



## Training Brochure 2008



This brochure provides a detailed description for training courses provided by Arts in Science.

The courses are categorized into four levels based on delegate's work, educational background, competence, experience and course content.

Certificates are given to all participants, there are two types:

- Attendance certificate – for all level 1 courses. Courses from level 2 have assessments attached to them, participants that do not meet the set pass mark get this certificate as well.
- Successful completion (attended and passed) – for participants that attended minimum of 95% of course and met set pass mark.

The following gives the minimum requirement guidelines for delegates attending the course and category of personnel that should attend a course at a particular level.

<b>Course level</b>	<b>Pre-requisites</b>
Level 1	<ol style="list-style-type: none"><li>1. No HSE background</li><li>2. Minimum of secondary school education</li><li>3. Two years on the job experience</li></ol>
Level 2	<ol style="list-style-type: none"><li>1. Basic HSE background</li><li>2. 3 years minimum working experience</li><li>3. Post secondary school education</li></ol>
Level 3	<ol style="list-style-type: none"><li>1. Decision makers</li><li>2. HSE Professionals</li><li>3. Post secondary school education</li><li>4. 5 years minimum working experience</li></ol>
Level 4	<ol style="list-style-type: none"><li>1. Core HSE professional</li><li>2. HSE personnel seeking certification</li></ol>



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## Course matrix:

Course	JHA	PTW	Control of work	Gas testing	Chemical handling	ISO14000 awareness	ISO14000 Levels 2	ISO14000 Internal auditor	ISO14000 lead auditor	ISO9000 awareness	ISO9000 Levels 2	ISO9000 Internal auditor	ISO9000 lead auditor	180010 awareness	180010 Levels 2	180010 Internal auditor	ONSAS 180010 lead auditor
Levels																	
Level 1						✓				✓				✓			
Level 2	✓				✓		✓				✓				✓		
Level 3		✓	✓	✓				✓				✓				✓	
Level 4									✓				✓				✓

Course	Ergonomics	RA intro	RA advanced	HRA	Fire awareness	First aid @ work	THESIS	Working at heights	Contractor mgt.	mech handling	workplace practice	Inspections& audits	PPE	JMS safety meetings	IMS	org. effectiveness	Incident investigation
Levels																	
Level 1					✓	✓											
Level 2	✓	✓					✓	✓		✓	✓	✓	✓	✓			✓
Level 3			✓	✓			✓		✓						✓	✓	
Level 4																	



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## Courses:

Course code	Course name	Level	Duration (Days)	Cost (N)
AIS-JHA-255	Job Hazard Analysis	2	1	80,000.00
AIS-PTW-311	PTW Administration and control	3	1	80,000.00
AIS-CW-311	Control of work	3	2	150, 000.00
AIS-MS-341	Gas testing and monitoring	3	2	120, 000.00
AIS-MS-221	Chemical handling and management	2	1	80,000.00
AIS-EMS-145	ISO 14001:2004 Awareness	1	1	80, 000.00
AIS-EMS-245	ISO 14001: 2004 Environmental Management System (EMS) Design, Implementation & Audit	2	2	150, 000.00
AIS-EIA-317	ISO 14001:2004 EMS Internal Auditor (in conjunction with BSI, IEMA approved)	3	2	180, 000.00
AIS-ELA-003	EMS Lead Auditor ISO 14001: 2004 (in conjunction with BSI, IEMA approved)	4	5	200, 000.00
AIS-QMS-135	ISO 9000 Awareness	1	1	80,000.00
AIS-QMS-235	ISO 9001:2000 (Quality Management System (QMS) Design, Implementation & Audit)	2	2	150, 000.00
AIS-IAQ-337	ISO 9001:2000 QualityMS (QMS) Internal Auditor (in conjunction with BSI, IEMA approved)	3	2	180, 000.00
AIS-QMS-L-004	QMS Lead Auditor ISO 9001: 2000 (in conjunction with BSI, IEMA approved)	4	5	200, 000.00
AIS-MS-105	OHSAS 18001 Awareness	1	1	80, 000.00
AIS-OHSMS-215	OHSAS 18001: 2007 (Occupational Health and Safety Management System (OHSMS) Design, Implementation & Audit)	2	2	150, 000.00
AIS-OHSIA-304	OHSAS 18001: 2007 Internal Auditor (in conjunction with BSI, IEMA approved)	3	2	180, 000.00
AIS-OHSMS-L-005	OHSMS Lead Auditor OHSAS 18001: 2007 (in conjunction with BSI, IEMA approved)	4	5	200, 000.00
AIS-ERG-221	Ergonomics	2	1	80,000.00
AIS-RA-251	Risk Assessment (Introduction)	2	1	80,000.00
AIS-RA-351	Risk Assessment (Advanced)	3	2	150, 000.00



