

Work Readiness

Safety Officer



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Introduction

The Work Readiness – Safety Officer program is an ambitious program designed to certify young Bahraini nationals in one of the most important occupations needed in public and private sectors. Participants will learn the knowledge and skills and gain an internationally recognized Certificate in Occupational Safety and Health.

The program has been developed to bridge the gap between labor market demand and the shortage of manpower in health and safety profession.

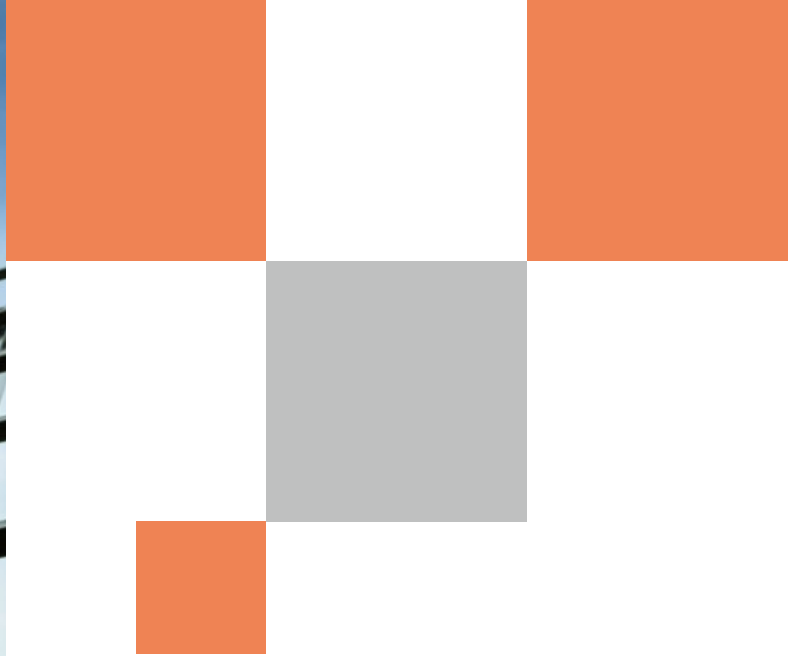
Target Audience

The program targets Bahraini job seekers, preferably university graduates from

- Engineering Graduates
- Business Graduates

[Course Details](#)





Work Readiness (Employability Skills)

Introduction

This part of the program will support individuals in learning and developing the key skills, qualities and attitudes which are wanted by all employers.

The course has been designed in collaboration with a range of experts from various industry sectors to ensure the content matches what is needed and valued by today's employment market.

This course can assist learners' chances of progressing in education and gaining employment in any industry.

Couse Aim

This course aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.

Program Content

Self-assessment and

- Be able to take an active role in self-assessment and self-development
- Be able to develop a plan for self-development
- Be able to implement and review a plan for self-development
- Be able to reflect on the effectiveness of the self-development plan

Career planning and making applications

- Be able to choose a suitable career pathway
- Be able to identify a suitable job, training programme or course
- Understand how to prepare a curriculum vitae
- Understand how candidates are selected for interview
- Be able to apply for a job, training placement or course
- Understand the interview process

Interview skills

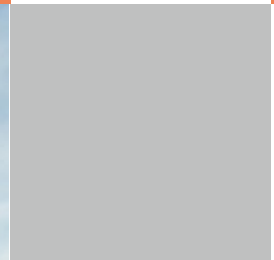
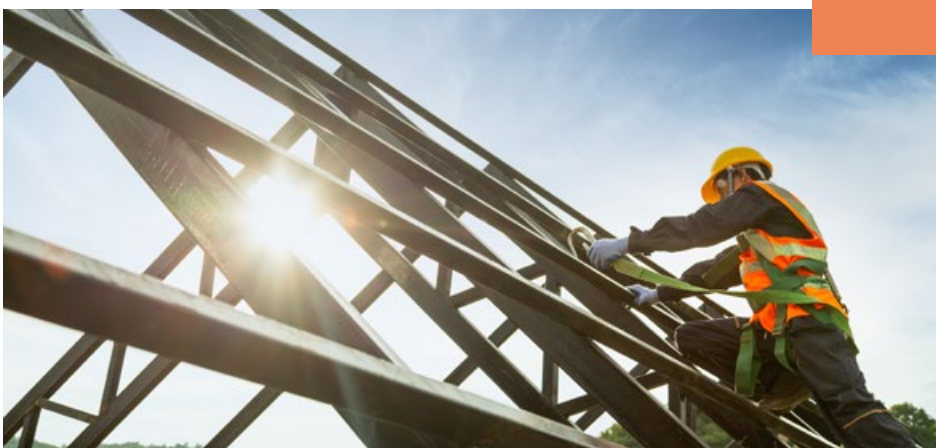
- Know how to prepare for an interview
- Be able to present and perform well at an interview
- Be able to review own performance at an interview

