

Health & Safety Management System

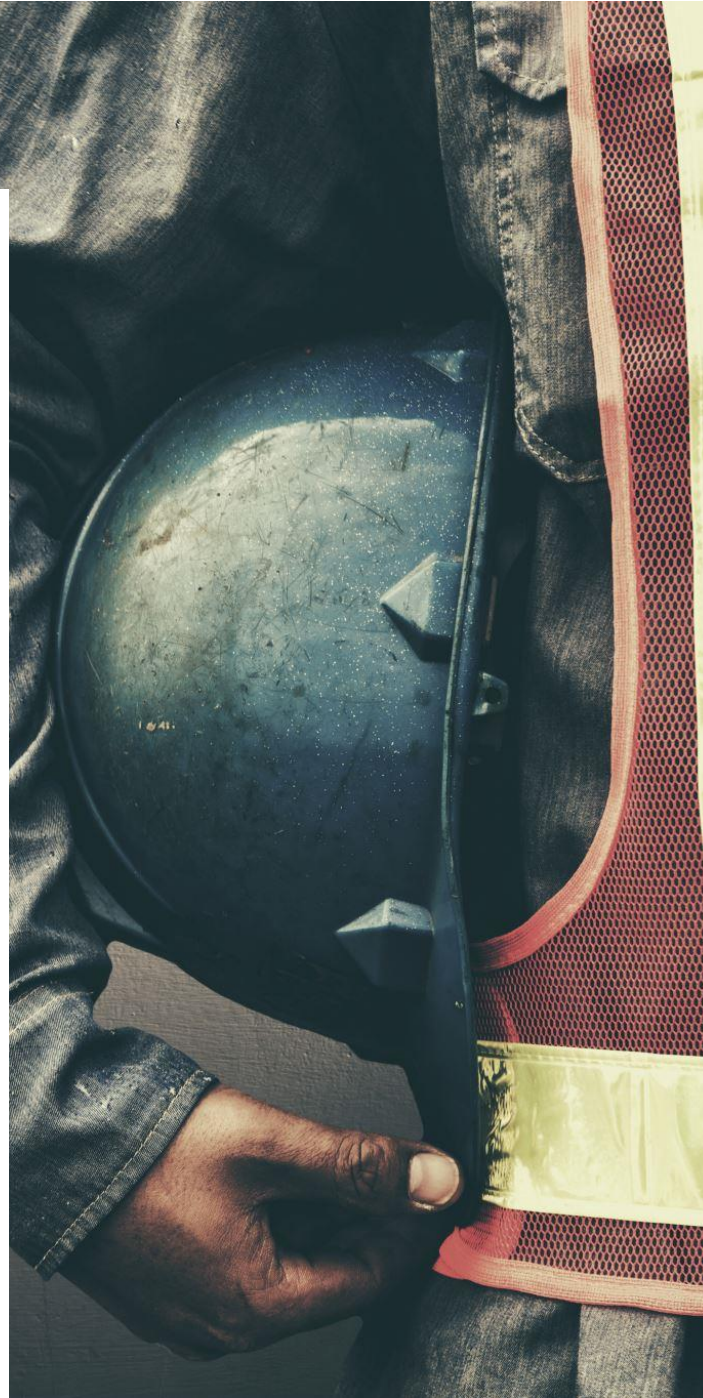
Course Outline

Introduction Training

APRIL 2025

Delivered by:

MF Management Services



Course Overview

A 1-day introduction to Health & Safety Management Systems (HSMS) focuses on the principles, frameworks, and best practices for managing health and safety risks within an organisation.

How to book your course:

1	Visit: www.isosystems.org.uk/internal-auditor-training
2	Complete the online form
3	A member of our team will get in touch

Contact us Direct:

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Introduction to Health & Safety Management

- **Definition of Health & Safety Management Systems:** What HSMS is and why it's essential for ensuring a safe and healthy work environment.
- **Importance of HSMS:** Understanding the significance of protecting employee well-being, reducing accidents and injuries, meeting legal requirements, and improving organisational performance.
- **Key Concepts:** Health and safety risks, hazard identification, risk assessment, and legal compliance.



