XCELERATE TRAINING INSTITUTE

your learning & development partner

HEALTH, SAFETY AND ENVIRONMENT (HSE)

Skills for Health and Safety Officer Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
22 – 26 Feb 2027	Live online	Online (live)	**€1,200**
2 – 6 Aug 2027	Live online	Online (live)	**€1,200**
6 – 10 Sep 2027	Boston	Classroom	**€5,500**

Register or ask a question

Online: x8ti.com/course/skills-for-health-and-safety-officer-training-course/

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Skills for Health and Safety Officer Training Course

Introduction

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Health and Safety Officer (HSO) is an official appointee of an organization to ensure incident and injury free performance of the company with respect to Health & Safety (H&S). S/he is an important individual who not only promotes H&S culture within organization but also educates, guides and serves as a reference expert to the planning and operational staff of the organization.

Along with his seniors and juniors within H&S department, S/he is responsible for minimizing and eliminating both minor and major incidents. Minor incidents could be injuries requiring first-aid and medical treatment of workers whereas major ones could be fire, explosion, toxic/lethal releases, collapsing of buildings/ scaffolding /structures, resulting in physical disabilities and fatalities.

HSO needs to possess many personal attributes, technical knowledge, and skills to discharge the required responsibilities. While large and medium organizations are required to formally appoint HSO, small ones are expected to have someone within their management to be aware of H&S regulatory requirements, employees' expectations and welfare measures on H&S front.

This Xcelerate Training Institute course will empower participants with comprehensive knowledge of requirements, skills and attributes for a Health & Safety Officer.

Learning Objectives

- Understand the qualities, attributes, roles & responsibilities, knowledge and skills of HSO
- Systematically comprehend various workplace hazards and ways to control them
- Participate in case-studies and brainstorm for identifying various hazards and controlling them
- Understand avenues for higher educational and professional qualification available for HSO's
- Heed professional affiliations available for HSO's
- Prepare themselves to take up the profession of Health and Safety Management
- Ultimately, project HSO as a harbinger and agent of happy family life and society because workers are safe, thanks to his/her efforts

Training Methodology

- Lectures (Tutor-assisted online or in the classroom as per requirements)
- Seminars & Presentations
- Group Discussions and workshops
- Assignments
- Case Studies & Functional Exercises

Benefits For Your Organization

- Systematically resource their organization with knowledgeable and skillful Health & Safety Officers who will eventually build a proactive safety culture in the organization

- Confident HSO’s educate fellow employees from the other functional disciplines on the importance of health & safety; this spreads a chain reaction for embracing safety culture positively. Employees and management appreciate it sooner or later when such contagious proactive safety initiatives and efforts start bringing about better business sustainability
- It is statistically seen that companies with dynamic HSO’s who undergo basic and continual professional development pass on a strong safety culture to fellow employees and managers. This improves safety performance much to the delight of customers, suppliers, insurance agencies, regulatory/statutory authorities, workers’ families, and other stakeholders

Benefits For You

- This training forms a strong foundation for HSO’s on the line of NEBOSH, IOSH, OSHA, and EUOSH standards
- It will ensure that HSO lives an injury and illness-free life not only for himself but also for his company and the society at large
- HSO training and experience prepares such employees to discharge their functions efficiently when transferred to other functions like operation, inspection, maintenance and even office services jobs, in multi-tasking companies
- The knowledge and skill provided in this course is useful for any trade, including non-safety professionals, as safety knowledge and experience helps all functions in other disciplines/departments of an organization

Target Audience

This Health and Safety Officer course would be suitable for:

- Trainees/intern/fresh employees who want to take up the H&S profession as their career
- All workers, managers and top leaders who want to promote health & safety in their individual departments
- All employees who have been on rotation from their department Health and Safety Department

Course Outline

WHO IS A HEALTH AND SAFETY OFFICER?

- Concepts
- Responsibilities
- Foundations in Health & Safety
- Regulatory and statutory requirements
- Safety-Related Disciplinary Action
- Each employee is a Health & Safety officer?
- Health, Safety & Environment Committee

QUALITIES OF HEALTH AND SAFETY OFFICER

- Communication
- Leadership
- Dynamism
- Resourceful

- Sense of Planning
- Trainer/Educator
- A H&S representative of workers in front of management

KNOWLEDGE AND SKILL-SETS OF HEALTH AND SAFETY OFFICER-1

- Occupational Injury and illness
- Hazards and Risks
- Health & Safety Policy
- Organizing /Resource Planning for health & safety
- Promoting a positive health & safety culture

KNOWLEDGE AND SKILL-SETS OF HEALTH AND SAFETY OFFICER-2

- Risk Assessment
- Principles of hazard control
- Monitoring, review and audit
- Occupational incident, recording and reporting
- Accident investigation and reporting
- Feedback from workers to management on H&S improvement

KNOWLEDGE AND SKILL-SETS OF HEALTH AND SAFETY OFFICER-3

- Movement of people, equipment & vehicles – hazards and control
- Manual and mechanical handling – hazards and control resource planning
- Working equipment hazards and control
- Electrical hazards and control

KNOWLEDGE AND SKILL-SETS OF HEALTH AND SAFETY OFFICER-4

- Fire hazards and control
- Chemical and biological health hazards and control
- Physical and psychological health hazards and control
- Construction activities – hazards and control

KNOWLEDGE AND SKILL-SETS OF HEALTH AND SAFETY OFFICER-5

- Personal Protective Equipment
- Permit to Work System
- H&S Inspections and Audits
- Corrective, Preventive and Improvement Actions

RESPONSIBILITIES OF HEALTH AND SAFETY OFFICER

- Developing Health & Safety Policy for the company
- What you can count on from leadership?
- Statutory, regulatory and legal interfaces
- Routine guidance on hazard identification and control

CASE STUDIES – BRAINSTORM IDENTIFYING HAZARDS AND SUGGESTING CONTROLS

- Case study from steady state Oil & Gas based process/chemical industries

- Case study from construction industry
- Case study from marine industry
- Case study from other industries as per needs of majority of participants

QUALIFICATIONS OF HEALTH AND SAFETY OFFICER

- NEBOSH International General Certificate & Diploma in Occupational Health & Safety
- IOSH certifications
- ASSP – Certified Safety Professional
- University graduation and post-graduation in occupational health and safety
- Others

PROFESSIONAL AFFILIATIONS & TRAINING BENEFICIAL FOR HSO

- IOSH
- ASSP – CSP
- OSHA
- EUOSH
- Others

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Registration Form

Skills for Health and Safety Officer Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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