



Developing Health and Safety Policy & Procedures Workshop

Course Duration: 4 days - 09:00 –14:00hrs each day

Course Dates: 22-25 Feb. 2009; 19-22 July 2009 & 22-25 Nov. 2009

Aims of the Workshop

To provide attendees with the knowledge and information they will need to write and implement health and safety policies and procedures within small to medium sized organisations.

Objectives

At the end of the course each delegate should be able to:

- Explain the structure of a health and safety policy document
- Outline the steps necessary in preparing a statement of intent
- Document the organisational roles and responsibilities that must be assigned in the policy
- Describe the steps needed to implement the health and safety policy
- Set health and safety objectives
- Describe the review process necessary for the continuous improvement of health and safety performance
- Explain the key steps required in the introduction of internal audit programmes and undertake a simple audit of a health and safety standard



Each Candidate will get a **FREE** CD containing Health and Safety Policy and Procedure Templates that could be adopted by his or her organisation.

Who should attend?

The workshop is aimed at safety advisers, managers and those who wish to prepare and implement health and safety policies and procedures for their organisation.

Venue

Manama, Kingdom of Bahrain

Content:

Day 1

- Introduction to health and safety policies and procedures
- HSG65 safety management system
- Possible effects of accidents at work
- Legal requirements
- Health and safety culture
- Impact of policy & procedure on culture
- Structure of policy statements
- Preparing the statement
- Documenting the roles and responsibilities
- Writing job descriptions, key content and the key roles

Day 2

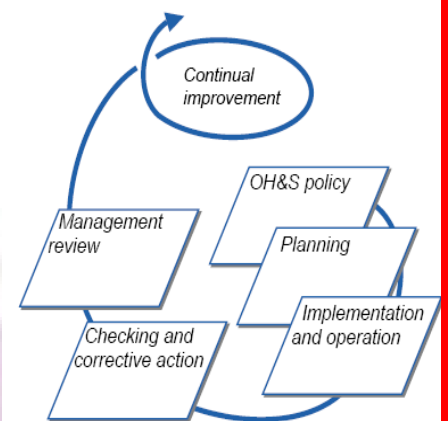
- H&S management arrangements
- Risk assessment
- Consultation
- Training
- Accident reporting & investigation
- Fire & emergency
- Health and safety inspectors

Day 3

- Creating and implementing policy
- Measuring performance
- Setting objectives
- Monitoring and review

Day 4

- Reviewing performance
- Auditing
- SMART objectives
- Undertaking a simple audit



Course Fee: – First Delegate: BD 550 (US\$1,475) Subsequent delegates: BD 500 (US\$1,325)

RRC Middle East – Workshop Booking Form



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training and consultancy

Name & Address of Delegate/Organisation
Company Name:
Contact Name:
Position:
Address:
PO Box:
Tel No:
Fax No:
E-Mail:

Information

The Workshop opens at 08:30hrs for registration and refreshments

For travel/hotel assistance, please contact RRC at inforrc@batelco.com.bh

Visa regulations vary, dependent on nationality. Information on visa requirements can be found at www.bahrainitourism.com/visa.htm

For more information on this workshop please contact either RRC Middle East or RRC Training (UK), see below for contact information.

Courses Required				
	Delegate Name	Job Title	e-mail Address	Course Fees
1				BD 550/ US\$ 1,475
2				BD 500/ US\$ 1,325
3				BD 500/ US\$ 1,325
4				BD 500/ US\$ 1,325
5				BD 500/ US\$ 1,325
			Total Fees Payable	

Payment

1. I enclose my fee in full. Please make cheque/banker's draft payable to **RRC Middle East WLL**

2. Please debit my **MasterCard/Switch/Visa/Solo/Connect Card** *

no. _____ with the full fee. Card expiry date _____

Cardholder's signature _____

Thank you for choosing RRC Middle East

Please return your completed booking form to either:

RRC Middle East

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Telephone: +973 175 32027

Fax: +973 175 32028

Post: RRC Middle East

PO Box: 20073, Manama-Diplomatic area
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