AIS-HRA-331	Health Risk Assessment	3	1	80,000.00
AIS-FRA-155	Fire awareness	1	1	100, 000.00
AIS-FA-105	First Aid @ work	1	1/2	40,000.00
AIS-THES-241	THESIS (Introduction) The Health Environment Safety Information System	2	1	80,000.00
AIS-THES-741	THESIS (Advanced) The Health Environment Safety Information System	3	2	180, 000.00
AIS-MS-212	Working at height	2	1	100,000.00
AIS-CM-322	Contractor management	3	2	200, 000.00
AIS-MMH-233	Manual and Mechanical Handling	2	1	80,000.00
AIS-GWP-213	General workplace practice	2	2	150, 000.00
AIS-IAMS-223	Inspections and audits	2	2	150, 000.00
AIS-PPMS-243	Personal Protective Equipment	2	1	80,000.00
AIS-JMS-233	Journey Management System	2	1	100,000.00
AIS-MS-203	Conducting (Health, Security and) safety talks and meetings	2	1	80, 000.00
AIS-IMS-371	Integrated Management Systems: Design (IMS) and implementation	3	2	150, 000.00
AIS-QOE-313	Improving organizations effectiveness: Using the ISO 9000: 2001 model	3	2	150, 000.00
AIS-IIV-215	Incident investigation (using Tripod methodology)	2	3	200, 000.00



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## AIS 2008 PUBLIC TRAINING SCHEDULE

Course Code	Course Title	Duration	Location	April	May	June	July	August
AIS-QMS-135	ISO 9000 Awareness for staff, mgmt, interested parties	2 days	Lagos					
AIS-CM-322	Managing Contractors HSSE in projects	2 days	Lagos	24-25				
AIS-CM-322	Managing Contractors HSSE in projects	2 days	Abuja				24-25	
AIS-QOE-313	ISO 9001:2000: Improve Organizations Effectiveness using the ISO 9001 Model	2 days	Abuja		14-15			
AIS-IAMS-223	Inspection and Audits, Planning & Execution	2 days	Abuja				18-19	
AIS-IAMS-223	Inspection and Audits, Planning & Execution	2 days	Lagos	18-19				
AIS-QMS-235	Introduction to management system, design and Implementation	2 days	Abuja					7-8
AIS-QMS-235	Introduction to management system, design and Implementation	2 days	Lagos		12-13			
AIS-EIA-317	ISO 14001: 2004 Internal Auditor	2 days	Lagos		19-20			
AIS-EIA-317	ISO 14001: 2004 Internal Auditor	2 days	Abuja					11-12
AIS-RA-351	Risk Assessment (Introduction/Advanced)	2 days	Lagos	14-15				
AIS-RA-351	Risk Assessment (Introduction/Advanced)	2 days	Abuja				14-15	
AIS-IIV-215	Incident Investigation & Analysis using Tripod Methodology	2 days	Lagos	21-22				
AIS-IIV-215	Incident Investigation & Analysis using Tripod Methodology	2 days	Abuja				21-22	
AIS-ELA-003	Lead Auditor ISO 14001:2004	5 days	Lagos		26-30			
AIS-CW-311	Control of Work (PTW,JHA)	2 days	Lagos	16-17				
AIS-CW-311	Control of Work (PTW,JHA)	2 days	Abuja				16-17	
AIS-QMS-L-004	Lead Auditor ISO 9001:2000	5 days	Lagos			2-6		
AIS-QMS-L-004	Lead Auditor ISO 9001:2000	5 days	Abuja					11-15
AIS-MS-341	Gas Testing and Monitoring, working in hazardous area and Environment	1 days	Lagos	23			23	
AIS-MS-341	Gas Testing and Monitoring, working in hazardous area and Environment	1 days	Abuja				27	
AIS-IAQ-337	ISO 9001:2002 Internal Audit	2 days	Abuja		21-22			13-14



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## TRAINING APPLICATION FORM

**Please fill in the form below and return to Arts in Science Ltd.**  
51 Emekuku St. D/Line. Port Harcourt **or via** email [training@artsinscience.com](mailto:training@artsinscience.com).  
**Or call** +234-84-462526 or 575384 or 465319.

