

SET, Ready & Go Limited's Course Outlines

S103: SAFETY HEALTH & ENVIRONMENT RISK MANAGEMENT

Course Objectives:

The recognition, evaluation, and control of risk are vital parts of an organization's success. As such, this course is designed to provide risk management professionals with the theory and practical tools they need to improve their organization's risk management performance.

Who Should Attend?

Supervisors, Risk Assessment Teams, Safety Committee Members, Managers, and Executives dealing with risk decisions.

Key Topics:

- Understanding Incident Causation
- Basic Risk Management Concepts
- Tools for Risk Assessment
- Application of Measurement Techniques
- Implementation of Effective Risk Control

It is impossible to remove all risk from any organization, but it is essential that all organizations effectively manage the risks they face.

Duration: 3 DAYS

S104: PROFESSIONAL AUDITING FOR S.H.E MANAGEMENT WITH C.A.P™

The Common Audit Process

Objectives:

Participants will gain the auditing knowledge, skills and methodology that is necessary for the adoption of a common & global approach to CAP™

Who should attend?

The ideal participants are employed by organizations currently licensed to use C.A.P™ and are responsible for auditing their organization's S.H.E Management Systems.

Key Topics:

- Introduction to Effective Management System Auditing
- Measurement Techniques
 1. Pre-Audit Roles and Responsibilities.
 2. Auditor Demeanor & Skill.
 3. Conducting Interviews and Reviews.
 4. Conducting an Integrated Audit.
 5. Conducting a Closing Meeting.
 6. Effectively Reporting Audit Findings.
 7. Understanding the C.A.P™ Elements.
- C.A.P™ Question Interpretations

Duration: 3 DAYS

S201: PROCESS SAFETY MANAGEMENT (General)

Course Objectives:

Participants will gain an understanding of P.S.M standards and gain the tools required for the utilization of existing systems. Participants will also learn to develop and implement cost effective compliance solutions for process design and operation while integrating P.S.M with RMP compliance.

Who should attend?

- Safety/Environmental professionals responsible for supporting compliance with PSM.
- Engineers responsible for designing processes in compliance with PSM & RMP.
- Supervisors and managers responsible for leading PSM compliance.

Key Topics:

- Overview of PSM Standards: History and Concepts
- The 14 Elements of P.S.M
- Cost-Effective Compliance Implementation & Improvement Strategies
- Conducting Hazard Assessments
- Risk Communication Techniques
- Comparison of P.S.M with R.M.P
- Achieving Efficiency Through P.S.M and R.M.P Compliance Programs

Duration: 2 DAYS

S202: PROCESS HAZARD ANALYSIS

Course Objectives:

Persons attending this course will learn to plan, conduct and document P.H.A studies while gaining an understanding of P.H.A revalidation and the necessary steps for its completion. Participants will also gain knowledge of hazard analysis methods, *HAZOP* and *What-if Study* techniques and will develop the skills to effectively lead any P.H.A team.

Who should attend?

- Safety professionals, engineers, and other technical staff responsible for leading P.H.As
- Supervisors and managers responsible for leading compliance with P.S.M/R.M.P

Key Topics:

- Determining The P.H.A's Scope
- Selecting a P.H.A Team
- Data Collection Techniques for P.H.A Studies
- Conducting The P.H.A
- Documenting The Study
- Meeting PHA Compliance Requirements for P.S.M & R.M.P
- Developing Implementation Skills: A Practical Approach
- Undertaking P.H.A Revalidation

Duration: 3 DAYS

S203: PROCESS SAFETY MANAGEMENT (Auditing)

Course Objectives:

Participants will learn to evaluate and identify gaps in existing P.S.M programs in accordance with compliance requirements as outlined in the OSH Act and EPA. Persons will be able to design audit systems and develop strategies for continuous improvement.

Who should attend?

