

NAVTTTC HEALTH AND SAFETY OFFICER

Course overview



Health & Safety Officer Course Overview

Course Title: Health & Safety Officer

Duration: 6 Months

Learning mode: Blended

Total Contact Hours: 520 hours

Theory: 40%

Practical: 60%

Objectives and Expectations

The Health & Safety Officer course is designed to equip participants with the knowledge and skills necessary to manage health and safety issues in various industries. The course covers Occupational Health & Safety (OHS) aspects, including risk assessments, safety laws, ergonomics, and emergency response plans. Upon completion, participants will be prepared for roles as Health Safety Officers in local and international markets.

Learning Outcomes

By the end of the course, students will be able to:

1. Understand the importance of Occupational Health & Safety.
2. Identify workplace hazards and conduct risk assessments.
3. Recommend control measures based on risk assessments.
4. Conduct accident investigations and measure health and safety performance.
5. Apply knowledge of safety laws and regulations.

Course Execution Plan

The course is structured into 26 weeks, with each week focusing on specific modules and tasks.

Benefits of the Course

1. **Comprehensive Knowledge:** Participants will gain a thorough understanding of various aspects of Occupational Health & Safety, including risk assessments, safety laws, ergonomics, and emergency response plans.
2. **Hands-On Practice:** The course emphasizes practical training, allowing participants to engage in real-world scenarios and tasks that enhance their employability.
3. **Market-Centric Approach:** The curriculum is designed with a focus on market needs, ensuring that trainees are equipped with skills that are in high demand in local and international job markets.
4. **Career Opportunities:** Graduates can pursue careers as Health Safety Officers in various sectors, including construction, manufacturing, oil and gas, and healthcare, both locally and in Gulf countries like UAE, Qatar, and Saudi Arabia.
5. **Entrepreneurial Skills:** The course includes modules on job search techniques and entrepreneurial skills, preparing participants for self-employment opportunities in the health and safety sector.
6. **Certification:** Upon completion, participants receive a qualification that is recognized in the industry, enhancing their job prospects.
7. **Networking Opportunities:** The course provides opportunities to connect with industry professionals and peers, which can be beneficial for career advancement.
8. **Personal Development:** Participants will develop essential soft skills such as teamwork, communication, and problem-solving, which are crucial in any workplace.

Who Can Take the Course?

The Health & Safety Officer course is suitable for:

- Individuals seeking to start a career in Occupational Health and Safety.
- Professionals looking to enhance their knowledge and skills in health and safety management.
- Graduates from various fields who wish to transition into health and safety roles.
- Anyone interested in understanding workplace safety and health regulations.

This course is ideal for those who are motivated to learn and are looking for a rewarding career that contributes to the safety and well-being of others in the workplace.

Course Outline

Module 1: Orientation/Course Introduction (Week 1)

- Importance of Occupational Health & Safety
- Job Description of Health & Safety Officer
- Course Applications and Institute/Work Ethics
- Tasks: Case study on the importance of safety, Job description analysis.

Module 2: Reasons for Occupational Health & Safety (Week 2)

- ILO & HSE Accident Statistics
- Moral, Legal, and Economic Reasons for Safety
- Tasks: Research on local accident statistics.

Module 3: Types of Hazards (Week 3)

- Identification of various types of hazards (Physical, Mechanical, Electrical, etc.)
- Tasks: Identify 10 workplace hazards.

Module 4: Use of Personal Protective Equipment (Week 4)

- Types and usage of PPE
- Monthly written test covering previous lectures.
- Tasks: Practical use of PPE.

Module 5: Chemical & Process Safety (Week 5)

- Safety measures in chemical plants and process industries.
- Tasks: Clean oil leakage using an oil spill kit.

Module 6: Electrical Safety (Week 6)

- Electrical hazards and safety measures.
- Tasks: Lock Out/Tag Out (LOTO) activity.

Module 7: Machines & Transport Safety (Week 7)

- Mechanical hazards and safety precautions.
- Tasks: Identify mechanical hazards in the workshop.

Module 8: ISO 45001 Health & Safety Management System (Week 8)

- Overview of ISO 45001 and its benefits.
- Monthly test covering the month's content.

Module 9: Office Safety & Ergonomics (Week 9)

- Office hazards and ergonomic practices.
- Tasks: Identify hazards in an office setting.

Module 10: Risk Assessment (Week 10)

- Components and process of risk assessment.
- Tasks: Perform a risk assessment on a designated site.

Module 11: Levels of Controls/Safety Hierarchy (Week 11)

- Understanding the hierarchy of controls.
- Tasks: Assignment on levels of controls.

Module 12: Permit to Work System (Week 12)

- Implementation and responsibilities of the PTW system.
- Tasks: Fill out a PTW form.

Module 13: Midterm Assessment (Week 13)

Module 14: Construction Site Safety (Week 14)

- Safety practices specific to construction sites.
- Tasks: Watch scaffolding inspection videos.

Module 15: Food & Biological Safety (Week 15)

- Understanding food safety and biological hazards.
- Tasks: Identify kitchen hazards at home.

Module 16: Working at Height (Week 16)

- Safety measures for working at height.
- Tasks: Test safety harness usage.

Module 17: Fire & its Protection (Week 17)

- Fire safety measures and types of extinguishers.
- Tasks: Operate fire extinguishers practically.

Module 18: Emergency Response Plan (Week 18)

- Implementation of emergency response plans.
- Tasks: Conduct an emergency drill.

Module 19: Accident Investigation (Week 19)

- Understanding accidents and investigation processes.
- Tasks: Fill out an accident report form.

Module 20: Safety Laws & Regulations (Week 20)

Overview of local safety laws and regulations.

Module 21: Employable Project/Assignment (Weeks 21–26)

- Independent project based on trainee's skills and market trends.
- On-the-job training option available.

Module 22: ILO Guidelines (Week 22)

Understanding ILO laws and job search techniques.

Module 23: Safety Inspection & Audits (Week 23)

- Differences between audits and inspections.
- Tasks: Complete an audit report.

Module 24: Welding Safety (Week 24)

- Safety measures specific to welding.
- Tasks: Identify hazards in a welding workshop.

Module 25: First Aid (Week 25)

- First aid procedures and emergency response.
- Tasks: Perform first aid practical training.

Module 26: Entrepreneurship and Final Assessment (Week 26)

- Introduction to entrepreneurship and business development.
- Final assessment of projects.

Instructional Resources

1. "Introduction to Health & Safety at Work" by Phil Hughes & Ed Ferret
2. "Industrial & Occupational Health" by SK Halder
3. "Occupational Health & Safety Management: A Practical Approach" by Charles D Reese
4. "Industrial Safety & Maintenance Management" by MP Poonia & SC Sharma

Conclusion

This comprehensive course aims to prepare participants for successful careers in Occupational Health & Safety, equipping them with the necessary skills and knowledge to excel in various industries.



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