

HSE LEADERSHIP TRAINING
Advanced Safety Audit (ASA) & Job Safety Analysis (JSA)
For Team Leaders

Introduction

This is a 5 day class room course with individual and team practical exercises to cover operational safety in Oil & Gas domain. In addition with selected Oil & Gas related videos to enhance learning.

Structure

The Syllabus consists of eight module in HSE Leadership, One module in Advanced Safety Audit and one module in Job Safety Analysis as follows:

1. Introducing Managing Safety
2. Assessing Risks
3. Controlling Risks
4. Understanding your responsibilities
5. Identifying Hazards
6. Investigating Accidents and Incidents
7. Measuring Performance
8. Protecting Our Environment
9. Advanced Safety Audit (ASA) Training
10. Job Safety Analysis (JSA) for Team Leaders

Minimum total tuition time for International Oil and Gas (IOG) is 30 hours plus recommended private study time of 12 hours.

Objectives/Learning Outcomes

On completion of HSE Leadership syllabus candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations.

In particular they should be able to:

- Explain why it is important to manage safely
- Explain what the responsibilities of each individuals are at work on safety matters
- Explain, what the risk is and how to conduct risk assessment
- Explain how to reduce risk and what type of control to put in place
- Explain what law requires you to do, how the law works and what are the key parts of Health & Safety management systems
- Recognise the common hazards and how to control the hazards
- Explain how accidents and incidents happen, why investigate accidents and how to conduct accident investigation
- Understand, what performance measurement is and how to measure Health and Safety performance at work place
- Explain the impact of industry on environment, how we can control pollution and waste and what are the elements of environmental Management system
- Explain what the audit is and why audit is important at work place
- Explain the reason on undertaking JSA and be able to conduct a Job Safety Analysis

Who Should Attend/Business Case

Anybody who is already involved or potentially will be involved in Oil & Gas business operation, ranging from downstream, midstream upstream including Administration staff and wishes to have a good understanding of the Safety Leadership in International Oil and Gas market.

Typical attendees: Technicians (Operations, Maintenance), Supervisors, Control Room Operators, Safety Officers, Managers, Directors, Admin officers, All ranks of Drilling crew and any new comers to Oil & Gas Business market

Training Assessment Summary

The assessment is on performance of each individuals in the training exercises followed by a 2 hour written examination.

The pass mark for examination is 65%. All questions are compulsory. Candidate scripts are marked by external examiners appointed by Institute of Occupational Safety & Health IOSH.

Daily Programme Outline/Content

Daily Outline

8:30 am	Registration/Day begins
09:00	Training Starts
10:30-10:45	Morning Refreshment
12:30-13:30	Lunch
15:00-15:15	Afternoon Refreshment
17:00	End of Training

Daily Programme Content

Day 1

Introducing Managing Safely

- Why is it important to manage safely?
- What are your responsibilities as a Manager/Leader

Assessing Risks

- What is Risk?
- What is a Risk Assessment?
- How Risk Assessments are Carried Out?

Day 2

Controlling Risks

- How do you reduce Risk?
- How do you decide which risk control to use?

Understanding Your Responsibilities

- What does the Law Require you to do?
- How Does The Law Work?
- What are the Key Parts of a Health and Safety Management System?

Day 3

Identifying Hazards

- What are Common Hazards?
- What can you do about Common Hazards?

Investigating Accidents and Incidents

- Why Investigates Accidents & Incidents?
- How do Accidents and Incidents Happen?
- How do you carry out an Accident Investigation?

Day 4

Measuring Performance

- What is Performance Measurement About?
- How do you measure Health and Safety Performance
- What is Auditing

Protecting Our Environment

- What is the Impact of Industry on The Environment?
- How Can We Control Pollution and Waste?
- What are the main elements of an Environmental Management System?

Day 5

Advance Safety Audit Training

Job Safety Analysis for Leaders

Safety Videos
2 Hour Written test
Course Evaluation and Feedback