Key Principles of Health & Safety Management

- **Risk Prevention:** Identifying and mitigating risks to prevent accidents, injuries, and illnesses.
- **Legal Compliance:** Adhering to national and international health and safety regulations and standards.
- **Employee Involvement:** Encouraging active participation from employees in identifying hazards, developing procedures, and ensuring safety.
- **Continuous Improvement:** Focusing on continual enhancement of safety practices through monitoring, feedback, and corrective actions.
- **Leadership Commitment:** The critical role of management in promoting and leading a culture of safety.



RISK PREVENTION



LEGAL COMPLIANCE



EMPLOYEE INVOLVEMENT



CONTINUOUS IMPROVEMENT



LEADERSHIP COMMITMENT

Overview of ISO 45001: Occupational Health & Safety Management

What is ISO 45001?

An introduction to ISO 45001, the international standard for Health & Safety Management Systems.

Key Elements of ISO 45001

Explanation of the core components, including:

- **Context of the Organisation:** Understanding internal and external factors that affect health and safety management.
- **Leadership and Commitment:** The role of leadership and employee involvement in driving health and safety practices.
- **Planning:** Establishing safety objectives, conducting risk assessments, and addressing potential hazards.
- **Support:** The resources, training, and awareness needed for successful HSMS implementation.
- **Operation:** Implementing safety controls, procedures, and risk reduction strategies.
- **Performance Evaluation:** Monitoring, measuring, and reviewing health and safety performance.
- **Improvement:** Continually improving the HSMS through corrective actions, audits, and feedback loops.



The Plan-Do-Check-Act (PDCA) Cycle

Applying PDCA in HSMS

Understanding how the PDCA cycle supports a structured approach to managing health and safety.



Risk Assessment & Hazard Identification

- **Risk Assessment Process:** How to conduct effective risk assessments to identify potential hazards and assess their risks.
- **Types of Hazards:** Common types of hazards in the workplace, such as physical, chemical, ergonomic, biological, and psychosocial.
- **Control Measures:** Hierarchy of controls for mitigating risks, from elimination to personal protective equipment (PPE).
- **Practical Tools for Risk Assessment:** Tools and methodologies like job hazard analysis (JHA), risk matrices, and safety audits.

Health and Safety Procedures & Controls

Safety Procedures

Developing and implementing standard operating procedures (SOPs) for managing health and safety risks.

Control Measures and PPE

Ensuring effective use of engineering controls, administrative controls, and personal protective equipment.

Emergency Preparedness

Creating emergency response plans for various workplace incidents (fire, medical emergencies, natural disasters).

Incident Investigation

The process for investigating accidents and near misses, identifying root causes, and implementing corrective actions.



Employee Training and Engagement

Training Programs

The importance of ongoing health and safety training for employees at all levels.

Safety Culture

Promoting a culture of safety where everyone is actively involved in preventing accidents and hazards.

Communication

Effective communication strategies for reporting hazards, providing safety feedback, and engaging employees in safety initiatives.

HSMS Audits and Monitoring

Internal Audits

How to conduct audits to assess the effectiveness of the HSMS and ensure compliance with policies and standards.

Key Performance Indicators (KPIs)

Using metrics and indicators to monitor health and safety performance, such as accident rates, near misses, and compliance levels.

Corrective and Preventive Actions (CAPA):

Addressing nonconformities through corrective and preventive actions to continually improve safety processes.

Case Studies & Best Practice

- **Real-World Examples:** Case studies of successful health and safety management implementations in various industries (e.g., manufacturing, construction, healthcare).
- **Lessons Learned:** Discussing common challenges and solutions to overcoming barriers in implementing an effective HSMS.

Summary & Wrap-Up

- Recap of key concepts.
- Q&A session to clarify doubts and further enhance understanding.
- Providing resources, such as ISO 45001 guides, safety management tools, and training opportunities.

This overview will equip participants with a foundational understanding of how to develop, implement, and maintain an effective Health & Safety Management System that ensures a safer working environment and compliance with legal requirements. It's ideal for those new to health and safety or those who want to reinforce their knowledge.