Garnet
Garnet Global Training Center

GGT-HS-134

HSE & Process Safety

Office Health & Safety

الصحة والسلامة في المكاتب

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Office Health & Safety turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Prevent incidents by understanding hazards, controlling risk and leading safety culture. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Office Health & Safety to real tasks.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.

Who should attend

HSE professionals, operations leaders, supervisors and anyone accountable for safe work. Practitioners with one to five years of experience benefit most.

Key topics

- Hazard identification and risk assessment
- Barriers, bow-tie and layers of protection
- Legal duties and international standards
- Human factors and safety culture
- Emergency preparedness
- Lessons from major accident investigations

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Office Health & Safety: principles and standards
- Human factors and safety culture
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Emergency preparedness
- Lessons from major accident investigations

Day 3 Diagnosis and problem solving
- Hazard identification and risk assessment
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Barriers, bow-tie and layers of protection
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Legal duties and international standards
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Office Health & Safety: principles and standards
- Human factors and safety culture
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Emergency preparedness
- Lessons from major accident investigations

Day 3 Diagnosis and problem solving
- Hazard identification and risk assessment
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Barriers, bow-tie and layers of protection
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Legal duties and international standards
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation
- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice
- Global performance benchmarks
- Regional and international case studies

Day 9 Capstone project
- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates
- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
1–5 Mar 2027	5-day online	Live online	Arabic	2,950
2–13 Aug 2027	10-day classroom	Dubai	Arabic	8,950
6–10 Sep 2027	5-day classroom	Istanbul	English	4,750
1–5 Nov 2027	5-day classroom	Kuala Lumpur	English	4,750
5–16 Jun 2028	10-day online	Live online	English	5,450
4–8 Sep 2028	5-day classroom	Dubai	English	4,750
9–13 Oct 2028	5-day classroom	Abu Dhabi	Arabic	4,750
11–22 Dec 2028	10-day classroom	London	English	8,950
15–19 Jan 2029	5-day online	Live online	Arabic	2,950
16–20 Apr 2029	5-day classroom	Singapore	English	4,750

Dates	Format	City	Language	Fee (USD)
14–25 May 2029	10-day classroom	Dubai	English	8,950
15–19 Jul 2029	5-day classroom	Amman	Arabic	4,750
13–17 Jan 2030	5-day classroom	Riyadh	Arabic	4,750
11–22 Mar 2030	10-day online	Live online	English	5,450
13–24 May 2030	10-day classroom	Dubai	English	8,950
15–19 Jul 2030	5-day classroom	London	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/