*Haward Technology Middle East*

**Course Title**
Floor Marshal

**Course Reference**
HE1204(AD6)-1D

**Course Duration/Credits**
One day/0.65 CEUs/6.5 PDHs



**Course Date/Venue**

| Session(s) | Date | Venue |
|---|---|---|
| 1 | February 12, 2024 | Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE |
| 2 | May 20, 2024 | Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA |
| 3 | September 09, 2024 | Business Center, Concorde Hotel Doha, Doha, Qatar |
| 4 | December 16, 2024 | Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE |

**Course Description**



*This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.*

If a fire breaks out in your office, where do you go? Who do you turn to in order to lead the emergency evacuation? How do you ensure everyone made it out safely? A floor warden with an understanding of their responsibilities as well having all employees familiar with who he or she is can mean the difference between an efficient evacuation and one that can be confusing or chaotic.

When appointed as office floor warden, training must be given to provide sufficient information and knowledge to enable the appointed FW to safely respond to an incident in an office location.

This course is designed to provide participants with a detailed and up-to-date overview of floor warden. It covers the office safety, firefighting and emergency procedures; the rules and responsibilities of each fire wardens; the demonstration of better safety behaviors and performance; the importance of HSE in addition to how to respond to incidents, losses and emergencies, and activities to avoid harm to the health of the employees.

## Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Get certified as a "*Certified Floor Marshal*"

- Provide sufficient information and knowledge to enable the appointed FW to safely respond to an incident in an office location

- Explain office safety, firefighting and emergency procedures

- Discuss the rules and responsibilities of each fire wardens

- Demonstrate better safety behaviors and performance

- Describe the importance of HSE in addition to how to respond to incidents, losses and emergencies

- Conduct activities to avoid harm to the health of the employees

## Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

## Who Should Attend

This course provides an overview of all significant aspects and considerations of floor warden for HQ/office fire wardens.

## Course Fee

| | |
|---|---|
| Dubai | **US$ 1,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Al Khobar | **US$ 1,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Doha | **US$ 2,750** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Abu Dhabi | **US$ 1,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

## Course Certificate(s)

(1) Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a *"Certified Floor Marshal"*. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

## Haward Technology Middle East
### Continuing Professional Development (HTME-CPD)

## CEU Official Transcript of Records

TOR Issuance Date:     10-Nov-22

HTME No.               74851

Participant Name:      Waleed Al Habeeb

| Program Ref. | Program Title | Program Date | No. of Contact Hours | CEU's |
|---|---|---|---|---|
| HE1204(AD6)-1D | Floor Marshal | November 10, 2022 | 6.5 | 0.65 |

Total No. of CEU's Earned as of TOR Issuance Date — **0.65**

**TRUE COPY**

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 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 is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates   |   Tel.: +971 2 3091 714   |   E-mail: info@haward.org   |   Website: www.haward.org

### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors 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 2018-1 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 2018-1 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 Accreditors 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 **0.65 CEUs** (Continuing Education Units) or **6.5 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.

![Haward Technology Middle East logo]

*Haward Technology Middle East*

## Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

**Mr. Raymond Tegman** is a **Senior HSE Consultant** with extensive experience within the **Oil & Gas**, **Petrochemical** and **Refinery** industries. His broad expertise widely covers in the areas of **HSE Risk** Assessment & Management Concepts, **HSE Management** Policy & Standards, **HSSE Emergency Response & Crisis Management** Operations, Hazard and Effects Management Process **(HEMP)**, **Confined Space Entry**, **Quantitative Risk Assessment** (**QRA**), Hazardous Materials & Chemicals Handling, Safety Precaution & Response Action Plan, **Hazard & Risk** Assessment, **Risk Analysis & Inherently Safer Design Fundamentals**, **Internal auditing**, Task Risk Assessment (**TRA**), **Incident Command**, **Accident & Incident Investigation**, **Emergency Response Procedures**, Job Safety Analysis (**JSA**), Behavioural Based Safety (**BBS**), **Fall Protection**, **Work Permit & First Aid**, Lock-out/Tag-out (**LOTO**), **Rigging** Safety Rules, Machinery & Hydraulic **Lifting Equipment**, Handling **Hazardous Chemicals**, Spill Containment, **Fire** Protection, **Fire** Precautions, **Incidents & Accidents** Reporting, **HSEQ** Audits & Inspection, **HSEQ** Procedures, **Environmental** Awareness, **Waste** Management Monitoring, **Emergency Planning**, **Emergency** Management, **Working at Heights**, **Root Cause Analysis**, **HSE** Rules & Regulations, Process Safety Management (**PSM**), Process Hazard Analysis (**PHA**), Techniques, **HAZOP**, **HSE** Risk, **Pre-Start-up Safety** Reviews, **HSE Risk** Identification, Assessments & Audit, **Emergency Response**, **Construction** Supervision, **Scaffolding** Inspection, **HAZCHEM**, Manual Material Handling, **Road Traffic** Supervision, ISO 9001 and OHSAS 18001.

During his career life, Mr. Tegman has gained his practical and field experience through his various significant positions and dedication as the **Operations Manager**, **Safety & Maintenance Manager**, **Safety Manager**, **Road/Traffic Supervisor**, **Assessor/Moderator**, **Safety Consultant**, **Safety Advisor**, **Safety Officer** and **Liaison Officer** from Zero Harm, SHRA Training & Services (Health & Safety), Road Crete, Balwin Property Development, DEME International, Gladstone Australia, Godavari Gas Pipeline and New Castle NCIG.

## Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%  Lectures
20%  Practical Workshops & Work Presentations
30%  Hands-on Practical Exercises & Case Studies
20%  Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

### Day 1

| | |
|---|---|
| *0730 – 0800* | *Registration & Coffee* |
| *0800 - 0815* | *Welcome & Introduction* |
| *0815 – 0845* | **Explain Office Safety** |
| *0845 – 0915* | **Fire Fighting & Emergency Procedures** |
| *0915 – 0930* | *Break* |
| *0930 – 1000* | **Rules & Responsibilities of each Fire Wardens** |
| *1000 – 1030* | **Safety Behaviors & Performance** |
| *1030 – 1130* | **How to Respond to Incidents, Losses & Emergencies** |
| *1130 – 1145* | *Break* |
| *1145 – 1230* | **The Importance of HSE in Addition to How to Respond to Incidents, Losses & Emergencies** |
| *1230 – 1300* | **Conduct Activities to Avoid Harm to the Health of the Employees** |
| *1300 - 1315* | **Course Conclusion** |
| *1315 – 1415* | **COMPETENCY EXAM** |
| *1415 – 1430* | *Presentation of Course Certificates* |
| *1430* | *Lunch & End of Course* |

## Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



## Course Coordinator

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org