



Health, Safety and Environment

Developing a Safety Procedures Manual

Course Introduction

Safety Procedures Manual.

Safety procedures are considered the backbone of an organization's Safety Management System. This manual provides the standard guideline in creating safe working environment and greater productivity due to less injury down time. However, developing the safety procedure manual may take time and expertise of Health and Safety professionals to be written as precise and consistent as possible, suitable to the needs of the organization. This training course is designed to provide participants with the essential knowledge they need to know in developing and writing a Safety Procedures Manual.

Target Audience

- Health and Safety Officers
- Environmental Health and Safety professionals

Learning Objectives

- Understand the essential concepts related to the creation of Safety Procedures Manual
- Develop a Safety Procedure Template for the organization
- Create a flowchart to accurately depict process activities
- Identify the key personnel involved in the activities for safety management
- Learn how to use brainstorming to gather necessary information for safety procedure creation
- Recognize and follow a set of procedure types (Step-by-Step, Playscript, Decision Tree, Decision Tables)
- Assess, monitor and update the Safety Procedure Manual based on the safety needs of the organization.

Course Outline

- DAY 01

Safety Procedures Basics

- Developing Safety Procedures
- Developing a Safety Procedure Template

Flowcharting

- Organizing the Steps in the Procedure
- Constructing the Safety Flowchart

- Day 02

Gathering Information

- Brainstorming
- The useful information

Procedure Writing

- Guidelines for Writing Procedures

- Day 03

Enhancing the Draft

- Communication Aids

Different procedure types and models available for creating workplace safety procedures

- Identifying Personnel Involved

- Building Safety Procedures
- Review and Monitoring

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 11, 2025	May 13, 2025	3 days	3250.00 \$	KSA - El Dammam
Aug. 18, 2025	Aug. 20, 2025	3 days	3250.00 \$	UAE - Dubai
Dec. 29, 2025	Dec. 31, 2025	3 days	3250.00 \$	UAE - Abu Dhabi