

**COURSE OVERVIEW HE1277**  
**Occupational Safety and Health Specialist**

**Course Title**

Occupational Safety and Health Specialist

**Course Date/Venue**

Session 1: February 25-29, 2024/Oryx Meeting Room, Doubletree By Hilton Doha-AI Sadd, Doha, Qatar

Session 2: March 03-07, 2024/Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey



**H-STK<sup>©</sup> INCLUDED**

**Course Reference**

HE1277



**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

**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.***



Employees with safety responsibilities should be properly trained to help make sure they have the necessary knowledge and skills to assist safety managers and perform other duties as determined by the employer. This course is designed for safety specialists, coordinators, and others responsible for implementing their organization's safety and health program. Emphasis is placed on gaining the knowledge and skills to assist in the establishment and management of an effective safety and health program.



During this interactive course, participants will learn the safety management; the hazard communication program; the personal protective equipment; the emergency control program; the ergonomics; the fall protection program; and the electrical safety basics.

## Course Objectives

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

- Get certified as a “*Certified Occupational Safety and Health Specialist*”
- Apply and gain an in-depth knowledge on occupational safety and health specialist
- Develop an effective proactive safety management system and discuss critical elements of a successful safety management system including developing safety programs, policies, plans, processes and procedures
- Identify the hazardous chemicals and develop a hazard communication program (HAZCOM) to inform employees about those chemicals
- Carryout a safe and healthful workplace and provide information on using personal protective equipment to effectively protect workers from being exposed to workplace hazards
- Recognize the importance of the requirements of the energy control program including its components, periodic inspections, lockout/tagout training and communication
- Identify the principles of ergonomics and its main components including risk factor identification, basic workstation design options and hazard control strategies to eliminate or reduce those risk factors
- Explain the components of an effective fall-protection program, training requirements and emergency response including personal fall-arrest systems, fall-restraint systems, and other fall-protection systems with general instructions on how to properly inspect and maintain equipment
- Describe the hazards of electrical work and basic approaches to working safely and apply systematic skills to help recognize, evaluate and control electrical hazards

## Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

## Who Should Attend

This course provides a wide understanding and deeper appreciation of occupational health and safety for safety specialists, coordinators and others responsible for implementing their organization's safety and health program.

**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards 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 Occupational Safety and Health Specialist*”. Certificates are valid for 5 years.

**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 \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*



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CEUs

**Haward Technology Middle East**

Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

**TOR Issuance Date:** 27-Sep-18

**HTME No.** PAR15544

**Participant Name:** Mohammed Al Saif

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE1277	Occupational Safety and Health Specialist	September 23-27, 2018	3.0	3.0

**Total No. of CEU's Earned as of TOR Issuance Date** **3.0**

**TRUE COPY**



Maricel De Guzman  
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, 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 their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for 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 is accredited by











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\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

**Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -

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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 **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.

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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 Fee**

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### 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. Francis Almeida**, PgDip, BSc, NEBOSH-ENV, NEBOSH-IGC, NEBOSH-IFC, NEBOSH-IOGC, NEBOSH-PSM, is a **Senior Health, Safety & Environmental (HSE) Consultant** with over **30 years** of practical experience within the **Oil and Gas** industry. He is a **NEBOSH Approved Instructor** for various certification programs. His expertise lies extensively in the areas of **Accident/Incident Investigation & Risk Management**, **NEBOSH Environmental Management**, **NEBOSH International General Certificate**, **NEBOSH Fire Safety & Risk Management International Certificate**, **NEBOSH International Oil & Gas Certificate**, **NEBOSH Process Safety Management**, **HAZOP & HAZID**, **HAZMAT & HAZCOM Storage & Disposal**, **As Low as Reasonably Practicable (ALARP)**, **Process Hazard Analysis (PHA)**, **Process Safety Management (PSM)**, **Hazardous Materials & Chemicals Handling**, **Pollution Control**, **Environment, Health & Safety Management**, **Process Risk Analysis**, **Effective Tool Box Talks**, **Construction Sites Safety**, **HSSE Management System**, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Authorized Gas Testing**, **Confined Space Entry & Rescue**, **Risk Management**, **Quantitative & Qualitative Risk Assessment**, **Working at Height**, **Firefighting Techniques**, **Fire & Gas Detection System**, **Fire Fighter & Fire Rescue**, **Fire Risk Assessment**, **HSE Industrial Practices**, **Manual Handling**, **Rigging Safety Rules**, **Machinery & Hydraulic Lifting Equipment**, **Warehouse Incidents & Accidents Reporting**, **Incident & Accident Investigation**, **Emergency Planning**, **Emergency Response & Crisis Management Operations**, **Waste Management Monitoring**, **Root Cause Analysis**, **Hazard & Risk Assessment**, **Task Risk Assessment (TRA)**, **Incident Command**, **Job Safety Analysis (JSA)**, **Behavioral Based Safety (BBS)**, **Fall Protection**, **Work Permit & First Aid** and various international codes and standards such as the ISO 9001, OHSAS 18001, ISO 14001, SA8000, ISO 9001-2000 and ISO 9002. He was the **Offshore Safety Specialist** of **Chevron** wherein he was in-charged in HSE inspections, hazard analysis, incident investigation and implementing corrective actions.