### Personal details:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Sponsor company (Optional):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

\*Training dates are subject to change.



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## **ARTS IN SCIENCE TRAINING: COURSE DESCRIPTION**

### **1. AIS-JHA-255: Job Hazard Analysis (JHA)**

#### **Course Overview:**

The course is interactive and aimed at HSE personnel, managers and professionals, who wish to gain an understanding of the JHA process – basic introduction to Risk Assessment (RA), how to design a JHA, required competencies and the use of the JHA as a daily management tool.

Participants will learn how to identify, assess and apply the hazards and effects management process (HEMP) at the task level, including the identification and implementation of controls and preventive measures.

#### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

#### **Who should attend**

Supervisors, staff

#### **Course Duration:**

1 day

#### **Time:**

8:00am - 4:00 pm

#### **Cost:**

See page 4 above above



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## **2. AIS-PTW-311: PTW Administration and Control**

### **Course Overview:**

This course provides an introduction to the Permit To Work System which is designed to provide a safe 'system of work' with assigned responsibilities and worksite controls. The training will be backed by specific Nigerian legislations – The Nigerian Mineral Oil ,Safety Regulation 1997, the Factories Act (CAP. 126) 1990 and other relevant laws.

It consists of interactive sessions and is designed for supervisors, team leaders and managers.

Participants will learn what the PTW system is, the legal issues (competencies and training required), how to plan work, assign responsibilities and monitor the execution of the work as per internal and external standards and best practice.

### **Course Materials:**

All materials presented during the course, supplementary notes, textbook and exercises.

### **Who should attend**

Supervisors, HSE Advisors & Managers

### **Course Duration:**

2 days

### **Time:**

8:00am - 4:30pm daily

### **Cost:**

See page 4 above



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### **3. AIS-CW-311: Control of work (JHA and PTW Administration)**

#### **Course Overview:**

This course provides an introduction to Job Hazard Analysis and the Permit To Work System on site. Participants have interactive sessions on worksite education, access control and security, PPE use and specifications, how the feedback mechanism into RA, PTW and JHA works. It has been designed to provide practical knowledge for participants to learn about planning work, assigning responsibilities, implementing and monitoring worksites to internal and external standards. The training will be backed by specific Nigerian legislations – The Nigerian Mineral Oil and Safety Regulation 1997 and the Factories Act (CAP. 126) 1990.

It consists of interactive sessions and is designed for supervisors, team leaders and managers.

#### **Course Materials:**

All materials presented during the course, supplementary notes, textbooks and exercises.

#### **Who should attend**

Supervisors, HSE Advisors & Managers

#### **Course Duration:**

2 days

#### **Time:**

8:00am - 4:30pm daily

#### **Cost:**

See page 4 above



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#### **4. AIS-MS-341: Gas testing and monitoring**

##### **Course Overview:**

This course is an interactive and practical introduction to gas properties, testing and monitoring of various gases in the workplace using QRAE monitors. Participants will understand gas testing procedures and sensor operation, how to calibrate gas monitors, understand basic gas detection principles and monitoring at worksites in general. Working in H<sub>2</sub>S environments is covered.

##### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

##### **Who should attend**

Supervisors, HSE Advisors & Managers

##### **Course Duration:**

1 day

##### **Time:**

8:00am - 4:30pm daily

##### **Cost:**

See page 4 above



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## **5. AIS-MS-221: Chemical handling and management**

### **Course Overview:**

This course is designed for staff that work with and manage chemicals in their workplace. It places particular attention to the process of identifying chemicals used in an organization, ensuring manufacturers/suppliers provide information on chemicals [Material Safety Data Sheets (MSDS)] in the ISO/EC format and chemical management.

