

# Course : Mastering health and safety prevention tools

*Practical course - 2d - 14h00 - Ref. OSS*

*Price : 1520 CHF E.T.*



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This course will show you the practical tools you need to implement occupational health and safety prevention. It will enable you to lead, adapt and measure the prevention approach in your company, thanks in particular to appropriate communication.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Learn practical tools for implementing prevention and safety measures
- ✓ Leading and adapting the approach to your business
- ✓ Measure the effectiveness of prevention measures implemented
- ✓ Communicating within the company to raise awareness and maintain interest

## Intended audience

Safety manager, safety correspondent, operational manager.

## Prerequisites

No special knowledge required.

## Practical details

### Exercise

Alternating didactic presentation and discovery-based learning. Illustration with examples. Discussion and practical application.

## Course schedule

### PARTICIPANTS

Safety manager, safety correspondent, operational manager.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Understanding the different types of risk within the company

- Distinguish between notions of danger, risk and damage.
- Understand the general principles of prevention in the workplace.
- Identify the different stages in the prevention process.
- Know the different principles of risk identification (matrix, single document).

### Hands-on work

Exchange of best practices between trainees, feedback.

## 2 Planning and integrating safety into everyday life

- Integrate safety into documentation (function sheet, operating procedures, instructions, MSDS, etc.).
- Identify and manage personal protective equipment needs.
- Use appropriate preventive signage.
- Design a prevention plan based on resources and constraints.
- Identify and manage emergency situations.
- Organize and implement a safety inspection.

### Case study

Draw up a prevention plan for a target company.

## 3 Leading the prevention process

- Raise team safety awareness. Hold a safety briefing.
- Lead sessions as part of the prevention and safety policy: prepare, lead, write up minutes.
- Manage incidents and safety improvement actions.
- Establish a process for identifying causes: 5M method, cause tree.
- Design and write the accident report.

### Hands-on work

Prepare and simulate a safety meeting in a given context.

## 4 Adapting internal communications

- Raising safety awareness according to the company's context: choice of target audience and timing.
- Draw up and use the safety welcome booklet.
- Design and implement the communication plan.

### Hands-on work

Draw up a communication plan for a target company.

## 5 Measuring safety performance

- Learn about typical safety indicators.
- Identify company-specific indicators.
- Monitor selected indicators to adjust prevention actions.

### Hands-on work

Determine the target company's security objectives.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