During his career life, Mr. Almeida has gained his practical and field experience through his various significant positions and dedication as the **Quality Manager**, **HSE Specialist/Acting On-Scene Commander**, **Quality Auditor**, **Quality Supervisor**, **QHSE Engineer**, **Metallurgical Engineer**, **HSE Coordinator**, **Suppliers Auditor**, **Senior Instructor/Consultant**, **Oil & Gas Construction Specialist**, **Business Administration Specialist** and **Oil & Gas Management Technology Specialist** for various international companies and institutions such as the **IBEC**, **Lopes & Almeida**, **IMA**, **EXPRO Group**, **UNESA**, **Vetco Aibel**, **ABB Oil & Gas**, **Brazilian Aluminum Foundry**, **DNV** and **ABIFA**.

Mr. Almeida has a **Bachelor's degree in Metallurgical Engineering** and a **Post Graduate Diplomas in Safety Engineering** and **Industrial Administration**. Further, he is a **Certified Instructor/Trainer**, an **Approved Lead Tutor** in **NEBOSH Environmental Management Certificate**, **NEBOSH International General Certificate**, **NEBOSH International Oil & Gas Certificate** and **NEBOSH Process Safety Management Certificate** and an **Approved Practical Assessor/Lead Tutor** in **NEBOSH Fire Safety & Risk Management**. Moreover, he is a **Certified ISO 9001:2000 Lead Auditor**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management (ILM)** and has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

### 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.

### Accommodation

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

### 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	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Safety Management</b> <i>Safety Management System Components • Commitment • Accountability • Employee Involvement • Effective Communications • Hazard Identification • Hazard Control Strategies • Accident Investigation Basics • Safety Education and Training • Principles of Total Quality Safety Management</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Hazard Communication Program</b> <i>Analyzing for Hazardous Chemicals • Forms of Hazardous Chemicals • Routes of Entry</i>
1100 – 1215	<b>Hazard Communication Program (cont'd)</b> <i>Container Labeling • Safety Data Sheet (SDS) Basics • Practical Exercise</i>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Hazard Communication Program (cont'd)</b> <i>HAZCOM Information and Training Requirements • Scope, Application and Program Responsibilities</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>



**Day 2**

0730 – 0930	<b>Personal Protective Equipment</b> General Requirements for Personal Protective Equipment (PPE) • PPE Categories • Employee-owned Equipment
0930 – 0945	Break
0945 – 1100	<b>Personal Protective Equipment (cont'd)</b> PPE Training Requirements • Eye and Face Protection • Respiratory Protection
1100 – 1215	<b>Personal Protective Equipment (cont'd)</b> Head, Hand, and Foot Protection • Electrical Protective Equipment
1215 – 1230	Break
1230 – 1420	<b>Personal Protective Equipment (cont'd)</b> Hearing Protection • Training Hands-on PPE Techniques
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3**

0730 – 0930	<b>Emergency Control Program (Lockout/Tagout)</b> Energy Control Program Components • Periodic Inspections • Lockout/Tagout Training and Communication • Materials and Hardware
0930 – 0945	Break
0945 – 1100	<b>Emergency Control Program (Lockout/Tagout) (cont'd)</b> LOTO Steps • Preparing for Shutdown • Shutdown • Testing
1100 – 1215	<b>Emergency Control Program (Lockout/Tagout) (cont'd)</b> Release from LOTO • Alternative Steps • Contractor Responsibilities
1215 – 1230	Break
1230 – 1420	<b>Emergency Control Program (Lockout/Tagout) (cont'd)</b> Group LOTO • Purpose, Scope, and Application of 29 CFR 1910.147 • Shift Change Procedures
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4**

