

SWAT

Safe Working at All Times



Good safety at the work site does not come from sitting in a classroom.

Good safety comes from the skills and attitude exhibited in the period after the knowledge is gained in the classroom.

We are here to assure a person's competency.


Our SWAT approach combines **Underpinning Knowledge** and **Practical Assessments** for crucial areas of your business

Safe Working at All Times (SWAT)
Module Listing


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1 day course for each module



knowledge and skill assessed



½ day refresher training*

*recommended every 2 years

Module 1

Risk Assessment and Preventing Unsafe Acts

Aim

To provide delegates with an understanding of key practical risk assessment techniques. The ability to identify unsafe acts and behaviors and to intervene appropriately.



Objectives

On completion of this module the delegate should be able to:

- explain the definition of risk
- explain the difference between a Hazard & a Risk
- explain the relationship between Risk Assessment & Job Hazard Analysis
- explain the terminologies associated with Risk Assessment
- describe the 5 Steps of Risk Assessment
- explain how to use a Risk Ranking Matrix
- explain the use of the Hierarchy of Hazard Controls
- explain the relationship between human behavior and unsafe acts
- explain how to correctly carry out an intervention when observing an unsafe act
- perform a Risk Assessment

Note: Each delegate will be issued a module handout for future reference.

Who Should Attend

Personnel who have been given the task of carrying out and communicating risk assessments.

Assessment

On completion of the module the delegates will be subject to:

- A 10 question underpinning knowledge assessment. A pass mark of 75% is required
- A practical assessment whereby they are required to perform a Risk Assessment for a work activity relevant to their company's core business.

Pre-requisites

There are no pre-requisites for this module.

Certification

Delegates successfully meeting the requirements of the module will be issued a JTN Certificate of Achievement.

Revalidation

There is no revalidation period for this training module, but ½ day refresher training is recommended every 2 years.

Location

JTN Training Centre, Miri or Client's premises if suitable facilities are available.

Duration

1 day

Participants

Minimum of 4, Maximum of 10

Course Code: HSSE001

Module 2

Hazard Identification and Implementing Controls at the Worksite

Aim

To provide delegates with an understanding of the formal processes required to identify, control and monitor hazards in the workplace.



Objectives

On completion of this module the delegate will understand:

- the importance of a Job Hazard Analysis
- the different types of energy sources
- the different categories of workplace hazards
- the need to control hazards
- the Hierarchy of Hazard Controls
- how to perform a Job Hazard Analysis

Note: Each delegate will be issued a module handout for future reference.

Who Should Attend

Personnel who are to work under a Safe System of Work.

Assessment

On completion of the module the delegates will be subject to:

- A 10 question underpinning knowledge assessment. A pass mark of 75% is required
- A practical assessment whereby they are required to perform a Job Hazard Analysis for a work activity relevant to their company's core business.

Pre-requisites

There are no pre-requisites for this module.

Certification

Delegates successfully meeting the requirements of the module will be issued a JTN Certificate of Achievement.

Revalidation

There is no revalidation period for this training module, but ½ day refresher training is recommended every 2 years.

Location

JTN Training Centre, Miri or Client's premises if suitable facilities are available.

Duration

1 day

Participants

Minimum of 4, Maximum of 10

Course Code: HSSE002

Module 3

Lock Out, Tag Out and Test

Aim

To provide delegates with an understanding of safe isolation procedures to reduce the risk of injury while equipment, machinery or processes are being inspected, repaired, maintained, assessed, adjusted or cleaned.



Objectives

On completion of this module the delegate will understand:

- the importance of isolation procedures
- the importance of training
- the definitions associated with LOTO
- why LOTO is used
- the various types of energy isolating devices
- the various types of LOTO devices
- the various types of energy sources
- the warning tags used in LOTO
- the common methods of isolation
- the six steps used in a LOTO programme
- the proper release from LOTO
- the correct procedure for testing machines/ equipment under LOTO

Note: Each delegate will be issued a module handout for future reference.

Who Should Attend

- All Authorized Employees who lockout & tag - out specific machines or equipment.
- Affected Employees who operate or carry out maintenance or servicing work. These people need training to understand the importance and use of energy control procedures. These people do not perform lockout & tag-out.
- Other Employees are people who may be in the area. These people need training to understand why they must never try to restart or energize equipment that has been locked and/or tagged.

Assessment

On completion of the module the delegates will be subject to a 10 question underpinning knowledge assessment. A pass mark of 75% is required

Pre-requisites

There are no pre-requisites for this module.

Certification

Delegates successfully meeting the requirements of the module will be issued a JTN Certificate of Achievement.

Revalidation

There is no revalidation period for this training module, but ½ day refresher training is recommended every 2 years.

Location

JTN Training Centre, Miri or Client's premises if suitable facilities are available.

