

The Institution of Occupational Safety and Health
Tailored Health and Safety Training – Syllabus

Givaudan EHS

Facilitator Training

Programme

Outline syllabus: EHS Facilitator Training Program

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Introduction

The Givaudan EHS Facilitator is a vital individual in the development, planning, implementation and evaluation of a workplace EHS program. The Facilitator achieves this through effective communications, facilitation, being a role model, and actively promoting a respect for the environment, occupational health and occupational safety. This five-day training programme and its accompanying assignments are designed to strengthen this capacity.

Goal:

The goal of the EHS Facilitator Training Programme is that the participant will have the knowledge and skills to positively assist and influence the development and implement of EHS activities at Givaudan with a view towards placing EHS at an equal priority as all other Givaudan activities.

Learning objectives

On successful completion of the course, participants will have the required knowledge, skills and information to:

1. List three essential roles of the EHS Facilitator.
2. List three safety risks and for each risk identify at least one control measure.
3. Describe four categories of medical/health risks and for each category identify at least one control measure.
4. Explain the relationship among the six elements of the communications model.
5. Given a hazard and who is at risk, be able to demonstrate the ability to calculate a risk value and assign a risk level.
6. List three causes of environmental pollution and list one control measure for each cause.
7. Describe how to shape a message, based on a control measure and appropriate methods for delivering that message to co-workers.
8. Given a specific control measure, draft an information sheet containing four elements: a rule, a photograph, an explanation and a contact point.
9. List four steps necessary to prepare a fifteen-minute presentation on a specific control measure.
10. Prepare and deliver a 15-minute workshop to co-workers based on a specific control measure.
11. Demonstrate their ability to prepare and deliver a fifteen-minute presentation on a specific control measure to the course.
12. Describe two ways of effectively managing stress.
13. Describe four steps of effectively managing change.
14. Describe how fuel, heat and oxygen lead to a fire and how this principle can be used for fire prevention.
15. Describe three ways that the Facilitator programme can be aligned with both the plant EHS initiatives.

Participant prerequisites

- Three years of experience in the workplace

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Who should attend?

The target audience for this training programme is the person wishing to become a Givaudan EHS Facilitator. Both employees and management may attend.

Duration

Five days which consist of an initial three days followed by two additional days (30-60 days later). During the gap between the two segments participants will be asked to complete a gap assignment.

Programme

- Pre-test and introduction
- Defining a workplace culture that promotes fire safety
- The role and responsibilities of the Givaudan EHS Facilitator
- The risk assessment methodology
- Safety risks
- Health risks
- Environmental risks
- Identifying control measures
- Calculating residual risks
- Developing EHS key messages
- The communications model
- Developing EHS information sheets
- Psychosocial risks and change management
- Fire safety
- The Gap Assignment
- Reporting on the Gap Assignment
- Post-test and concluding remarks
- Evaluation

Certification

A Givaudan EHS Facilitator Certificate is awarded to all those who attend the course and successfully complete the written and practical assessments.

Understanding of the course material is evaluated by means of a 30-minute written assessment paper, including 20 multi-format questions, and a practical assessment, e.g. jointly carrying out worker information sessions on EHS awareness raising, identifying risks, control measures, communication and training gaps and action to fill the gaps.

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Approval criteria for course providers

A suitably qualified person should deliver or supervise the course and will normally be:

- A Safety Practitioner (MIOSH, RSP or FIOSH, RSP) for a senior-level training course.
- A Member, Fellow or Technician Safety Practitioner (MIOSH, FIOSH or TechSP)
- A Member or Technician Safety Practitioner (MIOSH or TechSP) for a basic-level training course.

It is the responsibility of the course provider to ensure that suitable tutors are used.