



# Safety Officer and Coordinator

## Details

**Duration:** 3 Days

## Region & Dates:

**Dublin:** Mar 4, 5, 6, 2020

**Dublin:** Jun 3, 4, 5, 2020

**Dublin:** Sep 23, 24, 25, 2020

**Dublin:** Dec 2, 3, 4, 2020

## Time:

9.30 am– 5.00 pm

## Cost:

Ibec member: €625

Non-member rate: €800

## Programme Overview:

The primary objective of the Safety Officer and Coordinator Course is to provide an entry-level awareness course for those new to the coordination of health and safety. The programme will give participants an understanding of the key areas of occupational health and safety (OHS) legislation and guidance.

## Programme Outcomes:

On successful completion of this course, delegates will be able to:

- Identify the strengths and weaknesses of their organisations safety statement
- Identify the core contents, arrangements, resources, roles and responsibilities required to manage health and safety
- Identify the necessary policies and administrative controls required to manage their health and safety risks
- Coordinate the completion of risk assessments of work activities
- Identify common hazards and risks in the workplace
- Identify sources of guidance and advice on health and safety,
- Coordinate the investigation of accidents, prepare reports.

## Approach:

The programme runs over 3 consecutive days. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.



## Venue:

Ibec  
84-86 Lower Baggot Street  
Dublin 2

## Contact:

For further information,  
please contact  
training@ibec.ie or call 01 605  
1667

## What you said:

*“The course is very well done the tutor will try and apply examples of all areas of each industry in the room. It is well explained and easy to follow, would definitely recommend”*

Louise Hughes,  
Facility Assistant,  
HSSSCU

John Wilson, Brennan  
& Company

## Programme Schedule:

Day One	Day Two
<ul style="list-style-type: none"><li>• Introduction</li><li>• Irish Safety and Health Legal System</li><li>• Safety Health and Welfare at Work Act 2005</li><li>• Role of the Safety Officer</li><li>• Safety Representative and Employee Rights</li><li>• Health &amp; Safety Regulations</li></ul>	<ul style="list-style-type: none"><li>• Safety Statement</li><li>• Identifying Hazards</li><li>• Risk Assessment</li><li>• Manual Handling</li><li>• Display Screen Equipment</li><li>• Communication and Consultation</li><li>• Stress, Bullying and Harassment Policies</li><li>• Pregnant Employees</li></ul>
Day Three	
<ul style="list-style-type: none"><li>• Role of the Health &amp; Safety Authority</li><li>• Sources of Information</li><li>• Co-ordinating Safety</li><li>• Inspections and monitoring</li><li>• Accident Investigation</li><li>• Chemicals</li><li>• Fire</li></ul>	

## Who Should Attend?

The programme is designed for those who have recently been assigned coordination of health and safety as part of their existing role within the organisation, in particular HR officers/advisors, managers, supervisors or employees new to occupational health and safety.