Participants will understand how to use the MSDS and implementation of a chemical management system.

### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

### **Who should attend**

Supervisors, team leaders and staff working with chemicals.

### **Course Duration:**

1 day

### **Time:**

8:00am - 3:00pm daily

### **Cost:**

See page 4 above



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## **6. AIS-EMS-145: ISO 14001:2004 Awareness**

### **Course Overview:**

This is an awareness course outlining the requirements of ISO 14001:2004 standard in developing Environmental Management Systems (EMS).

Participants will understand the background to the ISO 14001: 2004 requirements, staff roles in ISO 14001 implementation, audit and integration of ISO 14001 into work practices.

Using syndicate sessions, participants are instructed in the requirements of 14000 standard and their roles and responsibilities in an internal and external certification audit.

### **Course Materials:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

### **Who should attend**

All categories of staff and managers who require a basic understanding of ISO 14001: 2004

### **Course Duration:**

1 day

### **Time:**

8:00am - 4:30pm

### **Cost:**

See page 4 above



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## **7. AIS-EMS-245: ISO 14001: 2004 Level 2 (Environmental Management System (EMS) Design, Implementation & Audit)**

### **Course Overview:**

The course provides in-depth details on how to design, implement and supervise an Environmental Management System using ISO 14001: 2004 standard. The course will cover all the core elements of an Environmental management system, from the Environmental policy, to planning, implementation and operation, checking and corrective action and management review, with the intent of achieving improved Environmental performance.

Participants will learn through syndicates and role play sessions the requirements of the standard, including how identification and management of Aspects, risk analysis and control, legal and other requirements, audit preparation.

### **Course Materials:**

All materials presented during the course, textbook, supplementary notes and exercises.

### **Who should attend**

Staff who have the responsibility for understanding, implementing, or supporting the implementation of their organization's Environmental Management System. HSE Advisors, Management System Implementation Supervisors and Middle Management.

### **Course Duration:**

2 days



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8. **AIS-EIA-317 ISO 14001:2004 EMS Internal Auditor  
(in conjunction with BSI)**

**Course Overview/Aim:**

This course provides in-depth background and practical training (syndicates, role play, continuous assessment and a test) for participants to ensure staff who conduct audits in an organization have the knowledge, some skill and qualification to conduct audits effectively.

Participants will be able to conduct effective EMS internal audits to improve their organizations EMS, understand the requirements of the ISO 14001:2004 standard and have a working knowledge of auditing principles.

**Course Materials:**

All materials presented during the course, , supplementary notes and exercises.

**Who should attend**

HSE Advisors with experience in implementing and auditing Management Systems and auditors from other disciplines.

**Pre-requisite:**

Basic knowledge of environmental management systems will be helpful.

**Course Duration:**

2 days

**Time:**8:00am - 5:00pm daily

**Cost:**

See page 4 above



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**9. AIS-ELA-003 EMS Lead Auditor ISO 14001: 2004  
(in conjunction with BSI, IEMA approved)**

**Course Overview/Aim:**

The EMS lead auditor course provides detailed hands on training on auditing principles and process that ensures individuals who conduct audits have the knowledge, skill and qualification to conduct effective audits. Participants are assessed on attendance, participation in training, continuous assessment and an end of course examination.

At the end of the course participants will understand ISO 14000 standards, have knowledge of auditing principles and some skill in conducting audits

Delegates that complete the course successfully will receive an IEMA (International Environmental Management) independently accredited certificate for lead auditors and apply to IRCA (International Register of Certified Auditors) to be a registered auditor. The course is jointly run with BSI International BV.

**Course Materials:**

All materials presented during the course, supplementary notes and exercises.

**Who should attend**

Auditors, individuals that implement Management Systems(MS), HSE Advisors with experience in implementing and auditing MS.

**Course Duration:**

5 days

**Time:**

8:00am - 5:00pm daily. After course work.

**Cost:**

See page 4 above



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## 10. AIS-QMS-135: ISO 9000 Awareness

### **Course Overview/Aims:**

This is an awareness course outlining the requirements of ISO 9001: 2000 standard. It covers staff roles in ISO 9000 implementation, audit and Integration of ISO 9000 into work practices.

