

<b>Module Reference</b>	<b>HS02</b>
<b>Module Title</b>	<b>The Essentials of Health &amp; Safety in the Oil &amp; Gas Industry</b>

This 5 day course assumes the delegates will have a good understanding of the 'English' language (both written and spoken, if run outside the UK) and have a basic understanding of Health & Safety principles, ideal candidates are mid-management and supervisory staff. It is also assumed that the working day can be extended [if appropriate] by 1 – 2 hours; this will allow discussion and make the course more enjoyable for the delegates.

IOSH insist that all 7 modules are attended and that both assessments are completed satisfactorily in order to achieve the relevant certification level. At the end of the course the attendees will be tested and either awarded a certificated pass by IOSH or a certificate of attendance dependent on their mark.

The material to be used will enable beginners to appreciate the complexity of the subject and those more experienced acquire tools and even more in depth understanding of Health and Safety in the Oil & Gas industry.

Pat teaches this subject as a certified examiner for the Institute of Occupational Safety & Health [IOSH].

Based on the presenter's material we would propose the following outline for the course: -

The 5 day course consists of 7 Modules:

- Successful Health & Safety Management
- Reactive Monitoring
- Risk Assessment and Control
- Health & Safety Legislation
- Common Hazards
- Active Monitoring
- Safety management System

### **Who Should Attend?**

Delegates should have a basic understanding of Health & Safety principles, ideal candidates are mid-management and supervisory staff.

The course trains workers to ensure that their actions contribute to Health and Safety in the workplace and that individual responsibilities are clearly understood.

### **Working Safely**

Course content is based on;

- Identification and achievements of desired workplace behaviours;
- Skills-based training with practical exercises wherever possible;
- Formal assessment of skills as well as underpinning knowledge;
- Best practice rather than legislation, (allowing international delivery of training).

## Course Objectives

On successful completion of the course delegates should be able to:

- Identify the hazards and evaluate the risks in their workplace;
- Use appropriate workplace precautions for specific risks or seek advice on workplace precautions;
- Define hazards and risks and describe the legal requirements for risk assessment;
- Identify the data and techniques required to produce an adequate record of an incident and demonstrate the procedure for an accident investigation, recognising the human factors involved;
- Be able to compile and complete written risk assessments;
- Follow their organisations health and safety policy;
- Co-operate and communicate on safety matters;
- Carry out work activities without risk to themselves or others;
- Report relevant accidents and incidents;
- Monitor their own activities and assist managers in active monitoring;



## Course Structure

### Day 1 Administration and Introductions

The Tutor will introduce himself to the group and give a brief synopsis of his working experience and ask each delegate to reciprocate by giving a brief outline of who they work for, their experience and the type of work they do.

### Managing Safely (course overview)

The overall aim is for the delegate to 'work safely' as an individual and to 'manage safely' for others, this includes successfully managing the health and safety of people in their care.

### Reactive monitoring

The use of a Loss Management Model, its components, use and analysis will be included. An Incident investigation (learn from incidents) and Interview techniques will be used to get delegate participation and 'break the ice'.

### **Risk Assessment**

An introduction to 'working safely' hazard, risk, and risk control measures.

### **Day 2 Risk Assessment continued**

Human behaviour and why accidents happen.

### **Risk Assessment exercise**

Delegates will put into practice theories learnt, and carry out classroom based risk assessments (group activities)

### **Health & Safety Legislation**

A basic introduction to legislation and the principals behind the 'Health & Safety at Work etc Act' and other relevant legislation (employer and employee obligations).

### **Mock Assessment 1**

Delegates will get a brief introduction to exam assessment number 1, (5 exam type questions).

### **Day 3 Common Hazards**

Tutor will spend day three and the first session of day four working through the common hazards. Such common hazards are;

- Fire
- Electricity
- Work Equipment
- Movement of people
- Vehicles
- Poor housekeeping
- Manual handling
- Display Screen Equipment
- Noise
- Chemicals

Explaining potential harm and risk control measures.

### **Day 4 (Common hazards continued)**

### **Mock Assessment 2**

Delegates will get a brief introduction to exam assessment number 2, (5 exam type questions).

### **Active Monitoring**

Active monitoring techniques used to prevent incidents, near misses and accidents.

### **Safety Management Systems**

Introduction to a Safety Management System (HSG 65), its component parts, and how management (Managers and Supervisors / delegates) and employees 'play their part' to implement a safe working environment.

### **Day 5 Safety Management Systems continued.**

### **Review and Revision**

Delegates get the chance to ask question about the course contents, revision of topics covered and pass comments on the subjects covered.

### **Preparation for Assessments**

Time to prepare for the first assessment.

### **Assessment 1**

22 multi-choice questions. These will be answered under exam conditions.

### **Briefing on Practical Assessment (Project Assessment 2)**

Delegates are briefed on assessment 2 (practical Risk Assessment)

### **To Be Undertaken As Home Study**

#### **Project Assessment 2**

Delegates undertake a work based assessment (at their workplace) undertaking risk assessment using techniques acquired during the course, including;

- Description of workplace – physical layout hazards
- Activities undertaken – activity hazards
- Machinery used in the workplace – machinery hazards
- Chemicals used in the workplace – chemical and substances hazards
- Risk assessments
- Active monitoring.

### **Certification**

In order for an IOSH Working Safely certificate to be issued, the delegate should successfully complete the Institution's approved assessment procedure. This comprises of two assessments which will enable delegates to attain the IOSH (Institute of Occupational Safety & Health) Certificate which is recognised world-wide. At the end of the course the attendees will either be awarded a certificated pass by IOSH or a certificate of attendance dependent on their mark.

### **CV of Presenter**

Pat Scullion is an experienced trainer and has run similar seminars in Algeria and Australia. He has just completed a Postgraduate Certificate in Safety and Risk Management (Strathclyde University) July 2005.

#### **Summary of qualifications**

2003: NEBOSH Diploma Part 1 in Health and Safety Management

2003: ISO 9000: 2000 Auditor/Lead Auditor Training - BM Trada

2003: Internal Quality Auditing – Lloyds Register

2002: NUTEC Offshore Safety Induction & Emergency Training  
(Valid until 2006)

2001: Train the Trainer -Slinger/Banksman incl. Overhead Gantry Crane

2000: IOSH Certificate in Managing the Environment

1999: Forklift/Counterbalanced Forklift Training

1999: NEBOSH Certificate in Occupational Safety and Health

1997: British Safety Council General Safety Training