Workplace Health and Safety Foundation Training – 5 Days

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Course Overview

The Workplace Health and Safety Foundation Training is a comprehensive 5-day program designed to provide participants with the essential knowledge and practical skills required to maintain a safe and healthy working environment.

The course introduces the fundamental principles of workplace health and safety, including hazard identification, risk assessment, legal and organizational responsibilities, safe working practices, and effective risk control measures. Participants will learn how to recognize common workplace hazards, evaluate levels of risk, and apply suitable preventive and corrective actions.

The program also covers key areas such as manual handling, machinery and electrical safety, hazardous substances, occupational health risks, fire prevention, emergency preparedness, first aid awareness, and incident reporting and investigation.

Through practical exercises, workplace scenarios, case discussions, and risk assessment activities, participants will develop the confidence to apply health and safety principles within different organizational environments.

By the end of the course, participants will be better prepared to contribute to safer working practices, reduce workplace incidents, and support a proactive health and safety culture within their organizations.

Target Audience

- Safety Officers and Safety Coordinators
- Supervisors and Team Leaders
- Operations Personnel
- Facilities Management Personnel
- Maintenance and Technical Staff
- HR Professionals
- Employees with Workplace Safety Responsibilities
- Individuals New to Occupational Health and Safety

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Targeted Organizational Departments

- Health, Safety and Environment HSE
- Operations
- Facilities Management
- Human Resources
- Engineering and Maintenance
- Quality and Compliance
- Logistics and Transport
- Security and Emergency Management

Targeted Industries

- Oil and Gas
- Energy and Utilities
- Manufacturing
- Construction
- Logistics and Transportation
- Healthcare
- Government and Public Sector
- Hospitality and Services
- Education
- Corporate and Office Environments

Course Outcomes

By the end of this course, participants will be able to:

- Explain the fundamental principles of workplace health and safety.
- Recognize common workplace hazards and unsafe conditions.
- Conduct basic workplace risk assessments.
- Evaluate risk likelihood and severity.
- Apply the hierarchy of controls to workplace hazards.
- Follow safe systems of work and safety procedures.
- Select and use appropriate personal protective equipment.
- Understand basic fire, electrical, chemical, and equipment safety requirements.
- Respond appropriately to workplace incidents and emergencies.
- Support continuous improvement in workplace health and safety performance.

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Training Methodology

The course combines instructor-led learning with practical application and active participant involvement. Training methods include:

- Interactive presentations
- Group discussions
- Workplace safety scenarios
- Practical hazard identification exercises
- Risk assessment activities
- Case studies
- Incident analysis exercises
- Emergency response scenarios
- Safety inspection exercises
- Reflection and review sessions

Course Toolbox

Participants will work with practical tools including:

- Hazard identification templates
- Risk assessment forms
- Risk matrices
- Workplace safety checklists
- Incident reporting templates
- Safety inspection checklists
- Corrective action templates
- Practical workplace scenarios and case studies

Course Agenda

Day 1: Foundations of Workplace Health and Safety

- **Topic 1:** Introduction to Workplace Health and Safety
- **Topic 2:** Importance of Effective Health and Safety Management
- **Topic 3:** Employer and Employee Safety Responsibilities
- **Topic 4:** Health and Safety Policies and Procedures
- **Topic 5:** Safety Culture and Employee Participation
- **Topic 6:** Common Causes of Workplace Accidents and Injuries
- **Reflection & Review:** Applying Fundamental Health and Safety Principles

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Day 2: Hazard Identification and Risk Assessment

- **Topic 1:** Understanding Hazards and Risks
- **Topic 2:** Types of Workplace Hazards
- **Topic 3:** Workplace Hazard Identification Techniques
- **Topic 4:** The Risk Assessment Process
- **Topic 5:** Evaluating Risk Likelihood and Severity
- **Topic 6:** Recording, Reviewing, and Updating Risk Assessments
- **Reflection & Review:** Practical Hazard Identification and Risk Evaluation

Day 3: Risk Control and Safe Working Practices

- **Topic 1:** The Hierarchy of Risk Controls
- **Topic 2:** Safe Systems of Work and Safety Procedures
- **Topic 3:** Personal Protective Equipment PPE
- **Topic 4:** Manual Handling and Ergonomic Safety
- **Topic 5:** Prevention of Slips, Trips, and Falls
- **Topic 6:** Machinery, Equipment, and Electrical Safety
- **Reflection & Review:** Selecting Effective Controls for Workplace Risks

Day 4: Occupational Health and Emergency Preparedness

- **Topic 1:** Occupational Health Hazards
- **Topic 2:** Chemical and Hazardous Substance Safety
- **Topic 3:** Fire Prevention and Fire Safety
- **Topic 4:** Emergency Preparedness and Response
- **Topic 5:** First Aid and Workplace Medical Emergencies
- **Topic 6:** Workplace Stress, Fatigue, and Wellbeing
- **Reflection & Review:** Strengthening Occupational Health and Emergency Readiness

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Day 5: Incident Management and Safety Improvement

- **Topic 1:** Accident, Incident, and Near-Miss Reporting
- **Topic 2:** Fundamentals of Incident Investigation
- **Topic 3:** Identifying Immediate, Underlying, and Root Causes
- **Topic 4:** Corrective and Preventive Actions
- **Topic 5:** Workplace Safety Inspections and Monitoring
- **Topic 6:** Continuous Improvement in Health and Safety Performance
- **Reflection & Review:** Developing Practical Actions for Workplace Safety Improvement

FAQ

Are there any prerequisites for this course?

No formal prerequisites are required. The course is suitable for employees, supervisors, and professionals who are new to workplace health and safety or need a structured foundation in occupational safety practices.

How long is the course?

The course is delivered over 5 training days, with approximately 4–5 instructional hours per day, depending on organizational requirements and practical activities.

Is the course suitable for non-HSE professionals?

Yes. It is suitable for supervisors, operations personnel, HR professionals, facilities staff, maintenance teams, and other employees with workplace safety responsibilities.

What makes this course different?

This course focuses on the essential principles and practical foundations of workplace health and safety. Advanced programs typically explore more specialized areas such as HSE management systems, advanced incident investigation, operational risk management, auditing, and safety leadership.

This program combines essential workplace health and safety knowledge with practical application in a focused 5-day format. It emphasizes real workplace hazards, practical risk assessment, effective control measures, incident prevention, emergency preparedness, and continuous safety improvement.

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Training Course Categories

- Agile PM and Project Management Training Courses
- Certified Courses By International Bodies
- Communication and Public Relations Training Courses
- Data Analytics Training and Data Science Courses
- Environment & Sustainability Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Human Resources Training and Development Courses
- IT Security Training & IT Training Courses
- Leadership and Management Training Courses
- Legal Training, Procurement and Contracting Courses
- Maintenance Training and Engineering Training Courses
- Marketing, Customer Relations, and Sales Courses
- Occupational Health, Safety and Security Training Courses
- Personal & Self-Development Training Courses
- Quality and Operations Management Training Courses
- Secretarial and Administration Training Courses

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