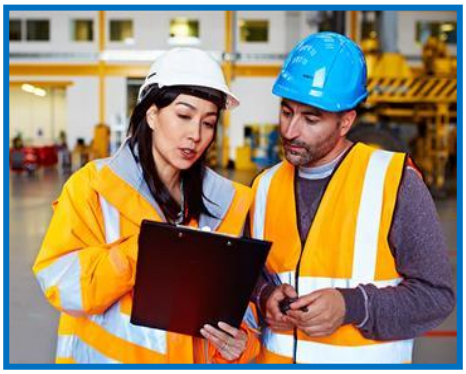
COURSE OVERVIEW HE1383
Safety Management Specialist (SMS)
BCSP-SMS Exam Preparation Training

Course Title
Safety Management Specialist (SMS) *BCSP-SMS Exam Preparation Training*

Course Date/Venue
Session 1: August 04-08, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
Session 2: November 03-07, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
HE1383

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.

This course is designed to provide participants with a detailed and up-to-date overview of Safety Management Specialist (SMS). It covers the techniques that encourage employee involvement and commitment to safety in the workplace; assessing safety, health and environmental training needs and requirements (regulatory and risk-based); conducting an internal safety, health and environmental audit; communicating safety expectations on multi-employer/contractor worksites and setting and prioritizing safety-related goals; and analyzing and evaluating safety, health and environmental risk and prevention through design concepts.

Further, the course will also discuss the hierarchy of controls and evaluating the effectiveness of selected control(s) in mitigating various types of hazards while considering the likelihood and severity; the acceptable levels of risk applicable to identified hazards and developing, utilizing and modifying a risk matrix; the best approach(es) for assessing risk in processes or systems and safety, health, and environmental hazards; interpreting and applying information related to hazard prevention and control management; and prioritizing safety, health and environmental risk.

During this interactive course, participants will learn the elements in the globally harmonized system of classification and labeling of chemicals (GHS); the conditions or acts related to potential exposure to excessive noise levels and bloodborne pathogens or other infectious agents; the conditions or acts that can cause slips, trips, and falls and exposures to molds and allergens and reactions; the conditions that can lead to lead exposure, asbestos exposure, vibration exposure and potentially harmful radiation exposure; calculating incident and injury rates and conducting a vulnerability assessment to identify credible emergency scenarios; the common safety, health and environmental leadership strategies and conflict resolution techniques; interpreting and utilizing leading and lagging indicators to drive continual improvement; and the cost/benefit analysis and writing directives to meet safety objectives and activities.

Course Objectives

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

- Get prepared for the next Safety Management Specialist exam and have enough knowledge and skills to pass such exam to get the SMS exam certification from the Board of Certified Safety Professional (BCSP)
- Apply techniques that encourage employee involvement and commitment to safety in the workplace
- Assess safety, health and environmental training needs and requirements (regulatory and risk-based)
- Conduct an internal safety, health and environmental audit, communicate safety expectations on multi-employer/contractor worksites and set and prioritize safety-related goals
- Analyze and evaluate safety, health and environmental risk and apply prevention through design concepts
- Apply hierarchy of controls and evaluate the effectiveness of selected control(s) in mitigating various types of hazards while considering the likelihood and severity
- Determine acceptable levels of risk applicable to identified hazards and develop, utilize and modify a risk matrix
- Identify the best approach(es) for assessing risk in processes or systems as well as safety, health and environmental hazards
- Interpret and apply information related to hazard prevention and control management and prioritize safety, health and environmental risk
- Select, review and refine implemented safety, health and environmental controls to ensure effectiveness
- Apply and audit the elements in the globally harmonized system of classification and labeling of chemicals (GHS)
- Recognize conditions related to exposure to temperature extremes or acts related to ergonomic hazards associated with type of work, body positions or strain on the body from working conditions
- Describe conditions or acts related to potential exposure to excessive noise levels and bloodborne pathogens or other infectious agents
- Identify conditions or acts that can cause slips, trips, and falls as well as exposures to molds and allergens and reactions

