



### Workshop on Occupational Safety and Health Administration Standards

June 2 – 6, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 24– 28, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### Program Overview:

This course provides an understanding of the structure, contents and applicability of the Occupational Safety and Health Administration (OSHA) standards.

It covers the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplace for general industries. It also provides information regarding employers' responsibilities as defined by OSHA, and focuses on the implementation of effective safety programs and record keeping requirements.

#### For Whom:

This course is designed for health and safety directors, field supervisors, engineers, safety professionals, site managers and anyone seeking better knowledge of the rules and regulations that govern workplace safety requirements.

#### Learning Objectives:

At the end of the program, participants will be able to:

- explain and apply the contents of the Occupational Safety and Health Administration 29CFR1910 (OSHA) standards;
- describe the training requirements of OSHA standards and identify the training topics that their organization's employees will need;
- apply the record keeping requirements of OSHA to maintain an effective workplace injury log;
- distinguish the difference between workers' rights and employers' responsibilities as defined by OSHA; and
- prepare an effective safety program that will also increase employee morale and productivity and reduce overall costs.

#### Course Outline:

##### Day 1: Introduction to OSHA & Fundamentals of a safe workplace

- Importance of OSHA
- Employees' rights and employers' responsibilities under OSHA
- Contents of OSHA standards
- Inspections of the workplace
- Walking and working surfaces
- Hazard communication course and Safety Data Sheets (SDS)
- Exit route, emergency action plans, fire prevention plans and fire protection
- Personal Protective Equipment (PPE)
- Fall protection
- Lockout/tag out – requirements and periodic inspection

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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## Day 2: Introduction to industrial hygiene

- History of industrial hygiene
- Role of the safety professional
- Industrial hygiene fundamentals
- Industrial hygiene concepts and key terms
- Employee exposure and medical records

## Day 3: Industry specific standards

- Hazardous, flammable and combustible materials
- Confined space: permit required, hazards, courses, rescue
- Machine guarding: hazards, requirements, methods
- Welding, cutting and brazing
- Power industrial trucks

## Day 4: Blood borne pathogens

- Exposure control plan
- Engineering and work practice controls
- Hepatitis B vaccination requirements
- What to do if an exposure occurs
- Training requirements
- Medical recordkeeping requirements
- Sharps injury log

## Day 5: Safety and health programs

- Benefits of effective safety and health programs
- Major elements
- Management commitment
- Policy and goals
- Employee involvement
- Responsibility
- Worksite analysis
- Safety and health inspections
- Hazard prevention control
- Controlling the hazards
- Hazard prevention planning
- Safety and health training
- Safety and health orientation
- Supervisor responsibilities
- Specific training needs

### Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**  
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