Planning for progression

- Understand own study or training programme.
- Know the facilities and services provided in the place of study or training.
- Recognize personal strengths (skills, qualities and attitudes) needed for learning and work.
- Action plan for self-improvement

Common Workplace Skills

- Time Management
- Motivation
- Teamwork
- Problem solving
- Communication Skills





02

NEBOSH Health and Safety at Work Qualification

Introduction

This introductory qualification will help improve the safety culture in your organisation, by equipping your workforce to identify and deal with hazards at work helping to reduce accidents and achieving cost savings for the business



What are the benefits for the organisation?

This new qualification will benefit organisations who are seeking to implement a health and safety management system. It will ensure their workforce and supervisory staff can apply the principles of risk assessment and control of common workplace hazards.

Up skilling your workforce in risk assessment can help reduce the number of accidents in the workplace, improving staff morale, and resulting in costs savings for the business.

The four-day course programme can be run in many flexible formats to fit around your business needs; either in-house or at training centres around the globe.

The practical assessment format means that delegates will start putting their learning into practice in the workplace right away.

What kinds of people take the Health and Safety at Work Qualification?

This introductory qualification is aimed at anyone who needs to understand the principles of health and safety as part of their job.

This may be:

- Team leaders and supervisors
- HR professionals
- Facilities managers
- Those working with young people in a training environment.
- Employees at worker level


What does the course cover?

The four-day course is the perfect introduction to health and safety. It covers risk assessments and ways to control common workplace hazards such as fire, lifting and carrying, work equipment, electrical safety, hazardous substances and transport

How is the course assessed?

By a multiple-choice examination and a practical risk assessment which tests the ability to put into practice the knowledge gained during the course. A qualification parchment will be awarded to all successful students.

The assessment may be taken in English, Welsh, Arabic, Mandarin or Russian. Other languages may be possible, please contact us for further information.





03

NEBOSH International General Certificate in Occupational Safety & Health

Introduction

An international recognized qualification set by the National Examination Board in Occupational Safety and Health (NEBOSH), this is an examined qualification for those involved in Health and Safety at work.

The course is suitable for those seeking a career in health and safety, supervisors, managers and specialists whose work involves a significant amount of health and safety management. It is also ideal for newly appointed safety officers/advisor.



What kind of people take the NEBOSH International General Certificate?

People throughout the world take the NEBOSH International General Certificate because it gives them the skills and know-how to fulfil their health and safety responsibilities in any country and in any kind of organisation.

What will I gain from this qualification?

Knowledge – Whether health and safety is your main responsibility, or just a part of what you do, the NEBOSH International General Certificate will give you vital knowledge to help you perform better in your role at work.

Enjoyment – You’ll enjoy taking the NEBOSH International General Certificate. You’ll discover skills and techniques that are useful and practical, not just theoretical.

Recognition – Holders of the NEBOSH International General Certificate in occupational Health and Safety are entitled to Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). The qualification also meets the academic requirements for Technical Membership (Tech IOSH) of IOSH.


Career development – For some, the NEBOSH International General Certificate is a first step towards a life-long career in health and safety. For others, it forms part of an important set of qualifications that brings them success and advancement in whatever field they choose.

What will my employer gain from this qualification?

A safer workplace – Health and safety is important. It protects people from injury and loss of life. People with the NEBOSH International General Certificate know how to help their employer avoid prosecution, litigation, absence costs and loss of reputation, wherever they operate.

Assurance – An employer whose staffs are NEBOSH qualified is an employer committed to health and safety. The NEBOSH International General Certificate provides an assurance of safety - something that can help employers achieves recognised standards and can even win new business.

Return on investment – An employee with a NEBOSH International General Certificate has a practical set of skills that brings real value to the modern global workplace.



What does the course cover?

As well as covering a range of workplace hazards and methods of control, it includes international standards for safety and health management including International Labour Organisation codes of practice. The course content as follow:

- **Element 1:** Why we should manage workplace health and Safety
- **Element 2:** How health and safety management systems work and what they look like
- **Element 3:** Managing risk – understanding people and processes
- **Element 4:** Health and safety monitoring and measuring
- **Element 5:** Physical and psychological health
- **Element 6:** Musculoskeletal health
- **Element 7:** Chemical and biological agents
- **Element 8:** General workplace issues
- **Element 9:** Work equipment
- **Element 10:** Fire
- **Element 11:** Electricity

How is the course assessed?