- Explain conditions that can lead to lead exposure, asbestos exposure, vibration exposure and potentially harmful radiation exposure
- Utilize resources to address, modify or eliminate hazards and noise
- Calculate incident and injury rates and conduct a vulnerability assessment to identify credible emergency scenarios
- Calculate causal analysis and report findings with recommendations and Identify gaps in an emergency response plan
- Apply common safety, health and environmental leadership strategies and conflict resolution techniques
- Communicate strategic safety, health and environmental activities, risks and performance information to stakeholders
- Facilitate or lead safety meetings and identify and develop a business case for additional budget, resources or other support
- Interpret and utilize leading and lagging indicators to drive continual improvement as well as the cost/benefit analysis
- Write directives to meet safety objectives and activities

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 conveniently saved in a **Tablet PC**.*

Who Should Attend

The course provides an overview of all significant aspects and considerations of safety management for safety professionals seeking advanced certification in their field.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

- Academic and/or Training Requirement

  No specific academic or training requirement for the SMS certification

- Experience Requirement

  To qualify for the SMS, candidates must have 10 years of experience in occupational health or safety with at least 35% of job task related to the management of safety-related programs, processes, procedures, and/or personnel

Course Certificate(s)
Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

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 **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 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** 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 Fee
US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee
US$ 700 per delegate + **VAT.**

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

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:

Domain 1: Management System (6.5 Hours)	
Knowledge of	1. *Basic Elements of Contractor or Multi-Employer Worksite Safety Programs* 2. *Competency/Skills Assessment Management Systems Relating to Worker Safety* 3. *General Concepts of Effective Training* 4. *Management of Change (MOC) Procedures Related to Organizational, Operational, & Equipment Changes* 5. *Managing Corrective Actions* 6. *Principles & Techniques Used in Internal Audits* 7. *Principles, Concepts, & Applicability of Basic Elements of Safety Management Systems* 8. *Required Frequency of & Need for Training & Education* 9. *Techniques & Principles for Goal Setting* 10. *The Process for Assessing Hazards Associated with New Products or Chemicals Introduced to the Workplace* 11. *Unsafe Conditions & Acts & How they Relate to Incidents* 12. *Leading & Lagging Indicators*

Skill to	1. *Apply Techniques that Encourage Employee Involvement & Commitment to Safety in the Workplace* 2. *Apply Techniques That Encourage Management Commitment to Safety* 3. *Assess Safety, Health, & Environmental Training Needs & Requirements (Regulatory & Risk-Based)* 4. *Conduct an Internal Safety, Health, & Environmental Audit* 5. *Effectively Communicate Safety Expectations on Multi-Employer/Contractor Worksites* 6. *Set & Prioritize Safety-Related Goals*

Domain 2: Risk Management (6.5 Hours)	
Knowledge of	1. *Common Liability Exposures* 2. *Common Types of Insurance Coverage* 3. *Prevention Through Design Concepts* 4. *Techniques & Methodologies for Assessing Risk & Implementing Risk Reduction/Control Measures in Processes or Systems* 5. *The Hierarchy of Controls* 6. *The Resources & Techniques for Hazard Prevention & Control Management* 7. *Work Planning & Controls*
Skill to	1. *Analyze & Evaluate Safety, Health, & Environmental Risk* 2. *Apply Prevention Through Design Concepts* 3. *Apply the Hierarchy of Controls & Evaluate the Effectiveness of Selected Control(S) in Mitigating Various Types of Hazards While Considering the Likelihood & Severity* 4. *Determine Acceptable Levels of Risk Applicable to Identified Hazards* 5. *Develop, Utilize, & Modify a Risk Matrix* 6. *Identify the Best Approach(es) for Assessing Risk in Processes or Systems* 7. *Identify Safety, Health, & Environmental Hazards* 8. *Interpret & Apply Information Related to Hazard Prevention & Control Management* 9. *Prioritize Safety, Health, & Environmental Risk* 10. *Select, Review, & Refine Implemented Safety, Health, & Environmental Controls to Ensure Effectiveness*

