Health and Safety Committee Management Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The modern workplace demands a proactive approach to risk, where the Health and Safety Committee (HSC) acts as the vital bridge between frontline operations and executive leadership. Health and Safety Committee Management Training Course is designed to empower committee members with the strategic oversight and regulatory fluency required to foster a resilient safety culture. Participants will transition from passive observers to high-impact safety advocates, mastering the art of hazard identification, root cause analysis, and collaborative problem-solving.

This curriculum focuses on evidence-based interventions and the integration of digital safety management systems (SMS) to streamline reporting and accountability. We delve into the nuances of behavior-based safety (BBS) and the psychological drivers of workplace compliance, equipping members with the leadership competencies to influence stakeholders at all levels. By the end of this session, the HSC will be transformed into a data-driven powerhouse capable of navigating complex legal frameworks and implementing sustainable safety strategies that protect both the workforce and the bottom line.

Programme Curriculum

Health and Safety Committee Management Training Course

Introduction

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Course Objectives

1. Interpret and apply current OHSA legislation and statutory requirements for committee formation.
2. Conduct advanced Predictive Risk Assessments to preempt workplace volatility.
3. Utilize TapRooT or Fishbone methodologies for comprehensive accident investigation.
4. Develop Safety Leadership traits to influence organizational policy and peer behavior.
5. Execute internal safety audits and gap analyses against international benchmarks.
6. Leverage Safety KPIs and leading indicators to track committee effectiveness.
7. Master negotiation techniques to bridge gaps between management and labor interests.
8. Design and evaluate robust Emergency Response Plans
9. Address Psychosocial Risks and promote holistic mental well-being in the workplace.
10. Implement Safety Management Systems during organizational transitions.
11. Draft high-impact Safety Briefings and committee reports for executive review.
12. Align safety protocols with ESG goals.
13. Apply PDCA cycles to long-term safety initiatives.

Target Audience

- HSE Managers and Safety Officers.
- Operations Directors seeking regulatory oversight.
- Union Representatives and Labor Relations Specialists.
- HR Professionals managing employee wellness and compliance.
- Facility Managers responsible for physical site safety.
- Departmental Supervisors designated as safety leads.
- Executive Stakeholders overseeing corporate risk portfolios.
- Newly Appointed Committee Members requiring foundational and advanced training.

Course Modules

Module 1: Foundational Governance & Legal Frameworks

- Interpretation of the General Duty Clause and statutory duties.
- Structuring the committee for maximum administrative efficiency.
- Liability protection for committee members and the "Due Diligence" defense.
- Aligning internal bylaws with national Occupational Health and Safety acts.
- Case Study: The Cost of Non-Compliance Analyzing a multi-million dollar fine resulting from committee negligence.

Module 2: Hazard Recognition & Risk Control Hierarchy

- Advanced Job Hazard Analysis (JHA) and task-based risk profiling.

- Applying the Hierarchy of Controls: Elimination to PPE.
- Identifying "Hidden Hazards" (ergonomic, chemical, and biological).
- Utilizing Safety Checklists and mobile inspection apps.
- Case Study: From High-Risk to Zero-Harm How a manufacturing plant redesigned workflows to eliminate crushing hazards.

Module 3: Incident Investigation & Root Cause Analysis (RCA)

- The "Five Whys" and Ishikawa Diagram applications.
- Evidence preservation and witness interviewing techniques.
- Distinguishing between Immediate Causes and Systemic Failures.
- Developing corrective action plans that prevent recurrence.
- Case Study: The Petrochemical LeaknIdentifying why "human error" was actually a maintenance scheduling failure.

Module 4: Safety Leadership & Communication Strategies

- Developing a Growth Mindset within the safety committee.
- Effective meeting facilitation and "Minutes that Matter."
- Persuasive communication for securing Safety Budgets.
- Managing resistance to new safety protocols among veteran staff.
- Case Study: The Silent Factory Turning a low-engagement culture into a proactive reporting environment.

Module 5: Occupational Health & Industrial Hygiene

- Monitoring Noise, Vibration, and Air Quality parameters.
- Developing Respiratory Protection and hearing conservation programs.
- Managing hazardous substances and SDS (Safety Data Sheets).
- Ergonomic assessments for office and industrial environments.
- Case Study: The Ergonomic Overhaul Reducing repetitive strain injuries (RSIs) by 40% in a logistics hub.

Module 6: Mental Health & Psychosocial Safety

- Recognizing signs of Workplace Stress and burnout.
- Implementing Psychological First Aid protocols.
- Addressing workplace bullying and harassment as safety issues.
- Building a "Speak Up" culture through Psychological Safety.
- Case Study: The Tech Burnout Crisis Implementing a wellness-first committee strategy in a high-pressure environment.

Module 7: Emergency Management & Crisis Response

- Developing Site-Specific Emergency Action Plans.
- Coordinating with local emergency services and first responders.
- Conducting high-fidelity Fire and Evacuation Drills.
- Post-crisis debriefing and business continuity planning.
- Case Study: The Warehouse Fire How a well-drilled committee saved 200 lives during a structural failure.

Module 8: Digital Transformation in Safety (Safety 4.0)

- Integrating IoT Sensors and wearable safety technology.
- Utilizing Big Data for predictive safety modeling.
- Cloud-based incident reporting and real-time dashboarding.
- The role of Artificial Intelligence in hazard detection.
- Case Study: The Smart Construction Site Using wearables to track heat stress and fatigue in real-time.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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