- Safety professionals responsible for supporting compliance with the P.S.M regulations.
- Field employees who lead or form part of an audit team.
- Supervisors and managers responsible for leading compliance with P.S.M.

Key Topics:

- P.S.M Regulations & Requirements
- Planning The Audit
- The Opening Meeting
- Interviewing Techniques
- Data Collection
- Determining Findings
- The *Close-Out* Meeting

- Preparing the Report
- Implementation Strategies For Key Steps In The Audit Process: A Practical Approach

Duration: 2 DAYS

S205: Mechanical Integrity

Course Objectives:

This course will provide individuals with the tools to establish and maintain a Mechanical Integrity program that provides a return on investment while complying with OSHA and EPA regulatory requirements.

Participants will learn how to create a baseline for new and existing equipment and to develop systems which facilitate the effective allocation of resources while meeting site specific needs.

Persons will gain the capacity to create frameworks for quality assurance of procurement, fabrication, installation, spare parts, materials and new equipment. Individuals will also learn techniques for the development and maintenance of management systems for inspection and testing, controlling deficiencies, decommissioning and maintenance training activities.

Opportunities for the development, integration and implementation of a clear and practical risk based approach to mechanical integrity programs are also available. Participants will learn to measure performance after implementation, track non-conforming conditions and identify opportunities for improvement.

Who should attend?

Managers, Quality Assurance and Control personnel, Supervisory Personnel, and Maintenance Personnel responsible for establishing and maintaining the integrity of equipment and engineered systems.

Key Topics:

- Introduction to Mechanical Integrity
- Overview of Regulatory Requirements
- Determining Exposure Risks for Flash Fire From Flammable Liquids and Gases
- Assessing, Analyzing and Ranking Equipment and Systems
- Designing A Site Specific M.I Program - A Risk Based Approach
- Quality Assurance of Procurement, Fabrication, Installation, Spare Parts, Materials, & New Equipment
- Inspection, Testing & Controlling Deficiencies
- Decommissioning
- Training Maintenance Personnel
- Reliability Centered Maintenance - A Practical Approach
- Measuring the Performance of Your M.I Efforts
- Establishing and Maintaining a Framework for Continuous Improvement

Duration: 2 DAYS

S207: FIRE PROTECTION FUNDAMENTALS

Course Objectives:

This program examines cost effective techniques for the design, installation and maintenance of Fire Protection Systems. Participants will be able to evaluate the adequacy of installed or proposed fire protection systems, conduct acceptance tests for fire protection equipment, effectively participate in project safety reviews and recommend fire protection solutions.

Who should attend?

- Safety professionals responsible for the assessment and recommendation of fire protection systems.
- Engineers responsible for design of process units and their fire protection systems.

Key Topics

- Fire Protection Systems:
 - Firewater Pumps
 - Distribution Mains,
 - Sprinklers,
 - Deluge & Foam Systems
- Fire Detection Systems:
 - Smoke, Heat & Fire Sensors

- Gas Detection
- Control Systems
- Fire Prevention Design Concepts For Process Units
- Determining Water Demand
- Fireproofing
- Inspection of Fire Protection/Detection Systems
- Specifications & Acceptance Testing

Duration: 3 DAYS

S301: CONFINED SPACE

Course Objectives:

Participants will be able to recognize, evaluate, prevent and abate Safety and Health Hazards associated with confined space entry. Individuals will gain knowledge of Permit- Required Confined Spaces as outlined in the OSH Act.

Persons will also learn to document violations of Permit- Required Confined Space standards.

Document Violations of the Permit-Required Confined Space standards and how to write evaluate specific Permit- Required Confined Space programs.

Who Should Attend?

- Safety professionals responsible for the implementation and evaluation of Confined Space Programs.
- Engineers, Supervisors, Technicians and Employees who perform work in confined spaces.

Duration: 2 DAYS

S302: PRACTICAL SUPERVISORY H.S.E MANAGEMENT

Course Objectives:

This course will instruct participants on the effective management of Health, Safety and Environmental conditions which may give rise to occupational hazards. Individuals will gain knowledge of incident causing mechanisms and appropriate emergency response techniques.

