COURSE OVERVIEW HE0921
Contractor Safety Management (CSM)

Course Title
Contractor Safety Management (CSM)

Course Date/Venue
November 10-14, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

3.0 CEUs (30 PDHs) AWARD

Course Reference
HE0921

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using one of our state-of-the-art simulators.

A potential contractor is required to meet a range of standards before being awarded a contract. It is the duty of the contracting company to ensure that the potential contractor meets the minimum requirement.

Risk increases with the loss of control from outsourcing work. With the continuing outsourcing of production, supply services, waste management, and similar non-core activities, companies struggle to standardize their contractor management processes.

Inadequate contractor management has led to incidents incurring losses due to substandard serviced delivery, and non-compliance to safety standards sometimes resulting in fatalities and injuries in handling waste resulting from operations.

Requirements and regulations from the U.S. Occupational Safety and Health Administration and other governing bodies are constantly changing. Companies need to have full visibility into the quality of work their hired contractors have performed in the past and are performing now, and this often proves difficult.

This course is designed to ensure that all parties are aware of their obligations and that the requirements of each section of the act is fully explored and understood. The aim of this course is to explain the Contractor Safety Management (CSM) practices, policies and procedures in a process or operational environment. The major focus is to develop competent CSM leaders who can plan and execute all work that utilizes contractors.

Further, the course will also discuss the potential contractor's OHS management system; the certified OHS management system; the health and safety responsibilities; the safe work practices and procedures; safe work permits, incident reporting and investigation; the plant safety including hazard identification system; and the identification of handling hazardous substances correctly.

By the end of the course, participants will be able to implement health and safety workplace inspection, recording regular inspection, standard inspection checklists and report hazard from potential contractor; conduct health and safety consultation for employees and employ health and safety committee; identify evidences of OHS performance, safety performance statistics, health and safety performance information, conviction of health and safety offences; and follow the requirements of a contractor including site safety should be developed from hazard identification and risk assessment data, ensure company supervision that the contractor's work method on site conform site safety plan requirements, relevant specifications, drawings and work plans are available on site, etc.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on contractor safety management
- Discuss potential contractor's OHS management system, certified OHS management system, OHS management system or plan and health and safety responsibilities
- Carryout safe work practices and procedures, safe work permits, incident reporting and investigation, plant safety including hazard identification system and identify and handle correctly hazardous substances
- Implement health and safety training, health and safety workplace inspection, recording regular inspection, standard inspection checklists and report hazard from potential contractor
- Conduct health and safety consultation for employees and employ health and safety committee
- Identify evidences of OHS performance, safety performance statistics, health and safety performance information, conviction of health and safety offences
- Follow the requirements of a contractor including site safety should be developed from hazard identification and risk assessment data, ensure company supervision that the contractor's work method on site conform site safety plan requirements, relevant specifications, drawings and work plans are available on site, etc

