HEALTH AND SAFETY COMMITTEE TRAINING

Every workplace is by law required to constitute a Health & Safety Committee to ensure best practice on Health & Safety

Proper training and awareness can help managers and supervisors understand their role in avoiding, reducing and controlling the health risks of work-related injuries

Course objectives

This five-day course is designed for appointed or constituted Health and safety committee (see guidelines on constitution) or anyone responsible for supervising staff in the workplace. The course is also relevant to anyone wishing to understand the legal and management of general Occupational Health & Safety in the workplace.
A combination of training and learning methods is used in the course. Informal lecturing, group discussion and group work provide opportunities to learn and share ideas with other delegates.

Course content

The course Programme is detailed overleaf:

Who should attend?

The course is ideal for people who are concerned with or who have responsibility for managing Health & Safety Issues at work, including:

- Directors
- Managers
- Supervisors
- Team leaders
- Occupational health professionals
- Human resources professionals
- Safety professionals/representatives

COURSES

Course Program

THIS TRAINING CURRICULAM IS PROVIDED BY THE DIRECTORATE OF OCCUPATIONAL HEALTH & SAFETY SERVICES FOR THE PURPOSE OF STANDRDISING HEALTH AND SAFETY COMMITTEES TRAINING AS IN THE FACTORY AND OTHER PLACES OF WORK (SAFETY & HEALTH COMMITTEE) RULE NO 31/2004

✱ SAFETY AND HEALTH MANAGEMENT

- Elements of Safety Management.
- Elements of Safety policy and effective Implementation
- Worker motivation
- Motivation for safety Enhancement
- Management of change
- Role of training
- Performance monitoring
- Administrative elements of the Factory and Other Places of Work Act Cap 514 including
- Registration of workplace
- Documents required to be kept under the Act
- Mention existing subsidiary legislation
- Prohibition notices
- Improvement notices
- Offences relating to contravention under the Act

✱ HEALTH AND SAFETY COMMITE RULES

- Formation of Health and Safety Committee
- Organization of the committee
- Functions and Duties of the committee
- Meetings and minutes of the Committee
- Roles of the committee
- Duties of the occupiers
- Duties of registered Safety and Health Advisers
- Training of the committee
- Health and Safety audits

Offence in relation to audits and other offences

✱ OCCUPATIONAL ACCIDENTS

- Evacuations and Emergency Response
- Economic importance of accident prevention
- Accident investigation techniques
- Accident analysis and classifications
- Accident reporting.

Dangerous occurrence as defined under the Seventh schedule in the Factory and other Places of work Act Cap 514

✱ PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Type of PPE
- Personal Hygiene in the use of PPE
- Maintenance of PPE
- Criteria of selection
- Training and education on correct use of PPE
- Demonstration on proper use of PPE

✱ SAFE WORK PROCEDURES

- Job hazard identification and analysis
- Importance of operational manual information
- Safety precaution with practical examples
- Permit to work
- Role of training
- Performance monitoring
- Work in confined place
- Ergonomics

✱ WORKPLACE INPECTION TECHNIQUES

- Types of inspections
- Preliminary preparations of the inspection
- Executing the inspection
- Data analysis and report writing
- Implementation of findings
- Use of checklist
- Hazard spotting - practical

✱ MACHINERY SAFETY

- Meaning of machinery: prime movers and Transmission machinery
- Hazards associated with machines
- Mechanical Hazards
- Types of motions of machine parts
- Training inexperienced workers
- Safe use of hand tools
- Wood working machinery rules
- Eye protection rules
- Machinery safeguard
- Guarding of dangerous parts of the machine
- Protection against electrical Hazards

Cont…..

COURSES

✱ FIRE SAFETY

- courses of fire
- prevention of fires
- fire prevention policy
- way of fire suppression
- classes of fire
- fire fighting equipments
- emergency preparedness & Evacuations

✱ ELECTRICAL SAFETY

- electrical equipment
- electrical hazards
- static electricity
- electrical power special rules LN 340/1979

✱ CONSTRUCTION SAFETY

- Building operations rules & works of construction engineering
- Excavation
- Scaffolding
- Form works
- Roof works
- Demolition
- Works under & over water
- Tunneling
- Explosives
- PPE
- Hazards & its prevention

✱ DOCKS RULES FOR PORTS AND HARBOUR

- General provisions on board ship
- General provisions in conducting the process
- Special duties
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✱ PLANT SAFETY

- Meaning of plant
- Pressure vessels
- Lifting machines
- Hazards associated with plants
- Examination of plants
- Maintaining plants & preventative measures

✱ OCCUPATIONAL DISEASES

- Occupational Diseases
- Prescribed occupational diseases in Kenya
- Factors contributing to occupational diseases , prevention & control
- Investigation of occupational diseases
- Medical examination and work involving risks to health

✱ STRESS AT WORK

- Definition of stress
- Courses & prevention of stress
- Signs & symptoms
- Effects of stress
- Coping mechanisms
- Role of employer in stress prevention
- Role of employee in stress prevention
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✱ FIRST AID MANAGEMENT

- Definition of First Aid
- Role of First Aiders at work
- First Aid rule LN 160/1977
- Emergency procedures & Preparednes

✱ HIV / AIDS AWARENESS

- Definition of HIV/AIDS
- Mode of transmit ion & intervention methods
- Demography of HIV/AIDS
- Signs & Symptoms
- Effects of HIV/AIDS
- Preventative measure of HIV/AIDS

✱ ALCOHOL AND DRUG ABUSE

- Definition of drug abuse & dependence
- Classification of Drug abuse
- Factors contributing to drug abuse
- Effects of drug abuse
- Preventive strategies & interventions