Occupational health and safety

# HSE Coordinator / Liaison

Two days to prepare the HSE liaisons in your workshops for their daily role: running a quarter-hour safety talk, welcoming a newcomer, reporting a hazardous situation, keeping instructions alive and following up the agreed actions. The course starts from your HSE organisation and your existing materials, and each participant leaves with their first ready-to-use facilitation tools.

**Duration : 2 days**

## Objectives

1. Place the role of the HSE liaison between operators, supervisors and the HSE department
2. Run a short, concrete and participatory quarter-hour safety talk
3. Carry out the workstation safety induction of a newcomer or temporary worker
4. Spot and report hazardous situations and near misses
5. Follow up the prevention actions of one’s area using a few simple indicators

## Programme

### Day 1 — morning

• HSE organisation of your site: who does what, the liaison’s place, the limits of their mission

• Basics: hazard, risk, accident, near miss, hierarchy of prevention measures

• Essential rules and key instructions of your site: knowing them and being able to explain them

• What operators expect from a liaison, and what makes them lose credibility

### Day 1 — afternoon

• Preparing a quarter-hour safety talk: one topic, one message, one question put to the team

• Simple materials: a photo of a workstation, feedback on an incident, a demonstration of a movement

• Role play: each participant leads a ten-minute talk in front of the group

• Feedback from the group and the trainer on posture, message and the participation obtained

### Day 2 — morning

• Workstation safety induction: content, checking understanding, written record

• Reporting hazardous situations: form, handling process, reply to the person who reported

• Area walk-round: look, ask, note, correct on the spot what can be corrected

• Exercise in a workshop of your site

### Day 2 — afternoon (workshop)

• Following up the actions of one’s area: simple table, reminders, closure

• Indicators useful to the liaison: situations reported, talks held, actions closed

• Workshop: talk calendar for the next three months and first materials

• Knowledge test and presentation to the HSE manager

## Teaching methods

• Observed facilitation role plays, with individual feedback from the trainer

• Field exercise in your workshops

• Work on your instructions, your reporting forms and your existing materials

• Delivery in French or Darija, in the language the liaisons will use with their teams

• Knowledge test at the end of the session

## Assessment and documents

Assessment of each participant's facilitation during the role plays and a knowledge test, plus a day+1 learner feedback survey. Numbered certificate, verifiable online; training report and the talk calendar built in the workshop given to the company.

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

**Good to know**

For an HSE manager or coordinator who must master the whole set of methods, the HSE Coordinator Cycle brings together six modules: regulations, risk assessment, root-cause tree, inspections, permits to work and safety culture.

## Practical information

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| **Duration** | 2 days |
| **Audience** | Designated HSE liaisons, team leaders, technicians and supervisors |
| **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

**What is the difference with the HSE Coordinator Cycle?**

This two-day course prepares a field liaison, whose HSE mission is added to their job. The HSE Coordinator Cycle, in six modules, trains a person who steers prevention: regulations, risk assessment, accident analysis, inspections, permits.

**Who should be chosen as HSE liaison?**

A person who is respected in their team, present in the field and willing: team leader, machine setter, technician, experienced operator. The title matters less than the ability to talk about safety with colleagues.

**Is prior HSE knowledge needed?**

No. The necessary notions are covered on the first morning. The course concentrates mostly on posture and facilitation tools.

**How do we keep up momentum after the course?**

The talk calendar built in the workshop sets a rhythm from the following week. A short monthly meeting between liaisons and the HSE manager lets them share topics, reports and difficulties.