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of contractor safety for all supervisors, health and safety section heads, contractors, owners and on-site personnel, company personnel responsible for the appointment of contractors as well as company engineers on a regular basis with contractors including service producers at the supply end of the value chain as well as the delivery end such as waste management, product delivery, etc.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. John Burnip, EHS, SAC, STS, NEBOSH-ENV, NEBOSH-IGC, NEBOSH-IFC, NEBOSH-PSM, NEBOSH-IOG, TechIOSH, is a **NEBOSH Approved Instructor** and a **Senior HSE & Management Consultant** with over **50 years** of practical **Offshore & Onshore** experience within **Oil**, **Gas**, **Refinery**, **Petrochemical** and **Nuclear** industries. His wide experience covers **NEBOSH** International General Certificate in Occupational Health & **Safety**, **NEBOSH** National Certificate in Construction Health & Safety, **NEBOSH** Certificate in Process Safety Management, **NEBOSH** Environmental Management Certificate, **NEBOSH** Certificate in Fire Safety, **NEBOSH** International Oil & Gas Certificate, **PHA**, **HAZOP**, **HAZCOM**, **HAZMAT**, **HAZID**, **Hazard & Risk Assessment**, **Emergency Response Procedures** Behavioural Based Safety (**BBS**), **Confined Space Entry**, **Fall Protection**, **Emergency Response**, H_2S, Safety Management System (**ISO 45001**), **Accident/Incident Investigation** System and Report PSM, **Risk Assessment**, **SCE FMEA Failure Investigations**, Site Management Safety Training (**SMSTS**), **Occupational Health & Safety and Industrial Hygiene, Crisis Management & Damage Control** in Oil & Gas Industry, **Enhancing HSSE Safety Performance & Effectiveness**, **Overhead & Gantry Crane Safety**, **HSSE Principles & Practices Advanced**, IADC/API **Mobile Drilling Rig Inspections**, **Maintenance and Audits**, **H2s Training and Rescue with Respiratory Equipment**, Job Safety Analysis (**JSA**), **Work Permit & First Aid**, Project HSE Management System, Health & Hygiene Inspection, PTW Control, Process Modules Fire & Gas Commissioning, MSDS, Ergonomics, Lockout/Tagout, Fire Safety & Protection, Spill Prevention & Control, **Tower & Scaffold Inspection**, **Scaffolding** Operations, **Scaffolding** Equipment, Bracket Scaffolds, **Scaffolding** Labelling, **Pre-fab Scaffolding**; Erecting, Maintaining & Dismantling **Scaffolding** in accordance with the **British Standards Code of Practice 5973**; **Heavy Lifting** operations, Cantilevered Hoists, **Offshore** Operations, **Offshore** Construction, Basic **Offshore Safety** Induction & Emergency Training (BOSIET), **O**OSHA, **ISO 9001**, **ISO 14001**, **OHSAS 18001** and **IMO** (**SOLAS**) Regulations. Mr. Burnip has greatly contributed in upholding the highest possible levels of safety for numerous International Oil & Gas projects, Generation Systems & Platform Revamp, LPG & Gas Compression, Marine, Offshore and Power Plant Construction. Currently, he is the **HSE Advisor** of Solvay wherein he is responsible in planning and implementation of the corporate safety program (OSHA codes). Further, he is also well versed in **Job Design, Job Evaluation/Job Description, Management and Leadership** and **Change Management.**

During Mr. Burnip's long career life, he had successfully carried out numerous projects in **Europe**, **North America**, **South America**, **Southeast Asia**, **Middle East** and the **North Sea**. He had worked for Delta Offshore Group, Solvay Asia Pacific, Likpin Dubai, SADRA/DOT, **ZADCO**, **McDermott** International (USA, Qatar, Egypt, India, Oman, Dubai and Abu Dhabi), **PDO**, **Shell**, **ARAMCO**, Salman Field, Leman Offshore Gas Field, GEC, Harland & Wolff PLC Belfast in North Ireland, Howard Doris – Kishorn in Scotland, **Westinghouse** Electric in Brazil and South Korea and **Chevron** Oil in Scotland as the **Commissioning Project Engineer**, **Project & Safety Engineer**, **Estimating Engineer**, **Senior Instrument Engineer**, **Instrument Field Engineer**, **Lead Instrument Engineer**, **Instrument Engineer**, **Engineer**, **Emergency Response Training Manager**, **HSE Advisor**, **HSE Instructor**, **HSE Supervisor**, **Instrumentation Supervisor**, **Instrumentation Specialist**, **Project Coordinator**, **Instrumentation Technician** and **Tank Farm Instrumentation Technician**.

Mr. Burnip has a **Bachelor's** degree in **Business Studies** from the **Somerset University** (**UK**). He is a **Certified/Registered Tutor** in **NEBOSH Certificate in Environmental Management**, **NEBOSH International General Certificate**, **NEBOSH International Certificate in Fire Safety & Risk Management**, **NEBOSH Process Safety Management Certificate** and **NEBOSH International Oil & Gas Certificate**; a **Certified Safety Auditor** (SAC); a **Certified ISO 45001** Auditor; an **Environmental Health and Safety Management Specialist** on Fall Protection, Elevated Structures, Material Handling, Trenching & Excavations; a Welding Brazing Safety Technician; a **Certified Safety Administrator** (**CSA**) - General Industry; a **Safety Manager/Trainer** – General Industry; a **Petroleum Safety Manager** (**PSM**) - Drilling & Servicing; a **Petroleum Safety Specialist** (**PSS**) - Drilling & Servicing; a **Safety Planning Specialist**; a **Safety Training Specialist**; a **Certified Instructor/Trainer**; a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and further holds a Certificate in **Mechanical Engineering Craft Practice** from the **City & Guilds of London Institute**; a **NEBOSH Level 3** Construction Certificate (UK); and holds a **Cambridge Teaching Certificate**. He is a well-regarded member of the **National Association of Safety Professionals**, the **Association of Cost Engineers** (**UK**), **Institution of Occupational Safety & Health** (**TechIOSH**) and an **Associate Member** of **World Safety Organization**. Further, he has conducted innumerable trainings, workshops and conferences worldwide.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 10th of November 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	**PRE-TEST**
0830 – 0900	**Potential Contractor's OHS Management System**
0900 – 0930	**Company Health and Safety Policy**
0930 – 0945	**Certified OHS Management System**
0945 – 1015	**OHS Management System or Plan**
1015 – 1030	Break
1030 – 1100	**Health and Safety Responsibilities**
1100 – 1200	**Safe Work Practices and Procedures**
1200 – 1230	**Health and Safety Training**
1230 – 1245	**Health and Safety Consultation**
1245 – 1300	Break
1300 – 1315	**Evidence of OHS Performance**
1315 – 1330	**Safety Performance Statistics**
1330 – 1400	**Health and Safety Performance Information**
1400 – 1420	**Conviction of Health and Safety Offences**
1420 – 1430	**Recap**
1430	Lunch & End of Day One