Who Should Attend?

Supervisors responsible for the development and implementation of effective Safety Management Systems will be ideally suited to pursue this program.

Topics:

- Safety Systems
- Incident Causation & Reporting
- Fire Safety
- Emergency Response Techniques
 - Burn Treatment
 - First Aid
 - Rescue Techniques for Confined Spaces
 - Fire Extinction.
 - CPR

Duration: 4 DAYS

S303: EFFECTIVE SAFETY COMMUNICATION SKILLS

Course Objectives:

Participants of this course will gain an appreciation for the various communication techniques which may be employed in the workplace. Persons will be able to identify the factors which promote and hinder effective communication and demonstrate the effective use of appropriate communication techniques.

Who Should Attend?

Safety professionals, Engineers Supervisors and employees stand to benefit from this program.

Topics:

- Building Effective Relationships
- Effective Communication Techniques
- Barriers to Effective Communication

Duration: 1 DAY

S304: MANAGING CONTRACTOR SAFETY

Course Objectives:

This program will provide participants with knowledge of Contractor Safety requirements as outlined in the OSH Act and the tools required for the evaluation of existing Contractor Safety Programs.

Who Should Attend?

Project Managers, Engineers, Safety professionals or any person responsible for the evaluation of Contractor Safety Programs will be ideally suited for this course.

Topics:

- Industry Standards for Contractor Safety
- Identifying Contractor Safety Training Needs
- Monitoring Contractor Safety Programs

Duration: 2 DAYS

S305: H.S.E LEADERSHIP FOR MANAGERS & SUPERVISORS

Course Objectives:

This two-day program is designed to help Managers/Supervisors understand how a proactive approach to safety improves employee attitudes, organisational culture and the overall productivity of the firm through fewer occurrences of employee injuries, property loss and environmental damage. Participants will also identify and interpret their roles as it relates to the OSH Act T & T (2004) and Joint HSE Committee Member's duties.

Who Should Attend?

Managers and Supervisors in the field of Safety Health and the Environment are ideal candidates for this course.

Topics:

- Basic H.S.E Systems
- Loss prevention
- Workplace Attitudes & Culture
- Effective Risk Assessment Techniques
- Safety Accountability
- Safety Communication
- Safety Production
- Goal Setting
- OSH Act (2004)
- Joint H.S.E Committee

Duration: 2 DAYS

S308: OSH ACT (2004) of T&T IMPLEMENTATION WORKSHOP

Course Objectives:

This course examines the requirements and compliance issues of the OSH Act (2004) required for the elimination of risks in various industries. Participants will gain a comprehensive understanding of all the facets of the OSH Act necessary for its application. Individuals will learn to identify and develop a safety programs based on the OSH Act (2004).

Who Should Attend?

This course is designed for persons in leadership with responsibilities for the implementation of the Occupational Safety and Health Act of Trinidad & Tobago (OSH ACT TT) within their organisation. Managers, Safety Professionals, Engineers, Supervisors, Team Leaders, HSE Committee Members and other professionals involved in risky or hazardous work have much to gain from this program.

Topics:

- OSH Act 2004 Introduction/Review
- GAP Analysis Workshop
- Risk Assessment Methods
- Policy & Procedure Development

Duration: 2 DAYS

S309: JOINT H.S.E COMMITTEE

Course Objectives:

This course will help participants to identify and interpret Joint HSE Committee member's functions whilst providing a framework for the execution of their responsibilities in accordance with industry standards for Health and Safety. Participants will learn how to conduct and participate in constructive committee meetings and work cooperatively to address employee Health and Safety issues.

Who Should Attend?

This one-day program is ideal for Joint Health, Safety & Environment Committee Members, Safety Officers, trade union representatives and Managers committed to the reduction of workplace hazards.

