

COURSE OVERVIEW HE0946-3D
NEBOSH Health and Safety at Work

Course Title

NEBOSH Health and Safety at Work

Course Date/Venue

December 09-11, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

HE0946-3D

Course Duration/Credits

Three Days/1.8 CEUs/18 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.



The NEBOSH Health and Safety at Work Award provides a best practice introduction to workplace health, safety, and risk that is relevant to all industry sectors. This course is delivered in an understandable and accessible way and will help you to gain an awareness of common workplace hazards so you can help to implement or maintain your organization's health and safety management system; gain practical skills that can help keep yourself and others safe; apply the principles of risk assessment; and have a positive impact on health and safety in your workplace.



This qualification will help to reduce incident and injury rates, and the associated lost time and absence; foster greater health and safety awareness amongst employees; improve employee engagement and enhance safety culture; secure higher levels of compliance with organizational safety measures; and protect the business from the reputational damage caused by health and safety failures.

Course Objectives

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

- Achieve the NEBOSH Award in Health and Safety at Work
- Discuss why health and safety needs to be managed, ensuring effective processes are in place
- Inspect the workplace and recognize a range of common hazards
- Evaluate risks (taking account of current controls), recommend further control measures and assign actions
- Identify why incidents happen and how to investigate them
- Carryout workplace health and safety review which considers how health and safety is currently managed and how it can be managed better
- Identify health and safety issues present, how they are controlled and if the risk can be reduced
- Select the most important issue for improvement using moral, legal and financial reasons

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, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a wide understanding and deeper appreciation of health and safety at work in accordance with the international standards for those who needs to understand the principles of health and safety as part of their job including team leaders and supervisors, HR professionals, facilities managers and those training young people in a working environment.

Training Methodology

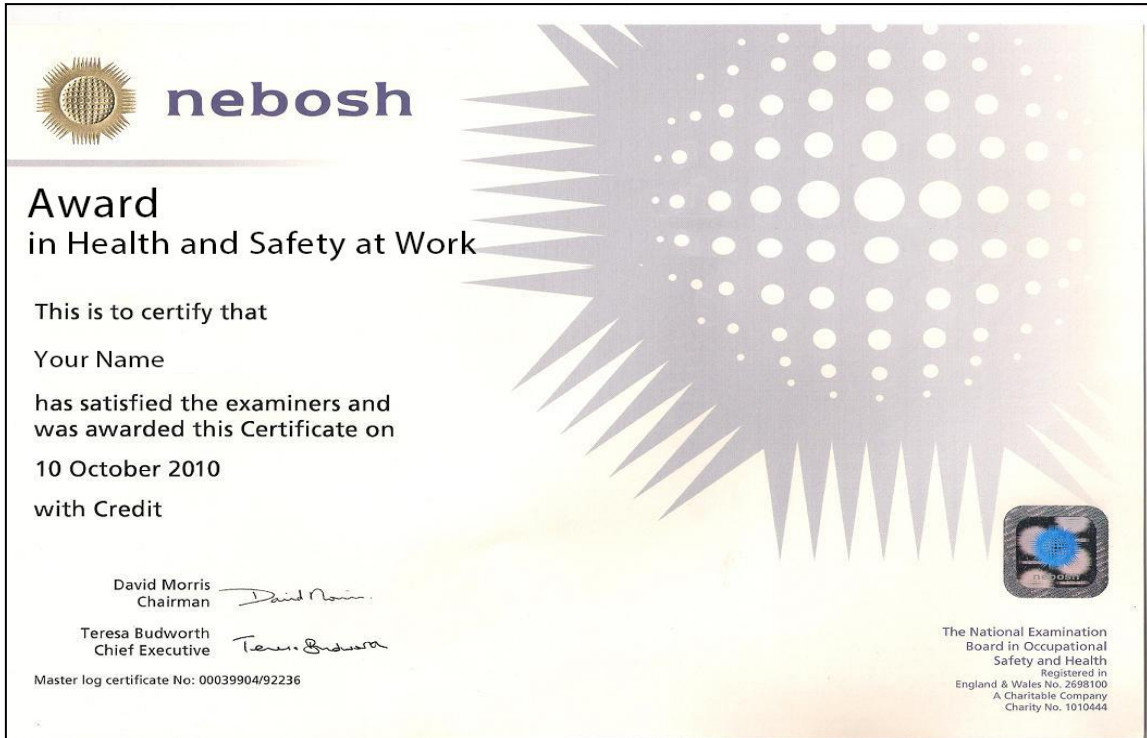
All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

