Emergency Preparedness and Workplace Safety Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Emergency Preparedness and Workplace Safety Training Course is designed to equip professionals with the skills, knowledge, and confidence to respond effectively to workplace hazards, crises, and unexpected emergencies. In today's fast-evolving risk landscape characterized by fire outbreaks, workplace accidents, cyber-physical threats, medical emergencies, natural disasters, and industrial hazards organizations must prioritize occupational safety, risk mitigation, and emergency response readiness. This training integrates global best practices in Occupational Health and Safety (OHS), Emergency Response Planning (ERP), and Disaster Risk Reduction (DRR) to build a resilient and safety-conscious workforce.

The course focuses on strengthening hazard identification, risk assessment, incident reporting, evacuation procedures, first aid response, fire safety management, and crisis communication strategies. Participants will gain hands-on exposure to real-world simulations, safety drills, and compliance frameworks aligned with international safety standards such as ISO 45001, OSHA guidelines, and workplace safety regulations. The ultimate goal is to create a proactive safety culture that minimizes risks, protects human life, ensures business continuity, and enhances organizational resilience in high-risk environments.

Programme Curriculum

Emergency Preparedness and Workplace Safety Training Course

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Course Duration

5 Days

Course Objectives

1. Understand Workplace Safety Compliance & Regulatory Standards
2. Identify and assess Occupational Hazards & Risk Factors
3. Apply Emergency Response Planning (ERP) Frameworks
4. Demonstrate effective Fire Safety & Evacuation Procedures
5. Conduct Risk Assessment & Hazard Analysis
6. Implement Incident Reporting & Investigation Systems
7. Apply First Aid & Basic Life Support (BLS) Techniques
8. Develop Crisis Management & Disaster Recovery Skills
9. Strengthen Disaster Risk Reduction (DRR) Strategies
10. Promote Safety Culture & Behavioral Safety Practices
11. Use Personal Protective Equipment (PPE) Correctly
12. Enhance Workplace Emergency Communication Systems
13. Build Organizational Resilience & Business Continuity Planning

Target Audience

1. Corporate employees and staff members
2. Health and Safety officers (HSE professionals)
3. Facility and operations managers
4. Industrial and manufacturing workers
5. Security and emergency response teams
6. HR managers and organizational leaders
7. Construction and field project teams
8. Government and NGO emergency personnel

Course Modules

Module 1: Introduction to Workplace Safety & OHS Systems

- Principles of Occupational Health and Safety (OHS)
- Workplace hazard categories and classifications
- Legal compliance and regulatory frameworks
- Safety culture development strategies
- Safety audits and inspection procedures

- **Case Study:** Analysis of a factory incident caused by poor safety compliance and corrective action planning

Module 2: Hazard Identification & Risk Assessment

- Types of workplace hazards (physical, chemical, biological, ergonomic)
- Risk assessment matrices and tools
- Job Safety Analysis (JSA)
- Near-miss reporting systems
- Control measures and mitigation strategies
- **Case Study:** Risk mapping in a construction site accident prevention program

Module 3: Fire Safety & Emergency Evacuation

- Fire prevention techniques and fire triangle theory
- Use of fire extinguishers (PASS technique)
- Evacuation planning and assembly points
- Smoke management and alarm systems
- Fire drill execution protocols
- **Case Study:** Office building evacuation during an electrical fire incident

Module 4: First Aid & Medical Emergency Response

- Basic Life Support (BLS) principles
- CPR techniques and recovery position
- Bleeding control and trauma response
- Choking and shock management
- Emergency medical communication protocols
- **Case Study:** On-site cardiac emergency response saving a worker’s life

Module 5: Disaster Preparedness & Natural Hazards

- Earthquake, flood, and storm preparedness
- Early warning systems and alerts
- Emergency kits and supplies management
- Evacuation planning for large-scale disasters
- Community-based disaster response coordination
- **Case Study:** Flood emergency response in an industrial zone

Module 6: Incident Reporting & Investigation

- Accident reporting procedures and documentation
- Root Cause Analysis (RCA)
- Corrective and preventive actions (CAPA)
- Workplace injury tracking systems
- Legal implications of safety violations
- **Case Study:** Investigation of repetitive machine-related injuries in a factory

Module 7: Crisis Management & Business Continuity

- Crisis communication strategies
- Emergency leadership roles and responsibilities

- Business Continuity Planning (BCP)
- Disaster recovery frameworks
- Stakeholder coordination during emergencies
- **Case Study:** Business continuity response during a major power outage

Module 8: Personal Protective Equipment (PPE) & Safety Culture

- Types and selection of PPE
- Proper usage and maintenance
- Behavioral safety practices
- Safety awareness campaigns
- Employee engagement in safety programs
- **Case Study:** Reduction of workplace injuries after PPE compliance enforcement

Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com