Day 2: Monday, 11th of November 2024

0730 – 0830	**Site Safety Plan Development**
0830 – 0930	**Company Supervision**
0930 – 0945	Break
0945 – 1030	**All Relevant Specifications, Drawings and Work Plans Availability**
1030 – 1115	**All Relevant Permits, Licenses and Approvals and Copies Availability**
1115 – 1200	**Up-to-Date Copies of all Correspondence, Instructions and Directives Relevant to Health and Safety**
1200 – 1215	Break
1215 – 1230	**Regular Site Safety Inspections and Records**
1230 – 1245	**Material Safety Data Sheets and their Use for all Substances Used on Site and Handled During Waste Removal**
1245 – 1420	**Legislation, Standards and Codes of Practice**
1420 – 1430	**Recap**
1430	Lunch & End of Day Two

Day 3: Tuesday, 12th of November 2024

0730 – 0830	**Overall Responsibility for Health & Safety Matters**
0830 – 0930	**Work Site Boundaries**
0930 – 0945	Break
0945 – 1030	**Site Visitor's Book**
1030 – 1115	**Safety Maintenance**
1115 – 1200	**Site Safety Induction Program and Records**

1200 – 1215	Break
1215 – 1230	***Safety/Warning Signs Maintenance***
1230 – 1245	***Permit to Work Procedures***
1245 – 1420	***Isolation/Tagging Systems***
1420 – 1430	***Recap***
1430	Lunch & End of Day Three

Day 4: Wednesday, 13th of November 2024

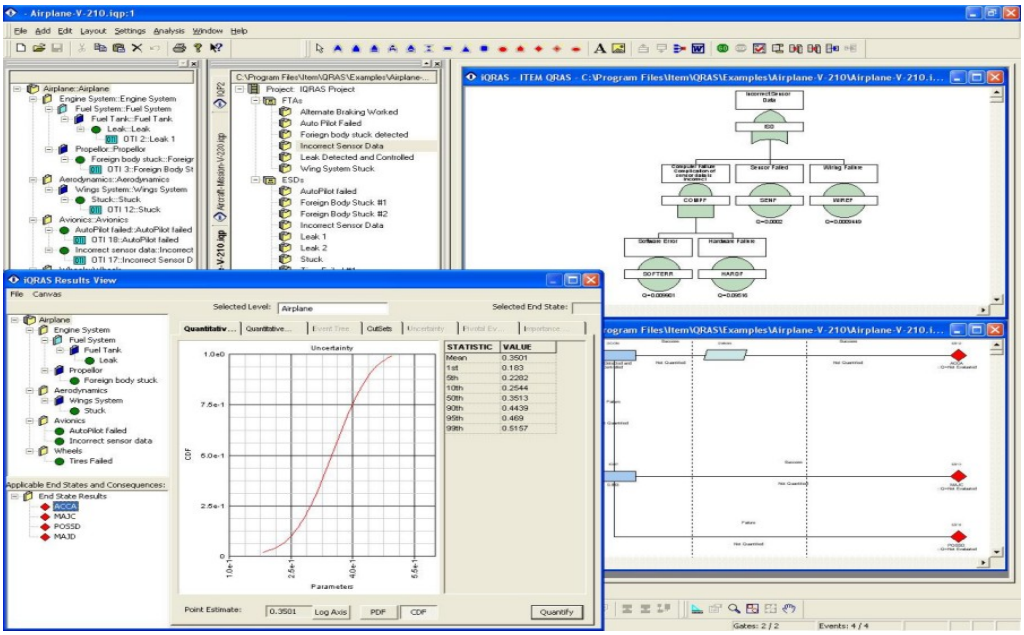
0730 – 0830	***Site Emergency Response Plans***
0830 – 0930	***Accident/Incident Report Book***
0930 – 0945	Break
0945 – 1030	***Accident/Incident Investigations***
1030 – 1115	***First Aid Facilities and Trained Personnel Available on Site***
1115 – 1200	***Site Safety Committee***
1200 – 1215	Break
1215 – 1230	***Site Safety Committee Meetings***
1230 – 1245	***Health and Safety Issues***
1245 – 1420	***Work Cover Inspection***
1420 – 1430	***Recap***
1430	Lunch & End of Day Four