Using syndicate sessions, participants are instructed in the requirements of ISO 9000 standards, audits and their roles and responsibilities in an internal and external audit.

### **Who should attend**

Company Staffs, Management and other parties

### **Course Duration:**

1 day

### **Course Materials Include:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

### **Time:**

8.00am to 4.00pm daily

### **Cost:**

See page 4 above



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11. **AIS-QMS-235: ISO 9001:2000 Level 2 (Quality Management System (QMS) Design, Implementation & Audit)**

**Course Overview/Aims:**

This course will provide participants with an understanding of the key requirements of the ISO 9001: 2000 quality management system standards, including how planning for hazard identification, risk analysis and risk control.

The course will cover all the core elements of a quality management system, from the policy, to planning, implementation and operation, checking and corrective action and management review, with the intent of achieving improved quality performance.

The course has practical exercises and syndicate breakout sessions, which help in achieving a better understanding of the subject matter.

At the end of the course participants will understand the requirements of ISO 9001: 2000 standard, steps in designing, implementing and maintaining a MS that is compliant with the requirements.

**Course Materials:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

**Who should attend**

Individuals with the responsibility for understanding, implementing, or supporting the implementation of their organization's Quality Management System.

**Course Duration:**

2 days

**Time:**

8:00am - 5:00pm daily

**Cost:**



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## **12. AIS-IAQ-337 ISO 9001:2000 Quality MS (QMS) Internal Auditor (in conjunction with BSI)**

### **Course Overview/Aim:**

This course provides in-depth background and practical training (syndicates, role play, continuous assessment and a test) for participants to ensure staff who conduct audits in an organization have the knowledge, some skill and qualification to conduct audits effectively.

Participants will be able to conduct effective QMS internal audits to improve their organizations QMS effectiveness, understand the requirements of the ISO 9001: 2000 standard and have a working knowledge of auditing principles.

### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

### **Who should attend**

Quality advisors and staff, HSE Advisors with experience in implementing and auditing Management Systems and auditors from other disciplines.

### **Course Duration:**

2 days

### **Time:**

8:00am - 5:00pm daily

### **Cost:**

See page 4 above



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### **13. AIS-QMS-L-004 QMS Lead Auditor ISO 9001: 2000 (in conjunction with BSI, IRCA certified and IATCA compliant)**

#### **Course Overview/Aim:**

The QMS lead auditor course provides detailed hands on training on auditing principles and processes that ensure individuals who conduct audits have the knowledge, skill and qualification to conduct effective audits.

Participants are assessed on attendance, participation in training, continuous assessment and an end of course examination.

Delegates that complete the course successfully will receive an IEMA (International Environmental Management) independently accredited certificate for lead auditors and can apply to IRCA (International Register of Certified Auditors) to be a registered auditor.

The course is jointly run with BSI International BV.

#### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

#### **Who should attend**

Auditors, individuals that implement Management Systems(MS), HSE Advisors with experience in implementing and auditing MS.

#### **Course Duration:**

5 days

#### **Time:**

8:00am - 6:00pm daily. Plus after course work in the night.

#### **Cost:**

See page 4 above



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#### 14. **AIS-MS-105: OHSAS 18001 Awareness**

##### **Course Overview/Aims:**

The course involves awareness sessions on requirements of OHSAS 18001 standard and best practice. Participants gain an understanding of Management Systems, staff roles in OHSAS implementation, audit and practical integration of OHSAS 18001 into work practices.

##### **Course Materials:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

##### **Who should attend**

Company Staffs, Management and other parties

##### **Course Duration:**

1 day

##### **Time:**

8:00 am - 5:00 pm

##### **Cost:**

See page 4 above



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**15. AIS-OHSMS-215: OHSAS 18001: 2007 Level 2  
(Occupational Health and Safety Management System (OHSMS)  
Design, Implementation & Audit)**

**Course Overview/Aim:**

This course will provide participants with an understanding of the key requirements of the OHSAS 18001 Occupational Health and Safety specification, including how planning for hazard identification, risk analysis, risk control, and OH&S legal and other requirements are linked with the other elements of the OH&S management system.