Topics:

- Loss Prevention Systems
- Effective Safety Communication
- OSH Act of Trinidad & Tobago (2003)
- Joint HSE Committees.

Duration: 1 DAY

S310: PRACTICAL RISK ASSESSMENT

Course Objectives:

This course will introduce its participants to basic risk identification, assessment and control techniques with an emphasis on reducing workplace hazards.

Who Should Attend?

This course is designed for managers, safety professionals, engineers, supervisors, team leaders, HSE Committee Members and other professionals involved in risky and hazardous work.

Topics:

- OSH Act 2004 / OHSAS 18001
- Basic of Loss Control Management
- Hazard recognition
- Risk Assessment Risk Controls
- Risk Assessment Workshop

Duration: 3 DAYS

S312: ADVANCED FIRST AID MANAGEMENT

Course Objectives:

This program offers a comprehensive overview of First Aid management techniques. Participants will gain knowledge of the facets of human anatomy and physiology that inform the most effective strategies for the treatment of injuries. This holistic approach to First Aid will enhance participants' abilities to efficiently care for wounded persons.

Who Should Attend?

This program is designed for persons who may be required to respond to emergency situations. Safety Professionals, Teachers, Geriatric Nurses, Child Care Assistants, Housewives and Police Officers are ideal candidates for this program.

Topics:

- Recording Information
- Communication Skills.
- Anatomy and Physiology
- Blood Borne Pathogens
- Emergency Scene Management
- Assessment Protocol For Critical Casualties
- Lifting Techniques

Duration: 2 DAYS

S313: OSHA 10 HOUR (General Industry)

Course Objectives:

Participants will be able to implement safety policies and procedures as outlined in the OSH Act (2004). Individuals will learn to identify common violations of industry standards and supplement existing safety systems to ensure the maintenance of a safe work environment. This programme will also enable persons to describe appropriate abatement procedures for selected safety hazards.

Who Should Attend?

This course is designed for Health and Safety professionals.

Topics:

- Introduction to OSHA – USA
- OSH Act (2004)
- Hazard Communication
- Personal Protective Equipment
- Means of Egress and Fire Protection
- Machine Guarding
- Flammable and Combustible Liquids
- Walking and Working Surfaces
- Electrical
- Blood borne Pathogens
- Recordkeeping

Duration 2 DAYS

S314: OSHA 30 HOUR (General Industry)

Course Objectives:

Participants will be able to apply safety and health standards as outlined in the OSH Act (2004) and utilize them to supplement on- going Safety programmes. Persons will learn to identify common violations of OSHA standards, describe and propose appropriate abatement procedures for selected safety hazards.

Who Should Attend?

Persons with some responsibility for creating a safe workplace will benefit from this programme.

Topics:

- Introduction to OSHA – USA
- OSH – Act 2004 TT
- Safety and Health Programs
- Walking and Working Surfaces
- Ergonomics
- Hazard Communication
- Flammable and Combustible Liquids
- Personal Protective Equipment
- Means of Egress and Fire Protection
- Permit – Required Confined Spaces
- Lockout/Tag out
- Welding, Cutting and Brazing
- First Aid
- Industrial Hygiene / Blood borne Pathogens
- Electrical & Safety – Related Work Practice
- Machine Guarding
- Material Handling
- Recordkeeping

Duration: 4 DAYS

S315: PRE HOSPITAL TRAUMA & LIFE SUPPORT

Course Objectives:

This course draws on key scientific principles to provide a holistic approach to the management of traumatic conditions. At the end of this program participants will be able to define the fundamental laws of physics which inform incident causation and management. Participants will also learn how these principles may be used to accurately assess specific injuries at the scene of an accident.

Who Should Attend?

Emergency Response Personnel will be ideally suited to pursue this programme.