Day 5: Thursday, 14th of November 2024

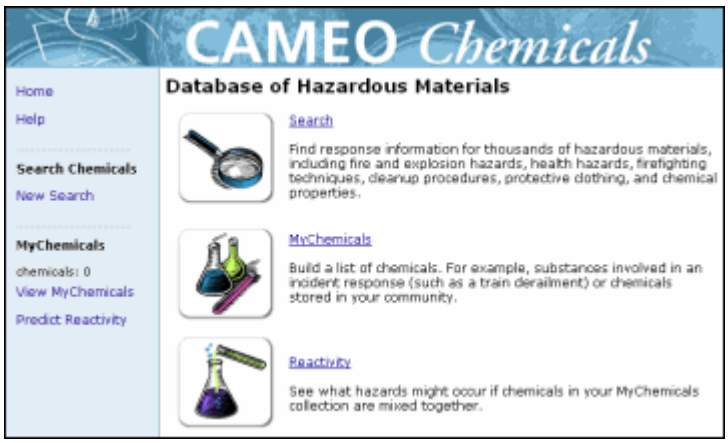
0730 – 0830	***Safety Performance of All Subcontractors Monitoring***
0830 – 0930	***Hazard Identifications and Risk Assessments***
0930 – 0945	Break
0945 – 1030	***Inspection, Maintenance and Service Records***
1030 – 1100	***Fire Protection Equipment***
1100 – 1200	***Personal Protective Equipment***
1200 – 1215	Break
1215 – 1245	***Flammable Materials, Gas Cylinders and Other Hazardous Substances***
1245 – 1345	***Facilities, Amenities and the Standard of General Housekeeping***
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

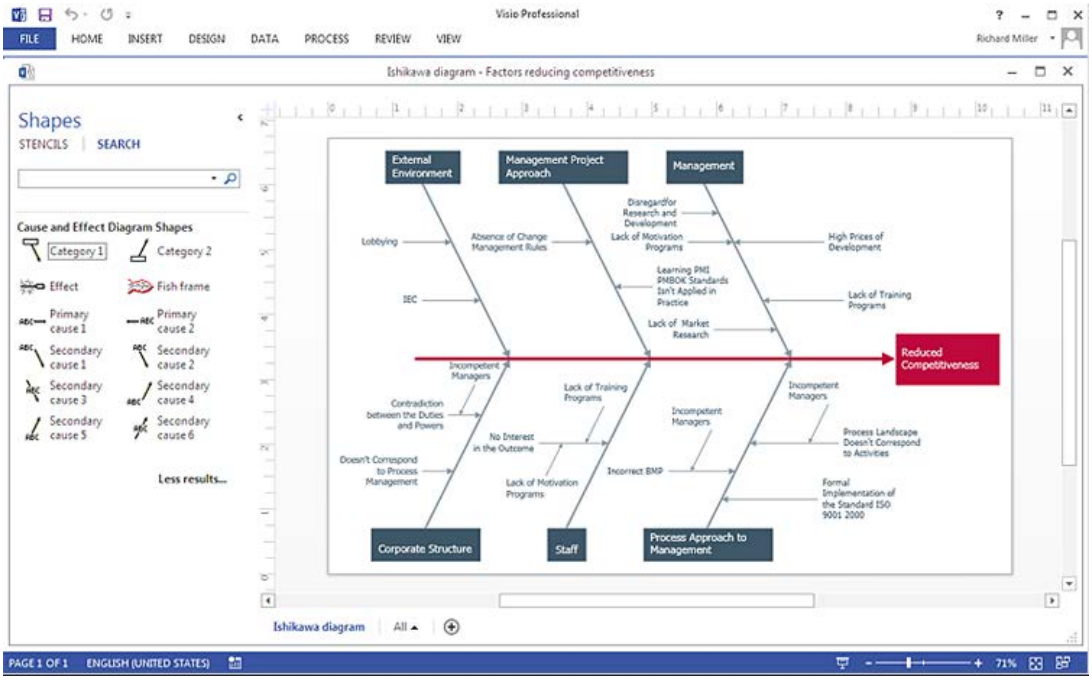
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art "QRA", "CAMEO", "Visio Software", "Mindview Software" and "Workplace Risk Assessment" simulators.