The course will cover all the core elements of an OH&S management system, principles and techniques of auditing with the intent of achieving improved OH&S performance. There are practical exercises and breakout syndicate sessions, which help in achieving a better understanding of the subject matter.

**Course Materials:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

**Who Should Attend:**

Individuals who have responsibility for understanding, implementing, or supporting the implementation of their organization's Occupation Health and Safety Management System.

**Time:**

8:00 am to 5:00 pm daily

**Cost:**

See page 4 above



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**16. AIS-OHSIA- 304: OHSAS 18001: 2007 Internal Auditor  
(in conjunction with BSI)**

**Course Overview/Aim:**

This course provides in-depth background and practical training (syndicates, role play, continuous assessment and a test) for participants, this ensures staff who conduct audits in an organization have the knowledge, some skill and qualification to conduct audits effectively.

Participants will be able to conduct effective OH&S internal audits to improve their organizations OH&S management system, understand the requirements of the OHSAS18001: 2007 standard and have a working knowledge of auditing principles.

**Course Materials:**

A comprehensive student workbook, all materials presented during the course, supplementary notes and exercises.

**Who Should Attend:**

Individuals who have responsibility for auditing and, or supporting the implementation of their organization's Occupational Health and Safety Management System.

**Time:**

8:00 am to 4:30 pm daily

**Cost:**

See page 4 above



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**17. AIS-OHSMS-L-005 OHSMS Lead Auditor OHSAS 18001: 2007  
(in conjunction with BSI, IRCA certified)**

**Course Overview/Aim:**

The Occupational Health and Safety Management System (OHSMS) lead auditor course provides detailed hands on training on auditing principles and processes that ensure individuals who conduct audits have the knowledge, skill and qualification to conduct effective audits. Participants are assessed on attendance, participation in training, continuous assessment and an end of course examination.

At the end of the course participants will understand OHSAS 18001: 2007 standard, ISO 19011: 2002 audit standard and have knowledge of auditing principles and skill in conducting audits.

Delegates that complete the course successfully will receive an IEMA (International Environmental Management) independently accredited certificate for lead auditors and apply to IRCA (International Register of Certified Auditors) to be a registered auditor. The course is jointly run with BSI International BV.

**Course Materials:**

All materials presented during the course, supplementary notes and exercises.

**Who should attend**

Auditors, individuals that implement Management Systems(MS), HSE Advisors with experience in implementing and auditing MS.

**Course Duration:**

5 days

**Time:**

8:00am - 6:00pm daily.

**Cost:**

See page 4 above



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**18.**

## **AIS-ERG-221: Ergonomics**

### **Course Overview/Aims:**

This course provides an introduction to ergonomics in the workplace. It covers manual handling, furniture, lighting, heating, cooling and ventilation, office space and the use of monitors (computer monitors and other instruments) in the workplace.

At the end of the course participants will be able to:

- Understand basic concepts in ergonomics
- Conduct workplace survey to check workstation design and organization
- Provide awareness on ergonomics and ergonomic issues to staff in the workplace

### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

### **Who should attend**

All staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 4:00pm

### **Cost:**

See page 4 above



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## **19. AIS-RA-251: Risk Assessment (Introduction)**

### **Course Overview/Aims:**

This course provides awareness to risk assessment with particular attention given to Hazard Identification (HAZID) and the Hazard and Effect Management Process (HEMP). It places particular attention to the process of risk identification, assessment and control (collectively referred to as Risk Assessment)

Participants will understand concepts in risk assessment, gain knowledge of the hazard identification and Hazard and Effects Management Process and be able to participate in risk assessments.

It consists of syndicates and is designed for all level of staff.

### **Course Materials:**

All materials presented during the course, textbook, supplementary notes and exercises.

### **Who should attend**

All Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 4:30pm

### **Cost:**

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## **20. AIS-RA-351: Risk Assessment (Advanced)**

### **Course Overview/Aims:**

This course provides detailed information on risk assessment with particular attention given to Hazard Identification (HAZID) and Hazard and Effect Management Process (HEMP). Particular attention is given to Nigerian legal requirements, process of conducting risk assessment and its management.

It consists of interactive sessions and is designed for supervisors, team leaders, HSE Advisors and staff.