Domain 3: Safety, Health & Environmental Concepts (7.5 Hours)	
Knowledge of	1. *Basic & Engineered Hazard Controls for Vibration* 2. *Basic Hazard Controls for Bloodborne Pathogens & Other Infectious Materials* 3. *Basic Hazard Controls for Lead* 4. *Basic Hazard Controls for Noise* 5. *Basic Hazard Controls for Temperature Extremes* 6. *Basic Hazard Controls to Reduce Exposures Created by Health or Physical Hazards* 7. *Basic Hazard Controls When Working with or Exposed to Electrical Hazards* 8. *Basic Principles & Practice of Fire Safety, Including Protection & Prevention & Processes that may Introduce Fire Risk in the Workplace* 9. *Potential Exposures to Molds & Allergens, Including Reactions Exhibited in Individuals*

	10. *Reporting Requirements for Environmental, Health, & Physical Exposures* 11. *Reporting Requirements for Exposure(S) to High Risk Conditions* 12. *Requirements for Occupational Health Programs in the Workplace* 13. *Basic & Engineered Controls for Working with or Around Machinery & Equipment* 14. *Basic Controls for Ergonomic Hazards Associated with the Type of Work, Body Positions, or Strain on the Body from Working Conditions* 15. *Basic Hazard Controls for Asbestos* 16. *Basic Hazard Controls for Radiation (Ionizing & Non-Ionizing)* 17. *Basic Hazard Controls for Slips, Trips, & Falls (From All Heights & Levels)* 18. *The Definition, Controls, & Levels of Risk When Working in Confined Spaces* 19. *The Elements in the Globally Harmonized System of Classification & Labeling of Chemicals (GHS)* 20. *Workplace Stressors that Affect Physical & Mental Health*
Skill to	1. *Apply & Audit the Elements in the Globally Harmonized System of Classification & Labeling of Chemicals (GHS)* 2. *Recognize Conditions Related to Exposure to Temperature Extremes* 3. *Recognize Conditions or Acts Related to Ergonomic Hazards Associated with Type of Work, Body Positions, or Strain on the Body from Working Conditions* 4. *Recognize Conditions or Acts Related to Potential Exposure to Excessive Noise Levels* 5. *Recognize Conditions or Acts Related to Potential Exposure to Bloodborne Pathogens or Other Infectious Agents* 6. *Recognize Conditions or Acts that can Cause Slips, Trips, & Falls (from All Heights & Different Levels)* 7. *Recognize Conditions that can Lead to Exposures to Molds & Allergens & Reactions Exhibited in Individuals* 8. *Recognize Conditions that can Lead to Lead Exposure* 9. *Recognize Conditions that can Lead to Asbestos Exposure* 10. *Recognize Conditions, Equipment, or Processes that can Lead to Vibration Exposure* 11. *Recognize Conditions, Equipment, or Processes that can Lead to Potentially Harmful Radiation Exposure (Ionizing & Non-Ionizing)* 12. *Recognize Exposure(s) to Hazardous Chemicals in the Workplace or Environment* 13. *Recognize Fire Hazards, Conditions, & Processes Introduced into the Workplace & Associated Risks* 14. *Recognize How Stressors Affect Workplace Conditions & Behaviors* 15. *Recognize Unsafe Conditions or Levels of Risk When Working in Confined Spaces* 16. *Recognize Unsafe Conditions or Levels of Risk When Working with or Exposed to Electrical Hazards* 17. *Recognize Unsafe Conditions When Working with or Around Machinery & Equipment* 18. *Utilize Resources to Address, Modify, or Eliminate Electrical Hazards* 19. *Utilize Resources to Address, Modify, or Eliminate Hazards of Slips, Trips, & Falls (from All Heights & Levels)* 20. *Utilize Resources to Address, Modify, or Eliminate Hazards of Temperature Extremes*

	21. Utilize Resources to Address, Modify, or Eliminate Machinery & Equipment Hazards 22. Utilize Resources to Address, Modify, or Eliminate Noise Sources 23. Utilize Resources to Address, Modify, or Eliminate Radiation Hazards (Ionizing & Non-Ionizing) 24. Utilize Resources to Address, Modify, or Eliminate Vibration Hazards

