify the personal protective equipment (PPE) and risks in the workplace
- Employ emergency action plan and discuss the OSHA requirements and the most common types of emergencies
- Implement emergency procedures and the 10 tips to keep in mind when responding to emergency situations

- Discuss material safety data sheets (MSDS), occupational safety & health administration (OSHA), usage, handling, storage and disposal
- Identify the special protection, precautions, NFPA rating explanation guide, HSE management of change and John Kotter's 8-step change model
- Recognize the impact of hazardous conditions on the workplace and the organization
- Identify hazardous conditions based on identified classification criteria and apply the 5 steps to risk assessment
- Use a systematic approach for EHSS risks and the guidelines on risk matrix
- Identify and document what data is required to be collected to determine the extent of risk of the hazardous situation
- Recognize hazard, assess risk and apply the steps for COSHH assessment

Who Should Attend

This course provides an overview of all significant aspects and considerations of basic safety orientation for all employees.

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: -

- 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.

Course Contents

- Basic Safety Orientation
- Aim & objectives
- Shared Values of Successful Organizations
- Why Pre-Assessment
- Alarm System & Evacuation
- Alarm Systems
- Describe the Noise the Alarm Makes for the Following
- Emergency Action Plan
- Evacuation
- What You Should Do
- The Most Common Types of Emergencies
- What is Your Emergency Response Procedure?
- Office Fire Fighting & Evacuation
- Emergency Action Plans
- Fire Prevention Plans
- Key Procedure
- Head Count Verification
- Driving Policy
- Policy Suggestion 1
- Policy Suggestion 2
- Policy Suggestion 3
- Smoking Policy
- What are the Laws on Smoking in the Workplace?
- Do Employers have to Give Smokers a Place to Smoke?
- How can Your Employer Help You Stop Smoking?
- Personal Protective Equipment (PPE)
- Risks in the Workplace
- Protect Your Eyesight
- Care of Protective Eyewear
- Breathe Safely
- Protect Your Head
- Protect Your Feet

- Protect Your Hands with Gloves
- Protect Your Hearing
- Protective Work Clothing
- Damaged Equipment Will Not Protect You
- Summary
- Emergency Action Plan
- OSHA REQUIREMENTS: 1910.38(a) - Employee Emergency Plan Elements
- What are the Most Common Types of Emergencies?
- What is Your Emergency Response Procedure?
- Key Questions
- Evacuation
- Internal
- External
- Procedures
- Watches/Warnings
- Equipment Shutdown
- Evacuation Signals
- Drills
- Staging Areas
- Head Count Verification
- All Clear is Given by the Site Manager or Designate
- Alarm System
- Training Requirements
- Fire Protection Plan
- Workplace Fire Hazards
- Housekeeping
- Training Recommendations
- Summary
- Emergency Procedures
- Some Typical Emergency Procedures
- 10 Tips to Keep in Mind When Responding to Emergency Situations
- Who Do You Contact in an Emergency?
- Understanding Material Safety Data Sheets (MSDS)

- What's it for?
- Why Keep it Around?
- Occupational Safety & Health Administration (OSHA)
- Hazardous Communication Standard
- Laboratory Standard
- The Eight Main Sections
- Product Identification
- Hazardous Ingredients
- Physical Attributes
- Fire & Explosion Hazard Data
- Reactivity
- Health Hazards
- Usage, Handling, Storage, & Disposal
- Special Protection, Precautions
- NFPA Rating Explanation Guide
- HSE Management of Change: The Basics
- Management of Change
- The Four Kinds of Change
- John Kotter's 8-Step Change Model
- Understand the Impact of Hazardous Conditions on the Workplace and the Organization
- OSHA's 5 Workplace Hazards
- Be Able to Identify Hazardous Conditions Based on Identified Classification Criteria
- 5 Steps to Risk Assessment
- Using a Systematic Approach for EHSS Risks
- Guidelines on Use of Risk Matrix
- Example
- Exercise Complete the Matrix
- The Areas of Assistance
- Be Able to Identify and Document What Data is Required to be Collected to Determine the Extent of Risk of the Hazardous Situation
- Identifying Hazard and Assessing Risk
- Steps to Making a COSHH Assessment