### **Course Materials:**

All materials presented during the course, textbook 'Risk Assessment Q&A', supplementary notes and exercises.

### **Who should attend**

Supervisors, team leaders, HSE Advisors & Staff

### **Course Duration:**

2 days

### **Time:**

8:00am - 5:00pm with night sessions for syndicates

### **Cost:**

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## **21. AIS-HRA-331: Health Risk Assessment**

### **Course Overview/Aims:**

This course provides detailed information on risk assessment with particular attention given to Hazard Identification and the Hazard and Effect Management Process . Participants learn the process of conducting a structured health risk assessment, the position of Health Risk Assessment within the hazard management process and its implementation.

It consists of syndicates and is designed for supervisors, team leaders, HSE Advisors and staff.

### **Course Materials:**

All materials presented during the course, textbook 'Risk Assessment Q&A', supplementary notes and exercises.

### **Who should attend**

Supervisors, team leaders, HSE Advisors & Staff

### **Course Duration:**

2 days

### **Time:**

8:00am - 5:00pm

### **Cost:**

See page 4 above



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## 22. AIS-FRA-155: Fire awareness

### **Course Overview/Aim:**

The course is interactive and will introduce the general concepts of fire awareness. It is aimed at all staff, who wish to gain an understanding of the basics of fires and fire prevention, how to conduct a fire assessment of an area  
The course is applicable to factory operators, high rise office occupants and owners, hotel and similar structures managers.

### **Course Materials:**

All materials presented during the course, textbook 'Fire Risk Assessment', supplementary notes and exercises.

### **Who should attend**

Supervisors, team leaders, HSE Advisors & Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 5:00pm

### **Cost:**

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**23.**

**AIS-FA-105: First Aid @ work**

**Course Overview/Aim:**

The course is interactive and will provide basic training in first aid principles with hands-on application for all levels of staff. It is aimed at all staff, who wish to gain knowledge and basic skills on what to do in emergencies.

**Course Materials:**

All materials presented during the course and reference book on first aid.

**Who should attend**

Supervisors, team leaders, HSE Advisors & Staff

**Course Duration:**

1/2 day

**Time:**

8:00am - 1:00pm

**Cost:**

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## **26. AIS-MS-212: Working at height**

### **Course Overview/Aim:**

The course is designed to provide practical training for staff on the hazards of working at height (or above ground). It is aimed at staff who manage HSE on site, work on construction sites or carry out tasks that entail working at height.

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 5:00pm

### **Cost:**

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## **27. AIS-CM-322: Contractor management**

### **Course Overview/Aim:**

The course is designed to provide training for staff who manage contractors in the workplace. It is conducted in a format where instructors and participants engage in discussions on managing contractors HSE. It explains the roles and responsibilities of individuals managing contractors – from planning to execution, and how to monitor and assess contractors HSSE performance .

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

2 days

### **Time:**

8:00am - 5:00pm including night syndicate sessions

### **Cost:**

See page 4 above



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## **28. AIS-MMH-233: Manual and Mechanical Handling**

### **Course Overview/Aim:**

The course is designed to provide awareness training for staff whose work involves handling materials, whether manual or mechanical.

At the end of the course participants should be able to understand the factors that cause accidents and injuries from materials handling and how they can be managed.

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 4:00pm

### **Cost:**

See page 4 above



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## **29. AIS-GWP-213: General workplace practice**

### **Course Overview/Aim:**

The objective of this course is to provide knowledge and awareness of controls that may be applied to short term activities.

The course includes topics like job hazard analysis, hazard and effects management process and various kinds of controls that may be applied to make the workplace safe for staff.

Specific generic tasks are treated and sample control sheets prepared for; welding, working at heights, trenching and similar tasks.

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 5:00pm

### **Cost:**

See page 4 above



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### **30. AIS-IAMS-223: Inspections and audits**

#### **Course Overview/Aim:**

The course provides background to inspections and audits, their principles, how they should be planned, conducted, reported and followed up.

Participants take part in a practical syndicate that will highlight key issues for implementation in the field.

Making Inspections and audits effective and of positive value to the organizations is a key part of the course and participants given tools that will allow them integrate inspections and audits into their overall organization management system

#### **Course Materials:**

All materials presented during the course.

