



Consulting and Training | Reach New Heights

Course Name

HSE Awareness for General Services Personnel

Sector Name

Health, Safety and Environment

Document Type

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HSE Awareness for General Services Personnel

Course Introduction

General Services personnel perform a wide range of daily activities that directly influence workplace safety, operational continuity, and employee well-being. From office support and facility coordination to material handling, housekeeping, transportation, and contractor support, these activities expose employees to a variety of workplace hazards that require awareness, responsibility, and safe working practices. Building strong HSE awareness among General Services teams helps prevent incidents, protect people and assets, ensure regulatory compliance, and promote a proactive safety culture throughout the organization.

Designed by **Boost Consulting & Training**, this comprehensive program equips General Services personnel with the essential Health, Safety, and Environment (HSE) knowledge, practical awareness, and internationally recognized best practices required to perform their daily responsibilities safely and confidently. Participants will learn how to recognize workplace hazards, apply safe work practices, respond effectively to emergencies, and contribute to a positive safety culture that supports operational excellence.



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HSE Awareness for General Services Personnel

Target Audience

- ✓ General Services Personnel
- ✓ Office Support Staff
- ✓ Facilities and Workplace Assistants
- ✓ Drivers and Transportation Support Staff
- ✓ Housekeeping and Maintenance Support Personnel
- ✓ Employees performing operational support activities

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HSE Awareness for General Services Personnel

Learning Objectives

- ✓ Understand the fundamental principles of Health, Safety, and Environment (HSE).
- ✓ Recognize common workplace hazards associated with General Services activities.
- ✓ Apply safe work practices during routine operational tasks.
- ✓ Respond appropriately to workplace incidents and emergency situations.
- ✓ Promote safe behaviors and personal responsibility in the workplace.
- ✓ Contribute to building a positive and sustainable HSE culture.

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HSE Awareness for General Services Personnel

Course Outline

✓ Day 01

Building Safety Awareness in Daily Operations

Understanding HSE Responsibilities

- ✓ Why HSE matters in General Services
- ✓ Individual responsibilities for workplace safety
- ✓ Understanding the relationship between safety, health, and operational performance

Identifying Workplace Hazards

- ✓ Recognizing hazards in offices, facilities, and common work areas
- ✓ Unsafe acts versus unsafe conditions
- ✓ Reporting hazards before incidents occur

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Course Outline

✓ Day 02

Working Safely During Routine Activities

Safe Workplace Practices

- ✓ Safe manual handling and lifting techniques
- ✓ Preventing slips, trips, and falls
- ✓ Safe use of office equipment and workplace tools

Housekeeping for Safety

- ✓ Maintaining clean and organized work areas
- ✓ Safe storage of equipment and materials
- ✓ Waste handling and environmental responsibility

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Course Outline

✓ Day 03

Managing Operational Risks

Safety During General Services Activities

- ✓ Safe practices during office moves and material transportation
- ✓ Working safely around contractors and maintenance activities
- ✓ Vehicle and pedestrian safety within organizational premises

Using Safety Controls

- ✓ Personal Protective Equipment (PPE) awareness
- ✓ Following safety signs and permit requirements
- ✓ Safe reporting of unsafe situations and near misses

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Course Outline

✓ Day 04

Responding to Incidents and Emergencies

Emergency Preparedness

- ✓ Fire safety awareness
- ✓ Emergency evacuation procedures
- ✓ First response during workplace emergencies

Incident Reporting and Learning

- ✓ Reporting incidents and near misses
- ✓ Participating in incident investigations
- ✓ Learning from workplace events to prevent recurrence

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Course Outline

✓ Day 05

Building a Sustainable Safety Culture

Personal Commitment to Safety

- ✓ Developing positive safety behaviors
- ✓ Encouraging teamwork and shared responsibility
- ✓ Supporting a proactive HSE culture

Continuous Safety Improvement

- ✓ Daily safety observations and reporting
- ✓ Safety communication and awareness campaigns
- ✓ Building a personal action plan for safe workplace practices

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HSE Awareness for General Services Personnel

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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