ABI7011 – ABIOSH International Certificate in Advanced Project Safety Management. ©

1. What's the course about?

The course aim to give delegates an understanding of how to deal with health and safety issues on a project. The course is designed around safety and project management with emphasis on providing delegates with the key skills and knowledge required to drive a success project while achieving maximum safety performance. The training brings home how individuals and organisations can develop, make use of, and draw knowledge from both safety and project management to achieve project success.

2 Who should attend?

The course is appropriate for Project Managers, Safety Practitioners, Regulators, Engineers, Project team members and anyone involved in or associated with projects, either as a Planner, Accountant, Influencer, Sponsor or part of the project team including personnel who wish to increase their knowledge and experience in safety and project management.

2. What prior knowledge should delegates have?

There are no prerequisite for attendance. However, prior knowledge and experience of working or participating in a project would be beneficial and aid learning. Delegates will need a computer with MS Project software to be able to participate in the use of MS Project software session.

3. What will your delegates learn?

On completing the course, delegates should have a good understanding of Project and Safety Management. In particular, delegates should be able to:

- Explain the nature of project, program and portfolio
- State the 47 processes, the five basic process groups and ten knowledge area that are typical of most projects including the key activities under the five-process group
- Carry out stakeholder's analysis; explain the characteristics of a project team and how to lead a project kick-off meeting
- Demonstrate good understanding of design risk management; explain the general principles of prevention in design management and prepare design hazard register
- Understand the Designer Input into Pre-construction Information (PCI), Construction Phase Plan (CPP) & Health and Safety File (HSF)
- Demonstrate an understanding of the various techniques for health and safety risk management in project management and possible control measures.
- Identify common hazards associated with most projects and the steps in conducting risk assessment and explain the hierarchy of control
- Explain the hazards and control measures for Working at height, Excavation work and confined spaces, Demolition, Work equipment, Electrical, Fire and Chemical, musculoskeletal hazards and risk control.
- Demonstrate understanding of the framework for health and safety management; outline the key elements of a health and safety management system.
- Explain the scope and purpose of Auditing in a project; outline the audit process; differentiate between external and internal audits and be able to prepare an audit report.
- Learn how to use the MS Project Software for creating project report resource sheet, scheduling, assigning resources to task, creating new project information and project calendar.

4. What will you include in your course? What subjects will you need to cover?

Modules	Minimum Presentation (hours)
Part1: Introduction to Project Management	5
Part2: Project Team, Organizations, Roles and Responsibilities	3h 30mins
Part3: Design Risk Management	4
Part4: HSE Risk Management Techniques	8
Part5: Health and Safety Management System	2
Part 6: Incident and Accident Investigation, Recording and Reporting	1h 30min
Part 7: MS Project Software Usage	4

Part1: Introduction to Project Management

Learning Outcomes

Once this part has been completed, learners should have a good understanding of Project and Safety Management. In particular, learners should be able to:

- Have a good understanding of the basic terms used in project management.
- Explain the nature of project, program and portfolio
- State the 47 processes, the five basic process groups and ten knowledge area that are typical of most projects.
- State the processes and key activities under the Project Initiation Group
- State the processes and key activities under the Project Planning, and Project Execution Group
- State the processes and key activities under the Monitoring and Controlling Process Group
- State the processes and key activities under the Project Closing Process Group

Part 2: Project Team, Organizations, Roles and Responsibilities Learning Outcomes

Once this part has been completed, learners should be able have a good understanding of the project team, organizations roles and responsibilities of a Project Manager. In particular, learners should be able to:

- State the skills to become an efficient and effective Project Manager
- State the responsibilities and competencies required of a Project Manager
- Carry out Stakeholders analysis.
- Explain the characteristics of a project team
- Outline the steps required when leading a project kick-off meeting

Part 3: Design Risk Management

Learning Outcomes

On completion of this part, learners should be able to understand design risk management, designer's role. In particular, learners should be able to:

- Understand the legal requirements for design risk management.
- State the duty of a designer
- Explain the application of the General Principles of Prevention in design management
- State the hazards to consider during design review.
- Understand the Designer Input into Pre-construction Information (PCI), Construction Phase Plan (CPP) & Health and Safety File (HSF)
- Outline the steps in minimizing risk at design stage.
- Prepare Design Hazard Register

Part 4: Health and Safety Management System

Once this part is completed, learners should know the understanding of the framework for health and safety management. Above all, learners should be able to:

- Explain the role of national governments and international organizations in promoting health and safety in the construction industry
- Outline National and International standards for effective health and safety management
- Outline the key elements of a health and safety management system.
- Explain the main components of a health and safety management system.
- State the benefits of implementing a health and safety management system.

Part 5: HSE Risk Management Techniques

Learning Outcomes

On completion of this part, learners should be able to demonstrate an understanding of the various techniques for health and safety risk management in project management and possible control measures. In particular they should be able to:

- Identify common hazards present on a construction site.
- Outline the steps in conducting a risk assessment.
- Explain the hazards and control measures for Working at height, Excavation work and confined spaces, Demolition, Work equipment, Electrical, Fire and Chemical
- Explain musculoskeletal hazards and risk control.
- Explain the hierarchy of control

Part 6: Incident and Accident Investigation, Recording and Reporting

Once this part is completed, learners should be able to:

- Give the definition of the term's 'accident', 'incident' and 'near miss'.
- Explain the reasons for incident/accident investigation
- Explain the legal requirement for recording and reporting incidents
- Outline the basic elements to a sound investigation
- Explain investigation interview techniques
- Develop an investigation report

Part 7: MS Project Software Usage

Once this part is completed, learners should be able to demonstrate a good understanding of MS Project Software. More importantly, learners should be able to:

- Use the Timeline Tools
- Create a Resource Sheet and Resource Usage
- Use the Task Ribbon for adding, formatting and working with tasks
- Use the Project tab to handle advanced project functions involving properties, scheduling, and reporting.
- Use the Format tab buttons to customize text, columns, colours and other elements of each type of view
- Create New Project Information, Project Calendar and how to change working time.
- Assign resources to task
- Create project report

5. How will you assess the learning outcomes?

Every delegate who has attended all seven modules will take the end-of-course assessments. The assessments will test the course learning objectives and consist of:

- An invigilated, closed-book, end-of-course multi-format question paper-completed on the last day of the course

6. How long is the course?

The course will be completed in 4 days for classroom or approximately 4 weeks for distance learning. Minimum presentation hours per module is shown in table below:

7. What will your course be called?

The course will be called **ABIOSH Advanced Project Safety Management**