#### **Who should attend**

Supervisors, HSE Advisors & Staff

#### **Course Duration:**

1 day

#### **Time:**

8:00am - 5:00pm

#### **Cost:**

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## **31. AIS-PPMS-243: Personal Protective Equipment**

### **Course Overview/Aim:**

The course aims to provide an awareness to participants of Personal Protective Equipment (PPE). At the end of the course, participants will be able to set up an effective PPE program, understand why PPE's are used, and identify various kinds of PPE's and their uses.

The legal requirements behind standard PPE usage is covered

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

1 day -

### **Time:**

8:00am - 5:00pm

### **Cost:**

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## **32. AIS-JMS-233: Journey Management System**

### **Course Overview/Aim:**

The course aims to provide an appreciation of all aspects and requirements of a journey management system. At the end of the course, participants will have a clear understanding of what a journey management system is and should be able to design and implement such systems.

### **Course Materials:**

All materials presented during the course.

### **Who should attend**

Supervisors, HSE Advisors & Staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 5:00pm

### **Cost:**

See page 4 above



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**33. AIS-MS-203: Conducting (Health, Security and ) safety talks and meetings**

**Course Overview/Aim:**

The course provides a background to (HS) safety meetings – why they are conducted, how they are planned, how they are managed, writing and dissemination of minutes, including follow up to meetings.

Participants at the end of the course will be able to effectively plan, manage and implement (health, Security and) safety meetings as part of the organizations overall improvement program.

**Course Materials:**

All materials presented during the course.

**Who should attend**

Supervisors, HSE Advisors & Staff

**Course Duration:**

1 day

**Time:**

8:00am - 5:00pm

**Cost:**

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## **34. AIS-IMS-371 Integrated Management Systems: Design (IMS) and implementation**

### **Course overview/Aim:**

The course is interactive and provides background to Management Systems, and an appreciation of the relationship between ISO 9000:2001, ISO 14001: 2004, OHSAS 18001: 2007. It is aimed at individuals who wish to gain an understanding of Management Systems.

Participants develop skills in designing and implementing integrated management systems and their organisations improvement strategy.

### **Course Materials:**

All materials presented during the course, textbook on IMS framework, supplementary notes and exercises.

### **Who should attend**

Directors, Managers, Supervisors, HSE professionals & Staff

### **Course Duration:**

2 days

### **Time:**

8:00am - 5:00pm

### **Cost:**

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**35.**

## **AIS-QOE-313 Improving organizations effectiveness:**

### **Using the ISO 9000: 2001 model**

#### **Course Overview/Aims:**

This course provides an introduction to the application of the ISO 9001 model and the concept of quality. Participants learn how to implement a quality management system, and improve the effectiveness of their organizations by building on quality principles, using the ISO 9001 model to create better quality principles thereby achieving business excellence which leads to performance improvement.

At the end of the course participants will understand the concept of 'quality' and how organizations seek to achieve it, requirements of ISO 9000: 2001, and how to integrate ISO 9000: 2001 into an organizations business plans and actions.

#### **Course Materials:**

All materials presented during the course, textbook, supplementary notes and exercises.

#### **Who should attend**

Supervisors, team leaders and middle management. Prior knowledge of ISO 9001 beneficial

#### **Course Duration:**

2 days

#### **Time:**

8:00am - 5:00pm

#### **Cost:**

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## **36. AIS-IIV-215: Incident investigation (using Tripod methodology)**

### **Course Overview/Aims:**

The course is interactive and is aimed at HSE personnel, supervisors and staff, who wish to gain an understanding of the incident investigation process (Notification, investigation, analysis, recommendation, report writing and follow-up) at implementation level. It introduces the basic concepts of basic incident investigation (near misses, risk assessment matrix etc.), notification and implementation of recommendations.

At the end of the course participants will understand the concepts in incident investigation, the process of conducting an incident investigation and how to review prepared incident investigation reports. In addition to knowledge of reducing accidents/incidents from analysis of incidents

### **Course Materials:**

All materials presented during the course, supplementary notes and exercises.

### **Who should attend**

HSE Advisers, supervisors, staff

### **Course Duration:**

1 day

### **Time:**

8:00am - 4:00 pm

### **Cost:**

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