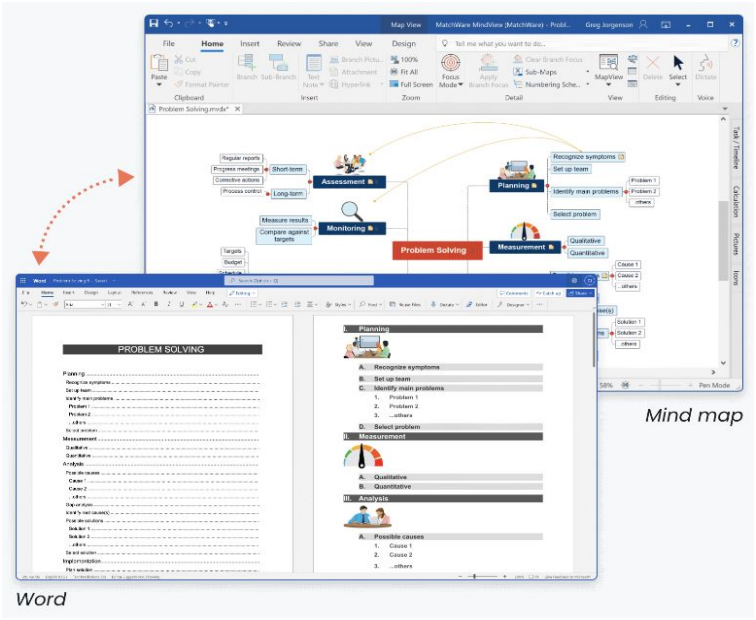
QRA System Simulator



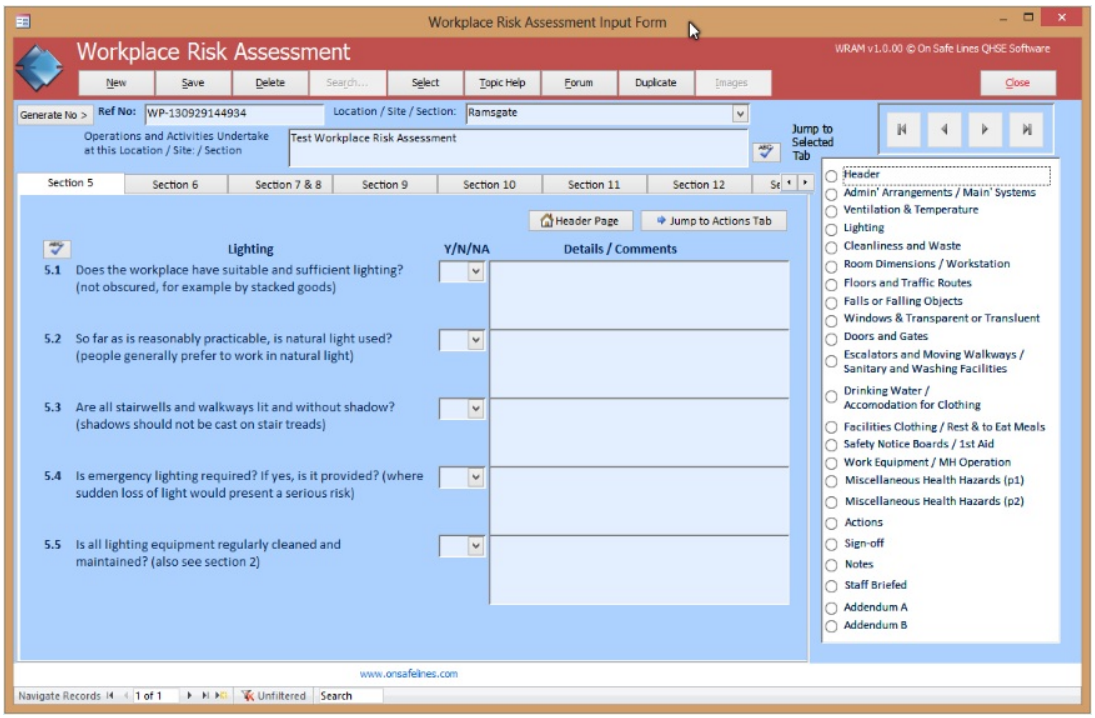
CAMEO Chemicals Suite Simulator



Visio Software



Mindview Software



Workplace Risk Assessment

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org