Topics:

- Define Energy & Force
- Define laws of motions energy
- Understanding the geometric rule
- Increase speed plays in causing injuries
- Pathophysiology of the head, spine, thorax and abdomen
- How is it affected by impact?
- Specific injuries and causes related to interior and exterior vehicular damage
- Kinematics of penetrating injuries
- Motion and energy consideration
- Other mechanism than motor vehicle accidents
- Kinematics as an additional tool for patient's assessment

Duration: 2 DAYS

S318: Gerontology Geriatric Nurse's Aide

Course Objectives:

This course adopts a multidisciplinary focus to provide participants with a comprehensive understanding of the social, psychological and biological aspects of ageing and the treatment of the elderly. Participants will obtain customer centric training in effective communication and assessment techniques, medical conditions affecting the elderly and therapeutic measures for disease management.

Who Should Attend?

This programme will boost the marketability of any person with an interest in the ageing health care field.

Topics:

- Introduction to Gerontology
- Professional Ethics
- Communication (Socio/Cultural and Spiritual Considerations)
- Psychology of Ageing
- Cognitive Assessment
- Functional Assessment
- Understanding Dementia
- Mechanism of Abuse in the aged
- Medical Conditions affecting the Elderly (High Blood Pressure, Diabetes, Arthritis, Cardiac Disease, Stroke etc.)
- CPR

Practical:

Bed bath, Bed making

Temperature, Pulse, Respiration, Blood Pressure,

Chronic Obstructive Pulmonary Diseases

Decubitus Ulcers Prevention and care

Diet

Documentation

Lifting and moving Techniques

Incontinence/Management

Fall Risks

Care of the Dying

Glossary of Terms

Occupational Therapy for the aged

Physical Therapy for the Aged

Duration: 6 months

S319: SCAFFOLDING 'USER' COURSE

Course Objectives:

Participants will learn about the best practices for eliminating health hazards when using scaffolding. Moreover, this course will allow for the implementation of effective strategies for the identification, prevention and management of potential hazards associated with scaffolding use.

Who Should Attend?

Professionals with responsibilities for the erection, management and use of scaffolding for building construction, repair or plant maintenance will be ideally suited for this programme.

Topics:

- OSHA Regulations Scaffold Users.
- Safe Scaffolding Platforms for Frame, Rolling Towers, Tube & Clamp and System Scaffold.
- Preventing Common Hazards
 1. Falls Protection Equipment: Frame, Rolling Towers, and Tube & Clamp System Scaffolds.
 2. Falling Object Hazards & Protection of Frame, Rolling Towers, Tube & Clamp and System Scaffolds.
 3. Electrical Hazards & Protection of Frame, Rolling Towers, Tube & Clamp and System Scaffold.
 4. Overloading Hazards: Load Carrying Capacities of Frame, Rolling Towers, Tube & Clamp and System Scaffold.
 5. Prohibited User Actions for Frame, Rolling Towers, Tube and Clamp and System Scaffold.

Duration: 1 DAY

S320: SCAFFOLDING COMPETENT BUILDER

Course Objective:

This programme will provide scaffold erectors and users with regulatory safety guidelines and procedures required for the recognition and elimination of scaffold hazards in the field.

Who Should Attend?

Employees working on or near scaffolds Site Managers, Safety Committees, Supervisors and Accident Investigation Team Members will be the best candidates for this course.

Topics:

- OSHA Regulations 29 CFR Subpart L- Scaffolding
- Requirements for Frame, Tube & Clamp, and Systems Scaffolding
- Best Practices for the Erection of safe Frame, Tube, Clamp & System Scaffolds
- Scaffold Inspection.

Duration: 3 DAYS

S321: ROOT CAUSE ANALYSIS

Course Objectives:

This programme will provide participants with the tools to effectively lead investigations and conduct causal analyses. A theoretical framework for root cause analysis is paired with an interactive workshop to allow for the easy application of these techniques in the workplace.

Who Should Attend?

Persons with responsibilities for accident investigation, members of Safety Health Committees and Safety officers will benefit from this course.

