

COURSE OVERVIEW HE1112
Operations and Safety Procedures

Course Title

Operations and Safety Procedures

Course Date/Venue

February 11-15, 2024/The Regent Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE

Course Reference

HE1112

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



Operations and Safety Procedures are put in place by an organization to ensure that its people, processes and the environment are not harmed by its activities. The objective of operations and safety procedures is to provide up-to-date and correct information to all members of the organization in the effective discharge of their responsibilities. To this end, regular planned auditing will furnish the organization with analyses, appraisals, recommendations, and other information concerning the company procedures, thereby providing the main driver for performance improvement.



These operations and safety procedures form the bedrock of safe operations, and include such hierarchal policies such as the company Health, Safety and Environmental Policy, through all aspects of operations through to operational procedures, basic safety rules, risk assessments, emergency procedures, auditing, hazardous materials management, and permit to work systems.

Course Objectives

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

- Apply and gain an in-depth knowledge on operations and safety procedures
- Analyze the hierarchy of operations and safety procedural documents and recognize their own and others responsibilities within the integrated management system (IMS)
- Identify the key elements of the IMS structure and gain detailed knowledge of the features and functions
- Write and review operations and safety procedures
- Recognize hazard identification, analysis and control methods including job hazard analysis, change analysis, process hazard analysis and describe the hierarchy of hazard controls
- Discuss regulatory and mandatory aspects of operations and recognize the audit process, environmental impacts and related controls
- Recognize the importance in procedures review and auditing, hazard identification, site inspection, permit to work and all associated checklists

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 operations and safety procedures for all operations and safety personnel, specialists and line managers who need to gain knowledge and skills in applying, writing, auditing, and planning continuous improvement in all operations and safety.

Course Fee

US\$ 5,500 per Delegate + **VAT**. The 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: -

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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.

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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. Ashraf Mohamed is a **Senior HSE Consultant & Radiation Protection Expert** with **35 years** of practical and industrial experience within the **Oil & Gas, Refinery and Petrochemical** industry. He is a **NEBOSH Approved Instructor** for various certification programs. His expertise lies extensively in the areas of **Radiation Safety & Protection, Radioactive Waste Management, Radiation Protection Instrumentation, Nuclear & Radiological Safety, Radiation Protection**

Design, Radioactive Sources Protection, Radioisotopes & Protection Application, Ionizing Radiation, NEBOSH Fire Safety & Risk Management International Certificate, NEBOSH International General Certificate, Firefighting Techniques, Fire & Gas Detection System, Fire Fighter & Fire Rescue, Fire Risk Assessment, HSE Policy & Strategy, HSEMS Development & Implementation, Risk Assessment & Management, HSE Performance Measurement & Monitoring Systems, HSE & Fire Inspection, HAZOP & HAZID, HAZMAT & HAZCOM, As Low as Reasonably Practicable (ALARP), Process Hazard Analysis (PHA), Operations & Safety Procedures, Process Safety Management (PSM), Accident/Incident Investigation, Risk Management, Hazard & Effect Management Process, ALARP System, Isotopes Application & Protection, Safety Induction, PTW, Gas Testing, Lock Out/Tag Out, Confined Space, H₂S, Working at Heights, Lifting Operations, Scaffolding, Rigging & Slings, Incidents Investigations, First Aid & CPR, Crane Inspection, Risk Evaluation, Emergency Response Plan, Defensive Driving, Safety Supervision, Environment Management System, Environmental Impact & Life Cycle Assessment, Pesticide Assessment & Environmental Control, Behavioural Based Safety, Work Management System and various international codes and standards such as the ISO 9001, OHSAS 18001 and ISO 14001. He is currently the **Acting Senior HSE Engineer** wherein he develops and manages the implementation of fire, safety and environment programs for all the employees and contractors.

During his career life, Mr. Ashraf has gained his practical and field experience through his various significant positions as the **Safety & Fire Manager, HSE Manager, Safety & Fire Instructor, Senior HSE & Fire Instructor, Safety Training Instructor, Safety Construction Manager** and **Safety Section Head** from various companies such as the ADNOC, Epryme, Foster Wheeler-MIDOR Refinery, Amyria Petroleum Refining Company and Egyptian Refinery Company.