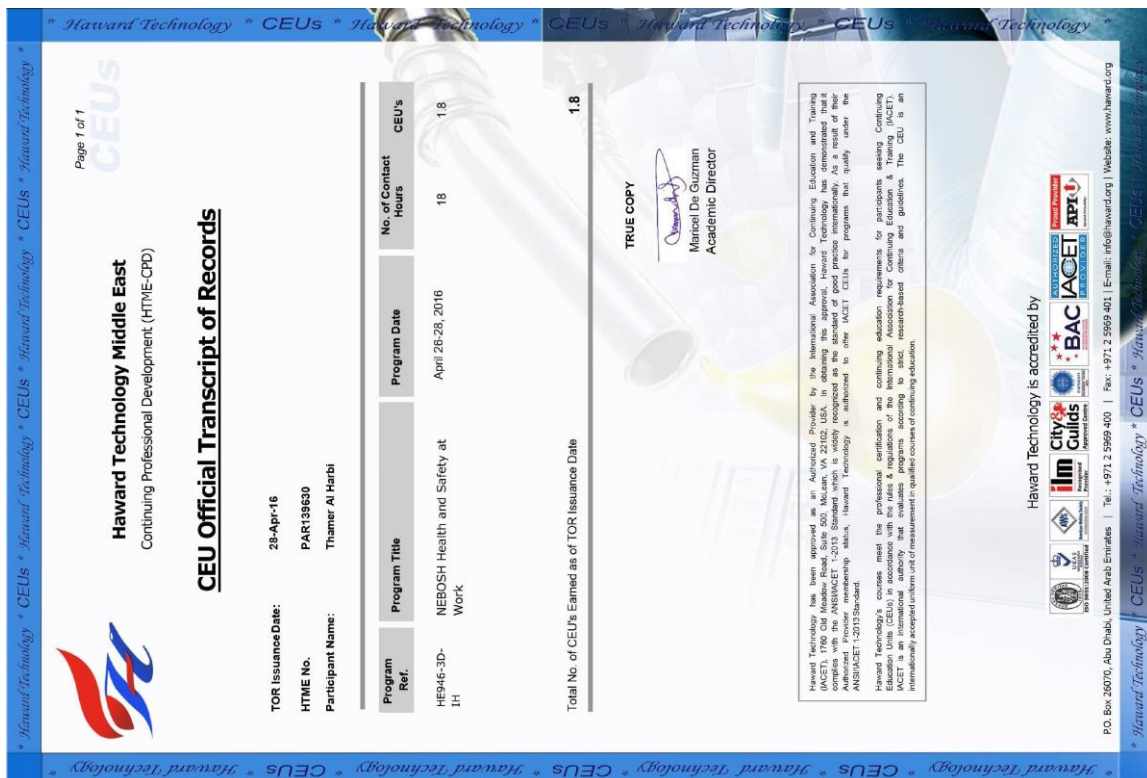
In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

- (1) NEBOSH Award in Health and Safety at Work Certificate will be issued to participants who have successfully passed the course and successfully completed the practical assessment.




- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



Certificate Accreditations

Haward Technology is accredited by the following international accreditation organizations:-

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NEBOSH: The National Examination Board in Occupational Safety and Health

Haward Technology is an **Accredited Course Provider** and **Learning Partner** of The National Examination Board in Occupational Safety and Health (**NEBOSH**) with **Learning Partner Number 931 Bronze**. NEBOSH is the awarding body approved by Scottish Qualifications Authority (SQA). Haward Technology is authorized to offer NEBOSH's comprehensive range of globally-recognized qualifications designed to meet the health, safety, environmental and risk management needs of all places of work.

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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 **1.8 CEUs** (Continuing Education Units) or **18 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.

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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. Tony Bunce, PgDip, BSc, RPA, CMIOSH, CRadP, NEBOSH, is an **Accredited Radiation Protection Adviser (RPA)** and a **Senior Environmental Consultant** with over **20 years** of extensive experience in **HAZOP & HAZAN** Analysis, Hazard Identification (**HAZID**), **ALARP** System, **Radiation Safety & Protection**, **Radioactive Waste Management**, **Radiation Protection Instrumentation**, **Nuclear & Radiological Safety**, **Nuclear Engineering**, **Safety Management System**, **Uranium & Plutonium Safe Handling**, **Contamination Control**, **Radiation Protection Design**, **Risk Assessment**, **Personal Protection Equipment**, **Dosimetry Review**, **Nuclear Weapon & Nuclear Reactor Accident Procedures**, **Personal Protective Equipment**, **Machinery & Work Equipment** and **Manual Handling**. Further, he is also well-versed in **ISO 14001:2004** (Environmental Management System), **AERMOD** Modeling, **Incident Reporting & Investigation**, **Cause Tree Analysis (CTA)**, **Fault Tree Analysis (FTA)**, **HSE** Emergency Planning, **Crisis Management**, **HSSE** Practices, **Emergency Response Plans** and **Emergency Preparedness**. He is currently the **Radiation Protection Advisor** of **IAEA (Austria)** wherein his in-charge of the design and commissioning of IAEA's new Nuclear Material Laboratory.

During Mr. Tony's career life, he held significant positions such as the **Radiation Protection Advisor**, **Radiation Protection Officer**, **Safety Adviser**, **Radiation Monitoring Specialist**, **Lead Safety Adviser** and **Health Physics Monitor** for international companies and agencies such as the International Atomic Energy Agency (**IAEA**), **Thorp Nuclear Processing Plant** and the **Nuclear Department of UK** just to name a few.

