Occupational health and safety

Occupational Risk Assessment

Two days to carry out the occupational risk assessment of your site, work unit by work unit, and turn it into a prevention plan that supervisors can follow. Hazard identification, risk rating, the hierarchy of controls and updating: the method is applied live on your own workstations, with the people who know them, and the result is linked to the requirements of ISO 45001:2018.

Duration : 2 days

Objectives

1. Break the site down into work units and tasks that make sense for the analysis
2. Identify the hazards of a workstation from observation, incidents and dialogue with operators
3. Rate risks with a severity × frequency matrix suited to your activity, taking existing controls into account
4. Prioritise actions according to the hierarchy of controls, from eliminating the hazard to PPE
5. Build an action plan with owners, deadlines and effectiveness criteria
6. Organise the update of the assessment after an accident, a change or the arrival of new equipment

Programme

Day 1 — morning

• Why assess: employer duties, prevention of accidents and occupational diseases, customer expectations

• Common vocabulary: hazard, hazardous situation, risk, harm, control measure

• Method by work unit and by task: how to divide a workshop, a warehouse, a maintenance department

• Sources of information: accidents, near misses, complaints, job descriptions, the occupational physician’s opinion

Day 1 — afternoon

• Hazard families: mechanical, falls, manual handling, noise, chemical, electrical, thermal, traffic, work organisation

• Observing a workstation and questioning the operator: the gap between planned work and real work

• Exercise: listing the hazards of a task observed on your site

• Occasional activities not to be forgotten: cleaning, maintenance, product changeovers, work by outside contractors

Day 2 — morning

• Rating matrices: severity, frequency of exposure, probability, level of control

• Gross risk and residual risk: judging the real effectiveness of the measures in place

• Hierarchy of controls: eliminate, substitute, protect collectively, organise, equip individually

• Setting priorities: serious risks, frequent risks, simple actions with a quick effect

Day 2 — afternoon (workshop)

• Workshop: assessing two or three workstations of your site, in sub-groups

• Writing the action plan: measures, owners, deadlines, evidence of completion

• Link with ISO 45001:2018: OH&S hazards, risks and opportunities, worker participation, updating

• Knowledge test and presentation of the assessed workstations by each sub-group

Teaching methods

• Method applied in the classroom, then in the field on the real workstations of your site
• Sub-groups bringing together supervisors, experienced operators and members of the safety committee
• Rating matrix built with you, starting from your current one if you have one
• Case studies of accidents caused by an underestimated or forgotten risk
• Mid-course quiz and final test

Assessment and documents

Mid-course quiz and knowledge test at the end of the session, plus a day+1 learner feedback survey. Each participant receives a numbered training certificate, verifiable online; the company receives the training report and the workstation assessments produced in the workshop, which are the first pages of its work-unit risk assessment.

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

Good to know

Common module of the HSE Coordinator Cycle and of the ISO 45001 Certification Path. To trace back to the causes of an accident that has already happened, the course “Accident Analysis: Root-Cause Tree” completes the method.

Practical information

Duration	2 days
Prerequisites	No prerequisites; knowing the workstations of your sector is helpful.
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

Does the course produce our complete risk assessment?
No. The workshop assesses two or three workstations that serve as a model; your team then applies the same method to the other work units. If you want support for the rest, our consultants can provide it as part of a consulting assignment.

Which rating matrix should we use?
There is no single matrix. If your site already has one, we start from it and check that it clearly separates serious risks. Otherwise, we build with you a simple matrix, readable by supervisors, that you can keep over time.

Who should attend?
The HSE manager and coordinators, workshop supervisors and members of the health and safety committee. Adding one or two experienced operators markedly improves the identification of real hazards.

How does this relate to the ISO 45001:2018 course?
The standard requires a process for hazard identification and risk assessment; it does not prescribe a method. This course provides the method and applies it to your workstations. The course “ISO 45001:2018 — Requirements” covers the management system as a whole.

Can this course be funded?
It can be included in your training plan under OFPPT special training contracts, according to the rules in force. We prepare the file with you; funding depends on your situation.