



HSE182

Excellent Safety & Health KPIs Derivation



ACTVET
The Global Centre for
Technical and Vocational
Education and Training

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International Association
for Health and Occupational Safety
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Course Introduction:

This training is organized by OCCS, and its purpose is to provide you with an understanding of the "Excellent Safety & Health KPIs (Key Performance Indicators) derivation" guidelines and the necessary knowledge to ensure the correct steps are taken to ensure compliance with the Approved Safety Standards towards desired objectives. You will be provided with comprehensive notes, papers and references of currently applicable standards. The course aims to give delegates an understanding, enabling them to apply the knowledge acquired to their own situation and discusses the scope of the legislation/standards, how to assure workplace protection and to record the findings of assessments and improvement plan applying "Excellent Safety & Health KPI's (Key Performance Indicators) derivation". Excellent Safety & Health Key Performance Indicators derivation to measure progress toward specific health and safety goals or simply to monitor trends associated with corporate and facility activities or special projects at Oil & Gas Industries to deliver top safety performance and achieve a preset safety system evaluation absolute target. Excellent Safety & Health KPI derivation are used as a means to collect data and communicate trends, which can then be used to indicate where further improvements and resources are required to assess its success or the success of a specific activity in which it is engaged. In other words derivation is a business metric used to evaluate factors that are crucial to the achievements of loss prevention business and practicably applied by managers to keep track of the execution of activities by staff within their control and monitor the consequences arising from these actions.

This five day course encompasses practical sessions in each topics and activities/discussion are obsessed towards the set objectives of the participants' organization such as translating the vision into operational goals; communicating the vision and link it to individual performance; business planning; index setting; feedback and learning and adjusting the strategy accordingly.

At the end of course, the Safety Key Result Tools are equipped within you to apply for the success and OCCS guarantee to assist you and your organization to obtain investments and the desired result in Safety & Health Loss Control.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Recognize the fundamental vision/mission, policies, objectives and the operational and targets
- Define & measure our given business goals
- Improve personnel's understanding of KPIs derivation for continuous improvement plan
- Identify and enumerate all safety KPIs
- Establish what is to be achieved by usage of each target

- Define the method of measurement
- Explain links to Safety Performance Management
- Define the organizational reporting hierarchy
- Recognize Hazardous Zones, Rules and Regulations for safety KPI achievement
- Achieve Safety Control Result reference to the targeted objectives

Course Benefits:

- Provides senior managers with key operating data to help them make more informed decisions about the corporation
- Key to a business' success and has several benefits
- Benchmarks inform businesses about whether or not they are meeting their projected goals
- Increase productivity - gives all areas of the company real goals to focus on in order to reach the overall objective. When employees have quantifiable, measurable goals, the work is much clearer. KPIs direct financial and human resources to focus on meeting goals, resulting in less waste
- Improves Sales- Companies that set KPIs for sales departments can set employee rewards based on meeting specific goals. This gives sales representatives an incentive to meet the mark and help the company achieve its objectives. With clear goals you can also spotlight high and low sales to increase competition among colleagues
- Focused Performance- Setting KPIs shows companies which sectors or individuals are performing well and achieving goals. It also shows which departments or individuals are performing minimally or poorly. Using a KPI gives objective measurements for performance-based evaluation. Channel resources to sections of the company that are performing well; problem solve to find answers to under-performing sections

Who Should Attend?

This course is intended for directors, general managers, plant managers, engineers, safety manager/officer, members of health & safety committee, industrial hygienists, industrial nurses, occupational health doctor, supervisors and selected line management staff.

Course Outline:

Day 1:

Pre-Test

- Introduction and objectives of Excellent S & H Key Performance Indicators Derivation
- Safety KPI-Business Objectives, Key Success Factors and Safety Performance Indicators
- Safety KPI Policy and Procedures

- An Overview of Safety Management in KPI
 - Why Measure Safety KPI & Performance?
 - KPIs – What is the Simplest Way to Develop Them?
 - Activity, Efficiency, Effectiveness – What is Being Measured
 - Properties of Good KPIs
 - Performance against established key success factors
- Industries OSH Enforcement Standards
- Guiding Principles for Safety KPIs
- An Exposure to Evaluation
- Effective Communication system and Results
- Case Study-Practical Session
- Video Clip
- Open Discussion-participants workplace discussion

Day 2:

- Basic Concepts – Hazards and Risks
- Types of Risk Assessment
- Process associated with Risk
- Matrix System and Basic Calculation
- Final Scores and Control Measures
- OHSAS Management system
 - Common elements in ISO 14001 & OHSAS 18001
 - OSH Management System Model
 - Key Elements-Measuring Performance
 - Auditing and Reviewing of Performance
 - Trainings and Competence Standards
 - Activities and
 - Continuous Improvement
- Excellence Model KPI in Safety Management
 - Input and Output Process
- Case Study-Practical Session
- Video Clip
- Open Discussion-participants workplace discussion

Day 3:

- Introduction of Gap Analysis
- Purpose of Gap Analysis
- Requirement of Tools & Checklist
- Gap analysis findings and Developing the Implementation Plan

- Planning Levels
- How to close the Gap
- Model Gaps and Ratings
- Overview of SWOT Analysis
- Opportunities and Threats
- Internal factors-Strengths and Weaknesses
- Questions on Opportunities and Threats
- Word of Caution
- SWOT & Organizations' analysis
- Case Study-Practical Session
- Video Clip
- Open Discussion-participants workplace discussion

Day 4:

- Safety Performance & Bench Mark
- Purpose and Outcomes of Evaluating Safety
- Decisions Driven by Safety Performance
- Measurement of Safety Performance
- Advantage & Disadvantage of using Lagging and Trailing Indicators
- Advantage & Disadvantage of using Leading Indicators
- Practical Issues With Measurement
- KPI Hierarchy
- Application to Workers, Foremen, Superintendents, Project Managers, Safety Managers, Sub-contractors and Others
- Matrix for performance management
 - Types of measures
 - Measurement queries-selection, monitor, manage, reward and learn and improve
 - Data verification and targets
- Key Performance Indicators
- Critical Success Factors
- Stakeholder and Organization itself
- Degree of Change
- Safety Business Process Management
- Case Study-Practical Session
- Video Clip
- Open Discussion-participants workplace discussion

Day 5:

- Key Performance Indicator –Result and Time Period

- Application of KPI
- Individual and Group KPI and Department & Organizational KPI
- Workplace Implementation and Application
- Managing Performance with KPI's
- Safety KPI Alignment
- Applying Measurement
 - Practical Issues with Measurement
 - KPI Hierarchy
 - Guiding Principles for KPIs
 - Lead and Lag Indicators
 - Targets
 - Performance Evaluation
- Ingredients for KPI Success and Indicators
- Final Thought and Participants desired Elements deriving Safety KPI
- Case Study-Practical Session
- Video Clip

Post Test

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