Mr. Bunce has a **Post Graduate Diploma** in **Radiation and Environmental Protection** from the **University of Surrey** and a **Bachelor** degree in **Environmental Risk Management** from the **University of Wales Institute Cardiff** in **UK** respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, an **Accredited Radiation Protection Adviser (RPA)** from the **RPA 2000 Board**, a **Qualified Radiological Protection Reviewer**, a Chartered Member of **IOSH (CMIOSH)**, a Chartered Radiological Protection Practitioner (**CRadP**), **Certified Radiation Safety Practice (Stage 1)** from **City and Guilds** and **NEBOSH Diploma** holder. He has further delivered numerous trainings, conferences, workshops and seminars globally.

Training Fees

US\$ 4,250 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\$ 140 per Delegate + **VAT**

Accommodation

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

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:

Day 1: Monday, 09th of December 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0930	Element 1: Why & How you Manage Health & Safety Moral, Legal & Financial Reasons & Benefits for Managing Health & Safety (Reasons & Benefits; Overview of Responsibility of Employers & Workers & Legal Consequences) • Managing Health & Safety Consistently Well (Plan-Do-Check-Act; Leadership-Committed, Promoting a Culture that Supports Health & Safety; Effective Processes (Including Identification/Control of Risk, Incident Investigation); Checking/Monitoring Performance; Communication; Consultation/Participation of Workers; Ignoring the Trivial & Focusing on the Important
0930 – 0945	Break
0945 – 1100	Element 1: Why & How you Manage Health & Safety (cont'd) Auditing (What, Why & How)
1100 – 1215	Element 2: Dealing with Common Workplace Hazards General Workplace Issues – Workplace Access, Housekeeping, Lighting, Temperature, Slips, Trips & Falls (On Same Level), Welfare, First Aid
1215 – 1315	Lunch
1315 – 1430	Element 2: Dealing with Common Workplace Hazards (cont'd) Violence & Aggression • Work-Related Stress
1430 – 1445	Break
1445 – 1520	Element 2: Dealing with Common Workplace Hazards (cont'd) Hazardous Chemical & Substances • Computers
1520 – 1530	Recap
1530	End of Day One

Day 2: Tuesday, 10th of December 2024

0730 – 0930	Element 2: Dealing with Common Workplace Hazards (cont'd) Substance Abuse • Electricity
0930 – 0945	Break
0945 – 1100	Element 2: Dealing with Common Workplace Hazards (cont'd) Fire • Manual Handling
1100 – 1215	Element 2: Dealing with Common Workplace Hazards (cont'd) Noise & Vibration
1215 – 1315	Lunch
1315 – 1430	Element 2: Dealing with Common Workplace Hazards (cont'd) Work Equipment
1430 – 1445	Break
1445 – 1520	Element 2: Dealing with Common Workplace Hazards (cont'd) Work at Height
1520 – 1530	Recap
1530	End of Day Two

Day 3: Wednesday, 11th of December 2024

0730 – 0800	Element 2: Dealing with Common Workplace Hazards (cont'd) <i>Workplace Transport</i>
0800 – 0930	Element 3: Stopping Incidents & Ill-Health Before They Happen <i>Inspecting the Workplace (Using Checklists; Talking to People)</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Element 3: Stopping Incidents & Ill-Health Before They Happen (cont'd) <i>Risk Assessment Theory (What 'Hazard', Risk Assessment' & 'Control Measure' Really Mean; Why We Do Risk Assessment (What is Designed to Do); How You Do Risk Assessment (Steps to Risk Assessment); Controlling Risks (Hierarchy of Control; Being Sensible & Proportionate; General Workplace Risk Assessment vs Specific (Including Laptop/Computer Use, Fire, Manual Handling, Hazardous Chemicals)</i>
1100 – 1200	Element 4: Learning from Incidents <i>Why Investigating Incidents Makes Sense (What 'Incident', 'Accident' & 'Near Miss' Really Mean • A Simple Four-Step Approach to Investigations (Gather Information; Analyse Information (5 Whys Method); Identify Risk Control Measures; Develop & Implement the Action Plan</i>
1200 – 1300	<i>Lunch</i>
1300 – 1430	Summarize Topics & Prepare for the Practical Assessment
1430 – 1445	<i>Break</i>
1445 – 1500	Summarize Topics & Prepare for the Practical Assessment (cont'd)
1500 – 1515	Course Conclusion
1515 – 1530	<i>Presentation of Course Certificates</i>
1530	<i>Lunch & End of Course</i>

NEBOSH HSA1 Practical Assessment

The assessment should be carried out after the participants' have completed studying the HSA1 course. Haward Technology will tell the date that they need to receive the assessment. If they fail to submit the assessment to Haward Technology by the date requested, they will be marked as 'absent'.

Practical Sessions

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



Course Coordinator

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