Workplace Safety Auditing for Labour Representatives 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

Workplace Safety Auditing for Labour Representatives is a high-impact professional training program designed to strengthen occupational health and safety (OHS) leadership, risk-based safety auditing, and compliance monitoring skills among labour representatives. In today's rapidly evolving industrial environment, organizations are under increasing pressure to align with global standards such as ISO 45001, OSHA compliance frameworks, and modern HSE management systems. Workplace Safety Auditing for Labour Representatives Training Course empowers labour representatives to actively participate in workplace hazard identification, incident prevention, and safety governance, ensuring safer, more accountable, and legally compliant workplaces.

The training focuses on building practical competencies in safety audit techniques, behavior-based safety (BBS), incident investigation, near-miss reporting systems, and digital safety inspection tools. Participants will gain hands-on knowledge in evaluating workplace risks, conducting structured audits, engaging management on corrective actions, and promoting a strong safety culture transformation. With real-world case studies, interactive simulations, and audit checklists aligned with global best practices, this program ensures labour representatives become effective safety advocates and compliance partners in their organizations.

Programme Curriculum

Workplace Safety Auditing for Labour Representatives Training Course

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Course Duration

5 days

Course Objectives

1. Master principles of Occupational Health and Safety (OHS) auditing
2. Understand ISO 45001:2018 safety management systems
3. Conduct effective workplace hazard identification and risk assessment
4. Apply OSHA-aligned compliance auditing techniques
5. Develop skills in incident investigation and root cause analysis (RCA)
6. Strengthen near-miss reporting systems and preventive action planning
7. Evaluate effectiveness of PPE (Personal Protective Equipment) programs
8. Promote behavior-based safety (BBS) practices
9. Conduct structured workplace safety inspections and audit reporting
10. Analyze ergonomics and occupational stress risks
11. Improve safety culture and worker engagement strategies
12. Use digital tools and AI-enabled safety auditing systems
13. Implement continuous improvement through corrective and preventive actions (CAPA)

Target Audience

1. Labour Representatives and Union Safety Officers
2. Safety Committee Members (Joint HSE Committees)
3. Health and Safety Officers (HSE Professionals)
4. Factory and Plant Supervisors
5. Industrial Relations Officers
6. Compliance and Audit Personnel
7. Site Engineers and Construction Supervisors
8. Human Resource and Welfare Managers

Course Modules

Module 1: Foundations of Workplace Safety Auditing

- Introduction to **OHS principles and legal frameworks**
- Role of labour representatives in safety governance
- Types of safety audits: compliance, system, and behavior-based

- Audit planning and preparation techniques
- Case Study: Factory inspection failure leading to OSHA penalties

Module 2: ISO 45001 & Safety Management Systems

- Structure of **ISO 45001:2018**
- Policy development and worker participation
- Risk-based thinking approach
- Documentation and audit trails
- Case Study: Manufacturing plant ISO certification success story

Module 3: Hazard Identification & Risk Assessment (HIRA)

- Workplace hazard classification techniques
- Risk matrix development and scoring
- Physical, chemical, biological, and ergonomic hazards
- Control hierarchy (elimination to PPE)
- Case Study: Chemical plant leakage prevention through HIRA

Module 4: Incident Investigation & Root Cause Analysis

- Accident vs incident vs near-miss differentiation
- RCA tools: 5 Whys, Fishbone diagram
- Evidence collection and interview techniques
- Corrective and preventive action planning
- Case Study: Construction site fall incident investigation

Module 5: PPE & Workplace Safety Controls

- Selection and effectiveness of PPE
- Compliance monitoring and PPE audits
- Common PPE failures in industries
- Training workers on PPE usage
- Case Study: Mining site injury reduction through PPE enforcement

Module 6: Behavior-Based Safety (BBS) & Safety Culture

- Principles of human behavior in safety
- Observation techniques and feedback systems
- Building proactive safety culture
- Worker engagement strategies
- Case Study: Reduction of accidents in logistics warehouse via BBS

Module 7: Digital Safety Auditing & Smart Tools

- Introduction to **AI-driven safety audits**
- Mobile inspection apps and reporting dashboards
- Real-time hazard reporting systems
- Data analytics for safety performance
- Case Study: Smart factory using digital HSE monitoring system

Module 8: Emergency Preparedness & Compliance Audits

- Emergency response planning and drills
- Fire safety and evacuation systems
- Regulatory compliance auditing techniques
- Continuous improvement (CAPA cycle)
- Case Study: Oil refinery emergency response success during fire outbreak

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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com