0730 – 0930	<b>Introduction to Ergonomics</b> Ergonomics Definitions • Impact of Ergonomics Injuries • Risk Factor Areas • Controlling Risk Factors • Engineering Controls • Elimination • Substitution • Administrative Controls • Personal Protective Equipment • Making System Improvements
0930 – 0945	Break
0945 – 1100	<b>Fall Protection</b> Hazards of Working at Elevation • Fall Protection Program Elements • Identifying and Evaluating Fall Hazards • Portable Ladders
1100 – 1215	<b>Fall Protection (cont'd)</b> Supported Scaffolds • Aerial Lifts • Adjustable-suspension Scaffolds • Cranes and Derrick Suspended Personnel Platforms
1215 – 1230	Break
1230 – 1420	<b>Fall Protection (cont'd)</b> Guardrail Systems • Personal Fall Arrest Systems (PFAS) • Safety Net Systems • Training Requirements • Rescue at Height
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four



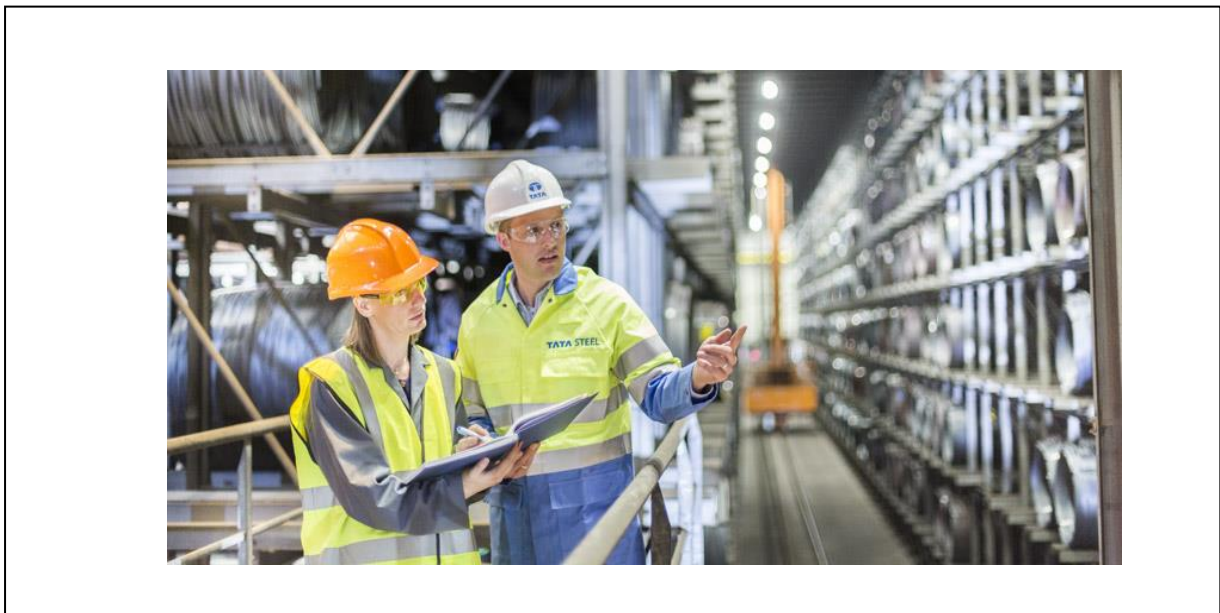


**Day 5**

0730 – 0930	<b>Electrical Safety Basics</b> Nature of Electricity • Electrical Hazards Evaluation • Electrical Safety Model
0930 – 0945	Break
0945 – 1100	<b>Electrical Safety Basics (cont'd)</b> Controlling Electrical Hazards • Assured Equipment Grounding Conductor Program • Hand Tool Safety
1100 - 1215	<b>Electrical Safety Basics (cont'd)</b> Power Tool Safety • Lockout/Tagout
1215 – 1230	Break
1230 – 1300	<b>Electrical Safety Basics (cont'd)</b> Live-work Safe Practices • Ground Fault Circuit Interrupter (GFCI) Protection
1300 – 1315	<b>Course Conclusion</b>
1315 – 1415	<b>COMPETENCY EXAM</b>
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**

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