Candidates are assessed with written examinations for each of the two taught units. The qualification also features a practical workplace assessment to help you apply your learning at work and add value for your employer.

If you study another qualification listed within 5 years of passing this unit, you will not need to re-sit it. Once you have achieved the NEBOSH International General Certificate, you are only one unit away from achieving the NEBOSH National General Certificate too. Controlling Workplace Hazards (GC2) and the Practical Application (GC3) units are now common to both qualifications so you would only need to pass the Management of Health and Safety Unit (NGC1) to secure the NEBOSH National General Certificate.



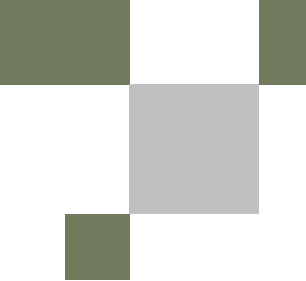


03

On the Job Training

Key Aims

To deliver to the number and type of candidates a high-quality Apprenticeship Vocational training program as detailed herein, equipping them with the skills and knowledge of key Health and Safety Practice and the ability to perform a range of Health and Safety duties with confidence.



Specifically, to enable the candidates to learn the following key topic fields:

Key Topics

Elements 1:

- 1.1 Evaluate own practice
- 1.2 Identify self-development needs
- 1.3. Develop and implement reactive monitoring systems for health and safety

Elements 2:

- 2.1 Develop and implement health and safety loss event reporting and recording systems
- 2.2 Develop and implement health and safety loss event investigation systems and procedures
- 2.3 Carry out statistical and epidemiological analyses
- 2.4 Keep stakeholders informed of health and safety reactive performance monitoring outcomes
- 2.5 Develop and implement health and safety emergency response systems and procedures


Elements 3

- 3.1 Develop and implement health and safety emergency response procedures
- 3.2 Develop and implement procedures for the control of a health and safety emergency
- 3.3 Develop and implement health and safety review systems

Elements 4

- 4.1 Ensure that each part of the health and safety management system is working as intended
- 4.2 Ensure that the health and safety management system as a whole is working as intended
- 4.3 Develop and implement health and safety audit systems

Elements 5

- 5.1 Prepare to audit the health and safety management system
 - 5.2 Carry out a health and safety audit in accordance with the agreed specification
 - 5.3 Make recommendations based on the results of a health and safety audit
 - 5.4 Promote a positive health and safety culture
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Elements 6:

- 6.1 Gain commitment to a positive health and safety culture
- 6.2 Develop and implement links with appropriate people and groups on health and safety matters.
- 6.3 Develop and implement the health and safety policy

Elements 7:

- 7.1 Define the statutory and practical health and safety requirements
- 7.2 Develop the health and safety policy
- 7.3 Implement the health and safety policy
- 7.4 Develop and implement effective communication systems for health and safety information


Elements 8:

- 8.1 Develop and implement communication systems for health and safety information into your organization
- 8.2 Develop and implement communication systems for health and safety information within your organization
- 8.3 Develop and implement communication systems for health and safety information out of your organization.
- 8.4 Develop and maintain individual and organizational competence in health and safety matters.

Elements:

- 9.1 Conduct health and safety competence needs analysis
- 9.2 Specify and ensure health and safety training needs.
- 9.3 Identify and evaluate health and safety hazards

Elements:

- 10.1 Identify and evaluate health hazards
 - 10.2 Identify and evaluate safety hazards.
 - 10.3 Assess health and safety risks
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Elements:

- 11.1 Determine health risks
- 11.2 Determine safety risks
- 11.3 Determine and implement health and safety risk control measures

Elements:

- 12.1 Determine and implement risk control measures
- 12.2 Develop and implement safe systems of work.
- 12.3 Develop and implement active monitoring systems for health and safety

Elements:

- 13.1 Develop and implement inspection and monitoring systems for health and safety active performance monitoring
- 13.2 Keep key stakeholders informed of health and safety active performance monitoring outcomes





Program Summary

Employability Skills Part

Module	No. of Hours
Work Readiness (Employability Skills)	35

Technical Part

Module	No. of Hours
NEBOSH Award in Health and Safety at Work Qualification	24
NEBOSH International General Certificate in Occupational Safety & Health	75
Total	99

On Job Training

Module	No. of Hours
OJT	160