

## **BIFM Training**

### **Safety for Senior Executives**

#### **1-day course**

#### **Aim**

The aims of this course are to provide directors and managers with an understanding of their health and safety responsibilities and enhance their strategic thinking and risk management practices.

#### **Objectives**

By the end of this course you will:

- *Understand the health and safety responsibilities of senior executives*
- *Recognise the importance of integrating health and safety objectives with other business objectives in order to minimise the overall risk*
- *Be able to take account of health and safety aspects during strategic planning, decision making and effective supply chain management*
- *Know the consequences of failing to manage health and safety effectively*
- *Understand the principles of occupational safety and health management systems, continual improvement and annual reporting.*

#### **Description**

This course will provide senior executives with an understanding of their roles and responsibilities, particularly in line with the Institute of Directors (IoD) and Health & Safety Commission's guidance for directors on leading health and safety at work and the Corporate Manslaughter and Corporate Homicide Act 2007 that came into effect April 2008.

It includes

- The cost of non compliance - moral; financial; legal
- Senior Managers' responsibilities under H&S law and how they are enforced
- Civil law
- The IoD's and HSC's code "Leading health and safety at work"
- Corporate Governance and H&S
- Annual reporting
- H&S management systems
- Action plans

This course is based on the following important publications, full details of which are given in the course documentation.

The Institute of Directors' and HSE's guidance "Leading health and safety at work"  
The Turnbull Report "Internal Control: Guidance for Directors on the Combined Code"  
The HSC's guidance "Health and Safety in Annual Reports"

The HSE's guidance "Successful Health and Safety Management"  
BS 8800: 2004 "Guide to Occupational health and safety management systems"  
Occupational Health and Safety Assessment Series (BS OHSAS) 18001:  
"Occupational health and safety management systems – Specification."

### **Course accreditation and assessment**

The course is accredited by IOSH, the Institution of Occupational Safety and Health, Europe's leading professional body for health and safety practitioners. The Institution works to advance the safety, health and welfare of people at work and those affected by work activities.

At the end of the course, your understanding of the course material will be evaluated by means of a two part assessment:

- a 15 minute written assessment, consisting of ten multiple-choice questions;
- a 30 minute project.

IOSH provides the certificates for the course and you have to successfully complete both parts of the assessment in order to obtain your Safety for Senior Executives Certificate.

### **Programme**

- 0900 Introductions
- 0915 Aims & Objectives
- 0930 Senior Executives' Health and Safety Responsibilities
- 1030 Coffee
- 1050 Senior Executives' Health and Safety Responsibilities cont.
- 1145 Corporate Governance and Health & Safety
- 1230 Lunch
- 1330 Management Systems
- 1500 Tea
- 1520 Management Systems cont.
- 1540 What They Should Do Next & Action Plans
- 1600 Written assessment - introduction and completion
- 1620 Project - introduction and completion
- 1700 Feedback and end of course