Domain 4: Incident Investigation & Emergency Preparedness (5.5 Hours)	
Knowledge of	1. Basic Elements of Workers' Injury Claims & Case Management Programs 2. Different Incident & Injury Rates for Comparison 3. Different Tools & Techniques of Causal Analysis 4. Fundamental Elements of an Emergency Response Plan 5. Scenarios that Activate Emergency Action Plans and/or Procedures 6. Techniques that Identify Gaps in an Emergency Response Plan 7. The Components or Elements of an Effective Incident/Accident Management Program 8. The Incident Command Structure & Responsibilities During an Emergency Response
Skill to	1. Calculate Incident & Injury Rates 2. Conduct a Vulnerability Assessment to Identify Credible Emergency Scenarios 3. Conduct Causal Analysis & Report Findings with Recommendations 4. Identify Gaps in an Emergency Response Plan

Domain 5: Business Case Safety (4 Hours)	
Knowledge of	1. BCSP Code of Ethics 2. Common Safety, Health, & Environmental Leadership Strategies or Principles 3. Conflict Resolution Techniques 4. Direct & Indirect Costs & Their Impact on the Organization & Workforce 5. Fundamental Principles of Cost/Benefit Analysis 6. Surveys & Indicators for a Generative Safety Culture 7. Methods to Communicate Hazards & Controls to the Workforce 8. Principles & Common Approaches for a Generative Safety Culture 9. Various Methods to Present Technical & Complex Safety, Health, & Environmental Information to Stakeholders/Interested Parties
Skill to	1. Apply BCSP Code of Ethics 2. Apply Common Safety, Health, & Environmental Leadership Strategies or Principles 3. Apply Conflict Resolution Techniques 4. Communicate Strategic Safety, Health, & Environmental Activities, Risks, & Performance Information to Diverse Audiences & Stakeholders/Interested Parties 5. Facilitate or Lead Safety Meetings

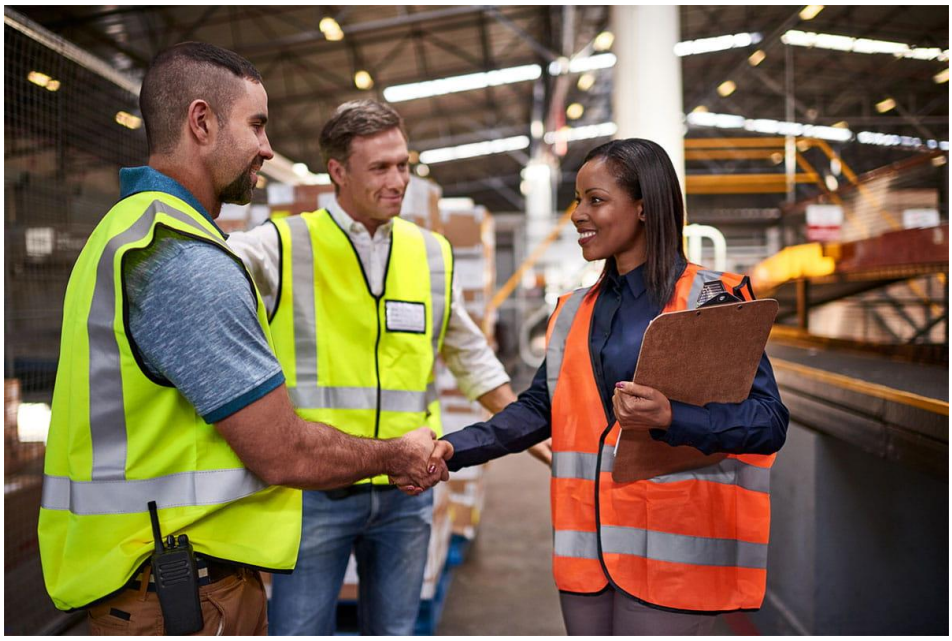
	6. *Identify & Develop a Business Case for Additional Budget, Resources, or Other Support* 7. *Interpret & Utilize Leading & Lagging Indicators to Drive Continual Improvement* 8. *Interpret a Cost/Benefit Analysis* 9. *Write Directives to Meet Safety Objectives & Activities*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Practical Sessions

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



Course Coordinator

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