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## Managing Health & Safety in the Workplace Date: View Online -- Venue: View Online -- Fee: £5,000

**Overview:**

Over 200 people are killed each year in accidents at work and over one million people are injured. Over two million suffer illnesses caused by, or made worse by, their work.

Preventing accidents and ill health caused by work should be a key priority for everyone at work. As the owner or manager of any business you know that competent employees are valuable. The organisation depends on them.

**Coverage:**

* Ensure you or your employees are not injured or made ill by the work they do;
* Develop a positive health & safety culture, where safe & healthy working becomes second nature to everyone;
* Find out how you could manage health and safety better;
* Meet your legal duty to protect the health & safety of your employees

**Objectives**

* Establish the different sources of harmful acts
* Discuss how accidents and injuries are by-products of unsafe behaviour and conditions
* Understand that health & safety is a fundamental function that must be held accountable by all members
* Learn how to perform job safety analysis and give safety instructions
* Conduct a full accident investigation and create a detailed accident report
* How to react and cope with different work related accidents and emergencies.

**How this helps your organisation?**

* Reduce workplace accidents
* Employee gains thorough understanding of Health & Safety Management standards
* Improve business processes
* Facilitate team work and employee input
* Increase profitability
* Identify and reduce risks before they arise

## How this helps you personally?

* Gain a thorough understanding of the different Safety Management systems
* Gain an understanding of Health & Safety legislation
* Learn how to organise a Health & Safety management system
* Increased confidence in the field of H&S
* Evaluate Health & Safety performance
* Become a necessary and indispensable part of your department

**Course Structure**

**Overview**

* The Importance of the World Health Organisation (WHO) and Occupational Safety and Health Administration (OSHA)
* Discuss what is classified as an accident, safety or health
* Threshold Limits

**Business Hygiene**

* Discuss the different types of potential Hazards
* Hazard control methodology
* Accident Reporting
* Accident Cost analysis

**Job Safety Analysis**

* Job safety objectives
* Discuss the necessity of Job Safety Analysis
* JSA Procedures
* Recording JSA

**Accident Investigation, Prevention & Reporting**

* What are the underlying causes of accidents
* Cost of accidents and its effect on the organisation
* Accident Prevention
* Accident report creation

**Health & Safety Management**

* Health & Safety Planning
* Health & Safety Control
* Health & Safety Organisation
* Leading Health & Safety

**Emergency Response Behaviour**

* Discuss the different types of accidents
* First Aid walk through
* CPR walk through
* How to calling for help and emergency services

**Health & Safety Auditing**

* Why is Health & Safety auditing important
* What are the advantages to a Health & Safety audit
* What are the consequences of having, and not having a Health & Safety audit

**Office Ergonomics**

* Best posture for sitting at desk
* Understand the different bad habits that employees have
* What are the negative effects these can cause
* How to correct and adjust these bad habits

**Course Dates:** Weekly

**Venue:** View Online

**Address:** Radisson Hotel

**Fee:** £5,000