Duration

1 day

Participants

Minimum of 4, Maximum of 10

Course Code: HSSE003

Module 4

Permit to Work Awareness

Aim

To provide delegates with a general awareness of what a permit to work (PTW) system is, how it works and how to comply with it.



Objectives

On completion of this module the delegate should be able to explain:

- the reason for PTW systems.
- when PTW systems are applicable.
- the individual responsibilities within a PTW system
- the different types of work requiring a permit
- the different supporting certificates
- the procedure for issuing a permit to work.
- the importance of cross - referencing documents
- the procedure for the close out of a permit to work

Note: Each delegate will be issued a module handout for future reference.

Who Should Attend

Personnel who are to work under a Permit to Work System.

Assessment

On completion of the module the delegates will be subject to a 15 question underpinning knowledge assessment. A pass mark of 75% is required.

Pre-requisites

There are no prerequisites for this module.

Certification

Delegates successfully meeting the requirements of the module will be issued a JTN Certificate of Achievement.

Revalidation

There is no revalidation period for this training module, but ½ day refresher training is recommended every 2 years.

Location

JTN Training Centre, Miri or Client's premises if suitable facilities are available.

Duration

1 day

Participants

Minimum of 4, Maximum of 10

Course Code: HSSE004

Module 5

Developing & Delivering Toolbox Talks

Aim

To provide delegates with the confidence to deliver effective toolbox talks



Objectives

On completion of this module the delegate should be able to:

- explain the importance of communication
- explain the importance of safety meetings
- explain the difference between safety meetings & toolbox talks
- develop effective toolbox talks
- deliver effective toolbox talks

Note: Each delegate will be issued a module handout for future reference.

Who Should Attend

Any person with the responsibility of delivering toolbox talks to team members.

Assessment

On completion of the module the delegates will be subject to:

- A 10 question underpinning knowledge assessment. A pass mark of 75% is required
- A practical assessment whereby they are required to perform a Risk Assessment for a work activity relevant to their company's core business.

Pre-requisites

There are no pre-requisites for this module.

Certification

Delegates successfully meeting the requirements of the module will be issued a JTN Certificate of Achievement.

Revalidation

There is no revalidation period for this training module, but ½ day refresher training is recommended every 2 years.

Location

JTN Training Centre, Miri or Client's premises if suitable facilities are available.

Duration

1 day

Participants

Minimum of 4, Maximum of 10

Course Code: HSSE005

Training Services

We are committed to supply training services in a wide range of occupational areas. The training that we offer can be tailored to meet clients specific requirements to ensure they fulfill their business or employment needs.

Our instructors, who are experts in their field, deliver to specifications via several internationally recognised accrediting bodies. Our training materials are developed in accordance with industry's best practices, and can be delivered on a global scale.

We enhance organisations and individuals' professional development by providing a vast range of Skill and Technical-based trainings; as well as Upskilling, Mentoring, On-the-Job training, and Training Needs Analysis services.

ACCREDITATION



MEMBERSHIP



MORE INFORMATION ABOUT SERVICES WE OFFER CAN BE FOUND AT
jnttechnicalservices.com/services

Registration Form

Please complete the form and write in **BLOCK CAPITALS**. JTN Technical Services **will not accept responsibility** for errors made by delegates in completing this form.



SECTION 1 – PERSONAL DETAILS

Title (Mr/ Mrs/ Miss/ Other): _____ **I.C/ Passport Number:** _____

First Name (as shown in I.C/ Passport): _____

Surname (as shown in I.C/ Passport): _____

Date of Birth: Day _____ Month: _____ Year: _____ **Gender:** Male Female

Country: _____ **Nationality:** _____

Company's Name: _____

Job Title: _____

SECTION 2 – MAILING ADDRESS & CONTACT DETAILS

Mailing Address: _____

City: _____ **Postcode:** _____ **Mailing Address:** Home Work

Telephone Number: Work: _____ Home/ Mobile: _____

Email Address: _____

SECTION 3 – COURSE DETAILS

Course Title: Safe Working at All Times _____

Course Start Date: _____ **Course End Date:** _____

Modules

PLEASE TICK CHOSEN MODULES

- Module 1: Risk Assessment & Preventing Unsafe Acts
- Module 2: Hazard Identification and Implementing Controls at the Worksite
- Module 3: Lock Out, Tag Out and Test
- Module 4: Permit to Work Awareness
- Module 5: Developing and Delivering Toolbox Talks

If you are interested in taking this qualification, please call a member of our staff on **+60 85 420 040** to discuss the programme in more detail such as assessment criteria, timelines, payment structure etc.

Alternatively, contact us online by visiting jtntechnicalservices.com/contact or email contact@jtntechnicalservices.com, and one of our advisors will get back to you by phone or email.