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COURSE BROCHURE

# Managing Workplace Safe Systems of Work and Inspections Training Course

19 – 23 July 2027
Geneva

# Managing Workplace Safe Systems of Work and Inspections Training Course

**Ref:** 815_30974 **Date:** 19 – 23 July 2027 **Location:** Geneva **Fees:** 6500 GBP

Managing workplace safe systems of work and inspections is a 1-week training course for managers and supervisors who run day-to-day health and safety controls, in which each participant builds a safe systems and inspection plan for their own area. Clear procedures, regular walkrounds and honest reporting decide whether hazards are caught early or found only after an injury. Jupiter Prime Training offers this course for managers taking on site safety duties.

## Why Managing Workplace Safe Systems of Work and Inspections Matters Now

Two pressures shape this subject today. Leaner crews and more contractors mean fewer experienced people watching each task, so written procedures and permits carry more of the load. At the same time, workers and clients expect managers to show how hazards are controlled rather than simply state a policy. Sites that inspect regularly and act on near misses avoid stoppages and keep trust; sites that rely on memory see the same faults return. The course draws on ISO 45001, the international standard for occupational health and safety management systems, for its basic structure.

## Who Gains Most from Managing Workplace Safe Systems of Work and Inspections

- Managers who sign off risk assessments and approve work methods in their area
- Supervisors who brief crews and check that procedures are followed on shift
- Team leaders who carry out workplace inspections and close out findings
- Coordinators who receive incident and near-miss reports and track actions
- Representatives who take part in worker consultation on safety changes

Sites gain most when a manager and the supervisors who report to them attend together and agree one set of inspection routines.

## Managing Workplace Safe Systems of Work and Inspections Capabilities

Participants practise turning hazards into written controls, checking them on the floor and reporting what they find in a form senior managers can act on.

- Assess task and area risks with a scoring method — for deciding which controls come first
- Apply the hierarchy of controls to real tasks — for supervisors choosing safer methods
- Specify permits, isolations and method statements — for high-risk maintenance and contractor work
- Design inspection checklists and frequencies — for area owners and walkround teams
- Build incident and near-miss reporting routines — for coordinators and frontline staff
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Communicate safety performance with simple indicators — for senior managers and worker forums

## Key Managing Workplace Safe Systems of Work and Inspections Terms

- Safe system of work — a formal, step-by-step procedure that sets out how a task is done so identified hazards are controlled throughout.
- Risk assessment — a structured look at what could cause harm in a task or area, who could be harmed and which controls are needed.
- Hierarchy of controls — an ordered list of risk controls, from removing the hazard entirely down to personal protective equipment as the last resort.
- Permit to work — a written authorisation that allows a named person to carry out specified high-risk work under stated precautions and time limits.
- Near miss — an unplanned event that did not cause injury or damage but could have, and is reported to prevent a repeat.
- Workplace inspection — a planned walkround of an area against a checklist to find unsafe conditions and acts before they cause harm.

## Managing Workplace Safe Systems of Work and Inspections Day by Day

### Day 1: The Manager's Health and Safety Role

- Health and Safety Policy Statements — Translating Commitments Into Local Arrangements
- ISO 45001 Plan-Do-Check-Act Basics — Placing Site Controls in the Cycle
- Duty Holder Mapping — Clarifying Who Owns Which Hazard
- Worker Consultation Forums — Gathering Frontline Views Before Changes
- Safety Responsibility Matrix — Assigning Tasks to Supervisors and Teams

### Day 2: Risk Assessment in Practice

- Five-Step Risk Assessment Method — Recording Hazards, Persons at Risk and Controls
- Likelihood and Severity Scoring — Ranking Risks for Action
- Hierarchy of Controls — Choosing Elimination Before Protective Equipment
- Task-Based Assessments — Covering Non-Routine and Maintenance Jobs
- Assessment Review Triggers — Deciding When an Assessment Must Be Redone

### Day 3: Safe Systems of Work

- Method Statements — Sequencing Steps for High-Risk Tasks
- Permit-to-Work Arrangements — Controlling Hot Work and Confined Spaces
- Lockout and Isolation Procedures — Securing Energy Before Maintenance
- Toolbox Talks — Briefing Crews on the Day's Controls
- Competence and Authorisation Records — Matching People to Permitted Tasks

## Day 4: Inspections, Incidents and Monitoring

- Workplace Inspection Checklists — Scheduling Walkrounds by Area Risk
- Corrective Action Logs — Tracking Findings to Verified Closure
- Incident and Near-Miss Reporting — Capturing Events While Facts Are Fresh
- Basic Root Cause Questions — Moving Past Blame to System Fixes
- Active and Reactive Indicators — Reporting Performance to Senior Managers

## Day 5: Practising the Safe Systems and Inspection Plan

- Site Risk Assessment Exercise — Applying Scoring and Controls to a Case
- Permit and Method Statement Review — Applying Safe System Checks to a Task
- Mock Inspection Walkround — Applying the Checklist and Logging Findings
- Consultation Briefing Rehearsal — Presenting Changes to a Worker Forum
- Safe Systems and Inspection Plan — Setting Owners, Frequencies and Indicators

## Applying Managing Workplace Safe Systems of Work and Inspections After the Course

- Run a scheduled inspection walkround of one area with the new checklist and log every finding with an owner and closure date
- Review one high-risk task against its method statement and permit, then brief the crew in a toolbox talk on the revised controls

## Managing Workplace Safe Systems of Work and Inspections Questions FAQ

### What is managing workplace safe systems of work and inspections and why does it matter now?

It is the routine work of assessing risks, writing safe procedures, inspecting areas and acting on reports. It matters now because leaner crews and more contractors leave fewer experienced eyes on each task.

### Which roles gain most from managing workplace safe systems of work and inspections training?

Managers and supervisors with site safety duties gain most. Examples come from construction sites and manufacturing plants, so team leaders in maintenance, production and facilities can apply the methods straight away.

### How does managing workplace safe systems of work and inspections training differ from an advanced safety management system course?

It works at the level of the shop floor rather than system design. You practise risk assessments, permits, inspections and reporting, while advanced courses focus on auditing and designing the whole management system.

## What do you bring back from managing workplace safe systems of work and inspections training?

You bring back a plan for your area listing ranked risks, safe system documents to update, an inspection schedule and checklist, reporting routines and the indicators you will share.

## Managing Workplace Safe Systems of Work and Inspections: The Way Forward

The safe systems and inspection plan first informs which high-risk task gets a revised method statement and which areas are walked each week. Managers, supervisors and worker representatives use it to share duties and track open findings. After the first month of inspections, revisit whether checklist items still match the hazards people actually report.