



LHS 294

HEALTH AND SAFETY

in Warehousing and Transport

Course Introduction:

For those who want to understand and implement the essential tools for managing warehousing in a health and safety environment operation. Participants are shown how to evaluate procedures and make the needed changes to methods to improve health and safety, handling of material and customer service. This will occur simultaneously with resource reductions, eliminating wasteful costs, avoiding internal problems which hinder full performance, thus obtaining added value for money and increased security.

Course Objectives:

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

- How to analyze a warehouse from different aspects and issues
- How to identify and handle different material of different categories
- How to select and maintain equipment
- How to conduct safe operations
- How to make improvements
- A frameworks for continual improvement
- Best in class practices

Who Should Attend?

- Personnel who are new to managing warehouse or stores
- Non-warehouse personnel who need to gain awareness of health and safety in warehouses
- Warehouse Distribution Supervisors/Managers

Course Outline:

Introducing the Role of the Warehouse Supervisor

When examining all the operation undertaken, the balance has to be found between maximizing space whilst minimizing the time taken to carry out the operations. This involves looking at:

- Receiving options
- Storage options
- Picking/assembly options
- Dispatching options
- Using the floor and the height space
- Organizing flow

Methods and Equipment

Here we specifically look at the lifting, storing and moving equipment available for specific layout options, including:

- Warehouse structures
- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

Health, Safety and Security

- Duty of care
- Inspection and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising people's awareness

Service Levels

As warehouses are a link in the total process satisfaction, this session will therefore look at:

- Internal and external customers
- The three key customer service measures
- Customer service sampling
- Effects of substandard service
- Minimizing errors to be able to operate safely and satisfying clients

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, and-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

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