CONCEPT

Occupational Health and Safety Essentials: Workplace Hazards, Risk Assessment and Controls

Occupational Health and Safety Essentials: Workplace Hazards, Risk Assessment and Controls

Technical depth: Practitioner · **Practical mode:** Inspection walkthrough

Introduction

Most workplace injuries and occupational illnesses start with a hazard that someone saw but did not recognise, or recognised but did not report. Organisations that rely on a small safety team to spot every risk carry avoidable incidents, lost time and liability. This Core Concept course gives employees a working command of hazard identification, risk assessment and control selection based on ISO 45001 and ILO guidance. Through inspection walkthroughs of offices, warehouses, workshops and sites, participants produce a Workplace Hazard Inspection Report and Risk Assessment for their own work area.

Course Objectives

- Explain core health and safety terms, the duties of employers and workers, and the business case for prevention
- Describe how an occupational health and safety management system is structured and where individual roles fit within it
- Identify physical, chemical, biological, ergonomic and psychosocial hazards in a work area
- Carry out a risk assessment and job safety analysis and select controls using the hierarchy of controls
- Recognise and report unsafe acts, unsafe conditions and near misses in a form that leads to action
- Produce a Workplace Hazard Inspection Report and Risk Assessment for the participant's own work area

Target Audience

- Technicians and operators working in production, maintenance or field operations
- Newly appointed safety representatives and safety committee members
- Administrative and facilities staff responsible for office and building safety checks
- Warehouse, logistics and site personnel exposed to manual handling, vehicles and machinery
- Staff taking on health and safety coordination duties alongside their main role
- Contractor personnel required to follow a host organisation's safety rules

Course Outline

Day 1: Foundations of Occupational Health and Safety

- Hazard, Risk, Incident and Near-Miss Definitions in ISO 45001
- Employer and Worker Duties Under ILO Conventions C155 and C187
- Accident Causation: Heinrich-Bird Ratio and Reason's Swiss Cheese Model
- Moral, Legal and Financial Case for Prevention Using Incident Cost Estimation
- Workplace Safety Baseline Checklist for a Current-State Review

Day 2: Management Systems, Hazard Categories and Controls

- ISO 45001 Plan-Do-Check-Act Structure and Clause Overview
- ILO-OSH 2001 Guidelines on Occupational Safety and Health Management Systems
- Hierarchy of Controls from Elimination to Personal Protective Equipment
- Hazard Classification: Physical, Chemical, Biological, Ergonomic and Psychosocial
- Psychosocial Risk Factors at Work Under ISO 45003

Day 3: Risk Assessment and Everyday Safe Working

- Five-Step Risk Assessment with a 5x5 Likelihood-Severity Matrix
- Job Safety Analysis Worksheet for a Routine Task
- GHS Labels, Pictograms and Safety Data Sheet Sections
- Manual Handling Risk Assessment Using ISO 11228-1 Principles
- Safety Signs and Colours Under ISO 7010

Day 4: High-Risk Situations, Unsafe Acts and Reporting

- Electrical Hazards and Basic Energy Isolation Awareness
- Slips, Trips, Falls and Work at Height Precautions Checklist
- Fire Triangle, Extinguisher Classes and Workplace Fire Precautions
- Noise, Heat Stress and Workstation Ergonomics Exposure Checks
- Near-Miss Report Writing and Basic 5 Whys Analysis

Day 5: Inspection Walkthroughs and the Workplace Hazard Inspection Report

- Office and Warehouse Walkthrough Against an Inspection Checklist
- Workshop and Construction Site Walkthrough: Unsafe Acts and Conditions Log
- Photograph-Based Hazard Recognition Exercise
- Workplace Hazard Inspection Report and Risk Assessment Drafting
- Peer Review and Corrective Action Prioritisation

Skills You Will Gain

- Hazard Identification
- Risk Assessment
- Job Safety Analysis
- Chemical Hazard Communication
- Workplace Inspection
- Control Selection
- Safety Observation Reporting

Why Attend This Course

- Return to work with a Workplace Hazard Inspection Report and Risk Assessment for your own area, ready to discuss with your supervisor
- Walk through any work area and see the hazards that others have learned to overlook
- Read a chemical label, a safety sign or a safety data sheet and know what it requires of you
- Learn how organisations in other sectors and countries handle the same everyday risks

Conclusion

Safe workplaces depend on people at every level who can see a hazard, judge its risk and act before harm occurs. This course moves from the basic concepts and duties of occupational health and safety, through the management system and hazard categories, to hands-on risk assessment, job safety analysis and the high-risk situations behind most injuries. The final day applies that material in inspection walkthroughs and produces a Workplace Hazard Inspection Report and Risk Assessment that participants take back to their own work area.