Occupational health and safety

Health and Safety Committee

One day to give your company's health and safety committee the means to play its role: know the missions entrusted to it by the Labour Code, prepare and hold meetings that lead to decisions, review accidents, follow the prevention programme and keep the minutes. The session preferably brings all members together, management and employee representatives alike.

Duration : 1 day

Objectives

1. Explain the missions of the health and safety committee provided for by the Moroccan Labour Code
2. Identify the role of each member and of the committee's partners: management, safety, occupational physician, employee representatives, labour inspectorate
3. Prepare an agenda and run a meeting that leads to decisions that are followed up
4. Review an accident or hazardous situation submitted to the committee and propose measures
5. Follow a prevention programme and keep the minutes and the register of decisions

Programme

Day 1 — morning

• The committee in the Labour Code: companies concerned, composition, operation

• Missions: identifying risks, checking that rules are applied, accident investigations, opinions on projects, promoting prevention

• The committee's partners: occupational health service, labour inspectorate, work-accident insurer

• Diagnosis: how your company's committee works today

Day 1 — afternoon (workshop)

• Preparing a meeting: agenda, data to present, people to invite

• Meeting simulation based on files from your site: accident, operator report, project for new equipment

• Minutes, register of decisions and action tracking table

• Prevention programme and annual review: what the committee must be able to present; knowledge test

Teaching methods

• Guided reading of the Labour Code provisions on the committee

• Meeting simulation in which everyone plays their real role

• Files drawn from your site: recent accidents, reports, ongoing projects

• Templates for agendas, minutes and tracking tables adapted to your company

• Session in French or Darija depending on the committee's composition

Assessment and documents

Knowledge test at the end of the day, plus a day+1 learner feedback survey. Numbered certificate, verifiable online, for each member; training report and committee working templates, adapted during the workshop, given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To go deeper into the review of accidents submitted to the committee, see “Accident Analysis: Root-Cause Tree”. The course “Moroccan OHS Regulations and Monitoring” presents all of the employer’s obligations.

Practical information

Duration	1 day
Audience	Members of the health and safety committee: management, safety manager, occupational physician, employee representatives
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Must our company have a health and safety committee?
The Labour Code sets the companies concerned according to their headcount and activity. We check your situation at the start of the session; a committee set up voluntarily below the threshold remains a good tool for dialogue.

Should all members be trained together?
It is preferable. The committee works better when management, the safety manager, the occupational physician and employee representatives share the same reference points and have already worked together on a case.

Does the committee meet the participation requirement of ISO 45001:2018?
It is an important channel for it. The standard also requires consulting and involving non-managerial workers; a representative committee whose decisions are recorded and followed up provides a good part of the evidence expected.

Can we prepare our next meeting during the course?
Yes. The afternoon simulation can deal with the real topics of your next meeting; the minutes produced then serve as a working basis.