Topics:

- Orientation to RCAT
- A Systematic Approach to Investigation
- Loss Causation Model
- Cause Identification & Control Activities
- Control Actions
- Benefits & Uses of RCAT
- Work shop

Duration: 1 Day

S323: OSH ACT (2004) T&T AWARENESS

Course Objective:

Participants will be able to list the general duties of employers and employees, they will receive knowledge of the process involved in the right to refuse unsafe work and gain understanding of powers of inspectors.

Who Should Attend?

Participants with varying qualifications and responsibilities in the Health & Safety Industry will benefit from this course.

Topics:

1. General Duties Of Employers
2. Duties Of Employees
3. Penalties
4. Safe Work Systems & Employee Rights
5. Health
6. OSH Authority
7. Administration - OSH Agency
8. Powers Of Inspectors

Duration: 1 Day

S326: OSHA 510 TRAIN THE TRAINER (General Industry)

Course Objectives:

This course presents detailed information on how the provisions of the OSH Act may be implemented in the workplace. Rights and responsibilities under the OSH Act, the appeals process and record keeping are covered. This course also includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards. This course allows the student to become an outreach trainer, to conduct both the 10- and 30-hour general industry safety and health outreach courses, and to issue cards to participants verifying course completion. Outreach trainers are required to attend OSHA Course 503 at least once every four years to maintain their trainer status.

Topics:

- Subpart H - Hazardous Materials Handling
- Subpart Z - Substance Specific Regulations
- Voluntary Compliance Programs
- Walking & Working Surfaces
- Means of Egress
- Hazardous Materials
- Record Keeping
- Blood borne Pathogens
- Permit-required Confined Space
- Fire Protection
- Machine Guarding
- Personal Protective Equipment

Prerequisites:

Students must verify the following prior to registering for the course.

Five years of experience in the General Industry;

AND

Completion of at least 30 hours of General Industry safety and health training, met in any of the following ways:

- Completion of OSHA Course 511; **OR**
- Completion of 30 hour OSHA General Industry Outreach Training; **OR**
- 30 hours of similar Safety and Health Training in the General Industry

Student will be asked on the first day of class to sign a Prerequisite Eligibility Statement acknowledging that the student meets all of the prerequisites to attend the OSHA 501 Course as listed above.

Who Should Attend?

Private sector personnel interested in teaching the 10- and 30-hour general industry safety and health outreach programs to their employees and other interested groups.

Duration: 4 ½ Days

S329: INDOOR CRANE & SLING SAFETY

Course Objective:

This course is intended to provide training in the basic concepts and techniques of crane operation and sling configuration. It offers an overview of crane and sling safety issues and an assortment of safety techniques in popular use.

Who should Attend?

- Crane Operators
- Signal Personnel
- Rigger Personnel
- Ground Personnel
- Safety Committees
- Affected Employees
- Corporate Managers
- Department Managers & Engineers
- First Line Supervisors
- Maintenance Departments
- Accident Investigation Team Members

Topics:

- Regulatory Standards
- Program Requirements & Safety Rules
- Types of Cranes and Hoists
- Inspection, Testing and Maintenance
- Basics of Crane Safety
 - Safe Practices Operations
 - Safe Practice Signalers
 - Leaving/Parking Cranes/Hoists

- Handling the Load
 - Lifting Factors
 - Estimating Weight Load
 - Types of Rigging and Slings
 - Working Rules for slings
 - Inspection procedures for Wire Rope Slings
 - Inspection procedures for Alloy Steel Chain Slings
 - Inspection procedures for Synthetic Web Slings
 - After the Lift is completed
 - Storage Rules for Slings
 - Sling Angles
 - Protecting Slings
- Standard Hand Signals
 - Hoist Load
 - Lower Load
 - Bridge Travel
 - Trolley Travel
 - Stop
 - Emergency Stop
- Protective Equipment

Duration 2 Days