



**Workshop on Health, Safety and Environment (HSE)**

April 21 - 25, 2025, 1<sup>st</sup> Run: Lagos & Abuja

October 13 - 17, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**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 U\$D for foreign  
Participants**

**Program Overview:**

Who is responsible for health and safety in your organization? Who should be held accountable to meet legal obligations in safety requirements? Through this course, it will be apparent that workplace safety is the responsibility of everyone in the organization. Moreover, a thorough review of common hazards, as well as root causes of accidents and incidents, will allow participants to be armed with various tools to help them create, follow, and more importantly, implement the standards of health and safety.

By being aware of hazards surrounding them, participants will be able to identify and anticipate such hazards. Moreover, the instructions on investigation techniques and processes delivered in this course will enable participants to better plan for upcoming tasks.

**For Whom:**

Managers, supervisors and safety professionals who wish to improve their skills and competencies in order to be able to assume their safety responsibilities and effectively carry out their tasks safely in their organization.

**Learning Objectives:**

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

- identify the sources of harmful acts;
- explain how safety is everybody's responsibility;
- recognize that accidental injuries are caused by unsafe acts, behaviors and conditions;
- prepare a job safety analysis and give job safety instructions;
- conduct an accident investigation and complete a meaningful accident report;
- respond to various work accidents and emergencies; and
- conduct a safety audit and implement necessary changes.

**Course Outline:**

**Day 1: Definitions and overview**

- Why the concerns for safety?
- Various definitions of accident, safety, health
- World Health Organization (WHO) and Occupational Safety and Health Administration (OSHA)
- Reaching threshold limit values
- The 6 Es in safety
- Industrial hygiene
- Recognition, evaluation, control
- Types of hazards in the workplace
- The four categories of hazards

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

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- Control methods used in a safe environment
- Accident costs and reporting

#### **Day 2: Job Safety Analysis (JSA) and safety audit**

- Objectives of JSA
- JSA uses
- Benefits of JSA
- Procedures to follow for an effective JSA
- How to keep accurate recordings
- Importance of an audit
- Safety audit tools
- Benefits of a safety audit
- Consequences after the audit

#### **Day 3: Accidents investigation, reporting and prevention**

- Accidents and injuries at work
- Identifying causes of accidents
- Contributing causes of accidents
- Immediate causes of accidents
- Effects and costs of accidents
- Reporting requirements
- Importance of prevention

#### **Day 4: Management of health and safety**

- Planning and setting objectives
- Organizing to ensure accomplishment
- Leading to inspire action
- Controlling performance
- Concerns for management: safe and sound
- Proper behavior in case of an accident
- Types of work-related accidents
- First aid basics and their needs
- Cardiopulmonary Resuscitation (CPR) in an emergency
- Calling for help when you need it

#### **Day 5: Ergonomics and good posture**

- Bad work habits and their effects
- Negative effects of bad ergonomics
- Correction of bad habits

#### **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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