Mr. Ashraf has a **Bachelor's** degree in **Geology**. Further, he is a **Certified Instructor/Trainer** and a member of Society of Petroleum Engineers and Egyptian Society for Safety. He has further held various Radiation Certifications like the **Radiation Protection & Peaceful Uses of Radioactive Sources** and the **Applications of Radioisotopes & Protection from Ionizing Radiations** from the Egyptian Atomic Energy Authority and has delivered numerous courses, trainings, seminars, workshops and conferences globally.

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 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, 11th of February 2024

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 1000	Introduction to Integrated Management System (IMS) & HSE Policy
1000 - 1015	Break
1015 - 1130	HSE International Standards ISO 14001 • OSHA 18001 • OSHA PSM
1130 - 1245	Introduction to Operations and Safety Policies & Procedures Writing Procedures • Procedures Review • Managing Procedural Changes
1245 - 1300	Break
1300 - 1420	Hazards Inherent in Oil and Gas Plants, Facilities & Operations Difference between Hazard and Risk • Hazard ID
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 12th of February 2024

0730 - 0930	Hazards Inherent in Oil and Gas Plants, Facilities & Operations (cont'd) Job Hazard Analysis • Environmental Hazards and Protection
0930 - 0945	Break
0945 - 1100	Essentials of Risk Management Risk Assessment and Prevention • Types of Risk – Technical, Economic, Commercial, Organisational and Political (TECOP) • Identify the Risks Derived from People, Processes and Systems and their Impact on Operational, Environmental and Financial Elements
1100 - 1245	Planning & Implementing Risk Reduction Action Plan Evaluating • Categorising • Prioritising • Managing Risk
1245 - 1300	Break



1300 - 1420	Occupational Health Safe Place of Work • Safe Systems of Work • Safe Environment • Information Sources • Legal Requirements • Permit to Work Systems
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 13th of February 2024

0730 - 0930	Purpose of a Permit to Work System & Roles therein Operations Procedures • Job Safety Analysis (JSA)
0930 - 0945	Break
0945 - 1100	Purpose of a Permit to Work System Roles therein (cont'd) Work Not Requiring a Permit • Flame Hot Work • No Flame Hot Work • Gas Testing • Cold Work • Vessel Entry
1100 - 1245	Purpose of a Permit to Work System and Roles therein (cont'd) Permit Authorities and Responsibilities • Isolations and Certificates • Number of PTW in Operation • Checklists • General Alarms
1245 - 1300	Break
1300 - 1430	Hydrocarbon Process Safety Process Hazard Analysis • Process Change Management • Continuous Improvement
1430	Lunch & End of Day Three

Day 4: Wednesday, 14th of February 2024

0730 - 0930	Combined Operations Procedures Contractors Procedures • Managing Construction Adjacent to Live Process • Procedures Arising from Incidents (Case Histories) • ALARP and HEMP Procedures
0930 - 0945	Break
0945 - 1100	Motor Vehicle Operations Basic Vehicle Procedures • Special Requirements for Construction Site
1100 - 1245	Human Factors and Behavioural Based Safety Latent Hazards • Human Error • Case Histories
1245 - 1300	Break
1300 - 1430	Safety Monitoring & Audits Procedures, Code of Practice & Documentation Needed to Comply with Safety Requirements
1430	Lunch & End of Day Four

Day 5: Thursday, 15th of February 2024

0730 - 0930	Emergency Response Procedures Appointment of Team Leaders • In-house Emergency Procedures • Outside Emergency Services Procedure • Fire fighting Procedure • Spillage Management Procedure • Evacuations • Emergency Drills
0930 - 0945	Break
0945 - 1100	Confine Space Entry Procedure & Gas Testing Procedure
1100 - 1245	Process Safety Management PSM Procedures and Checklists
1245 - 1300	Break



1300 - 1345	Reporting Procedures <i>Inspection Reports • Reporting Accidents and other Hazards • Minor Incidents and First Aid • Safety Meeting Reports • Audit Reports • External and Internal Alert Notices</i>
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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