

Workplace Health and Safety Foundation Training – 1 Week

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Overview

Operational environments require practical approaches to safeguard personnel, maintain regulatory alignment, and minimize preventable disruptions. Workplace health and safety foundation training equips professionals with actionable capabilities to identify site-level hazards, evaluate operational risks, and apply structured control measures. Participants explore core safety responsibilities, personal protective equipment standards, safe systems of work, and systematic methods for incident reporting and emergency preparedness. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Safety officers and safety coordinators seeking structured foundational methodologies.
- Supervisors and team leaders accountable for team working conditions and procedure adherence.
- Operations personnel and production staff handling daily physical site workflows.
- Facilities management personnel and maintenance technicians addressing equipment safety.
- Human resources professionals overseeing occupational welfare and safety documentation.
- Individuals new to workplace safety duties requiring practical operational grounding.

Departments and Industries

This program supports professionals across diverse operational settings needing systematic health and safety capabilities.

- Health, Safety, and Environment HSE and Compliance Units
- Plant Operations and Industrial Production Departments
- Facilities Management, Engineering, and Plant Maintenance Teams
- Supply Chain, Logistics, Warehousing, and Fleet Operations
- Construction, Energy, Healthcare, and Public Sector Organizations

Course Outcomes

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

- Explain core workplace health and safety principles and organizational duties.
- Recognize common workplace hazards across machinery, chemicals, and facility layout.
- Conduct workplace risk assessments using standard risk scoring matrices.
- Apply the hierarchy of risk controls to eliminate or mitigate identified hazards.
- Establish safe systems of work and select appropriate personal protective equipment.
- Address basic fire, electrical, chemical, and ergonomic handling risks.
- Respond promptly to workplace emergencies and administer initial actions.
- Support incident investigation and implement sustainable corrective measures.

Course Agenda

Day 1: Foundations of Workplace Health and Safety

- Introduction to workplace health and safety concepts and operational value
- Employer, supervisor, and employee safety responsibilities and accountability
- Structuring health and safety policies and operational safety procedures
- Fostering safety culture, open reporting, and active workforce engagement
- Analyzing common contributing factors in workplace accidents and injuries
- Reflection and Review: Practical application of core safety principles

Day 2: Hazard Identification and Risk Assessment

- Distinguishing between physical hazards and operational risk levels
- Categorization of mechanical, electrical, chemical, and physical hazards
- Techniques for workplace hazard identification and safety walkthroughs
- The five-step risk assessment methodology for routine and non-routine tasks
- Evaluating risk severity and likelihood using qualitative risk matrices
- Documenting, maintaining, and updating formal risk assessment records
- Reflection and Review: Practical hazard identification and risk rating exercise

Day 3: Risk Control and Safe Working Practices

- Selecting measures across the hierarchy of risk controls
- Drafting standard safe systems of work and permit-to-work protocols
- Selection, inspection, and maintenance of personal protective equipment
- Manual handling assessment and musculoskeletal injury prevention
- Control of slip, trip, and fall hazards in high-traffic work zones
- Machinery safeguarding and electrical safety isolation principles
- Reflection and Review: Selecting suitable controls for operational risks

Day 4: Occupational Health and Emergency Preparedness

- Identifying occupational health risks, dusts, noise, and airborne contaminants
- Safe handling, storage, and labelling of hazardous chemical substances
- Fire prevention fundamentals, alarm verification, and fire extinguisher use
- Emergency action plans, evacuation procedures, and muster coordination
- Workplace first aid arrangements and managing medical emergencies
- Mitigating operational fatigue, ergonomics concerns, and workplace stress
- Reflection and Review: Enhancing occupational health and emergency readiness

Day 5: Incident Management and Safety Improvement

- Structured reporting protocols for near misses, property damage, and injuries
- Initial response and evidence preservation during incident investigation
- Determining immediate, contributing, and underlying root causes
- Developing targeted corrective actions and tracking implementation
- Planning and conducting routine workplace safety inspections
- Establishing indicators to sustain continuous safety performance improvement
- Reflection and Review: Developing an actionable workplace safety improvement plan

Practical Exercises

Participants engage in realistic workplace scenarios to reinforce practical competence.

- Conduct a simulated facility walkthrough to locate hidden physical hazards.
- Complete a risk assessment form utilizing a standard risk evaluation matrix.
- Select appropriate control interventions using the hierarchy of risk controls.
- Draft an initial incident notification and determine corrective action steps.

Course Toolbox

- Hazard identification templates and site inspection checklists
- Qualitative risk assessment forms and severity matrices
- Standard operating procedure templates for routine tasks
- Incident notification and root-cause analysis worksheets
- Personal protective equipment assessment guides

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.

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How long is the course?

The course is delivered over 5 training days, with approximately 4 to 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 1-week format, emphasizing real workplace hazards, practical risk assessment, effective control measures, incident prevention, emergency preparedness, and continuous safety improvement.

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- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
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