



Consulting and Training | Reach New Heights

Course Name

Developing a Safety Procedures Manual

Sector Name

Health, Safety and Environment

Document Type

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Developing a Safety Procedures Manual

Course Introduction

Safety Procedures Manual.

Safety procedures are considered the backbone of an organization's Safety Management System. This manual provides the standard guidelines for creating a safe working environment and greater productivity due to less injury downtime. However, developing the safety procedure manual may take time and the expertise of Health and Safety professionals to be written as precisely and consistently as possible, suitable to the needs of the organization. This training course is designed to provide participants with the essential knowledge they need to know in developing and write a Safety Procedures Manual.

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Developing a Safety Procedures Manual

Target Audience

- ✓ Health and Safety Officers
- ✓ Environmental Health and Safety professionals

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Developing a Safety Procedures Manual

Learning Objectives

- ✓ Understand the essential concepts related to the creation of the Safety Procedures Manual
- ✓ Develop a Safety Procedure Template for the organization
- ✓ Create a flowchart to accurately depict process activities
- ✓ Identify the key personnel involved in the activities for safety management
- ✓ Learn how to use brainstorming to gather necessary information for safety procedure creation
- ✓ Recognize and follow a set of procedure types (Step-by-Step, Playscript, Decision Tree, Decision Tables)
- ✓ Assess, monitor, and update the Safety Procedure Manual based on the safety needs of the organization.

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Developing a Safety Procedures Manual

Course Outline

✓ DAY 01

Safety Procedures Basics

- ✓ Developing Safety Procedures
- ✓ Developing a Safety Procedure Template

Flowcharting

- ✓ Organizing the Steps in the Procedure
- ✓ Constructing the Safety Flowchart

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Course Outline

✓ Day 02

Gathering Information

- ✓ Brainstorming
- ✓ The useful information

Procedure Writing

- ✓ Guidelines for Writing Procedures

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Developing a Safety Procedures Manual

Course Outline

✓ Day 03

Enhancing the Draft

- ✓ Communication Aids

Different procedure types and models are available for creating workplace safety procedures

- ✓ Identifying Personnel Involved
- ✓ Building Safety Procedures
- ✓ Review and Monitoring

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 23, 2027	May 25, 2027	3 days	3250.00 \$	KSA , Dammam
Aug. 24, 2026	Aug. 26, 2026	3 days	3250.00 \$	UAE , Dubai
Jan. 4, 2027	Jan. 6, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
Jan. 11, 2027	Jan. 13, 2027	3 days	3950.00 \$	USA , Los Angeles

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