

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Health & Safety Officer

Duration: 06 Months

Revised Edition

Trainer Name	
Course Title	Health & Safety Officer
Objectives and Expectations	<p>Employable skills and hands-on practice for Health & Safety Officer</p> <p>Health & Safety Officer course is especially designed to provide the knowledge and understanding to manage the health and safety issues in the industry. The course will provide participants with an integrated approach to learn about the various aspects of Occupational Health & Safety including their roles and responsibilities. It will also discuss about Mechanical, Chemical & Electrical Risk Assessment, hazards, Permit to Work, Fire Safety, Safety Laws, Ergonomics, Construction Site Safety, Food & Biological Safety, Accident Investigation, Emergency Response Plan and First Aid for saving the life. This is a suitable qualification for all those who want to start their career in the field of Occupational Health and Safety. Upon completion of the course you can get job as Health Safety Officer in Local and international market such as UAE, Qatar, Saudi Arabia, Oman, and Iraq in the construction as well as general industry.</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>On completion of the course, candidate should:</p> <ul style="list-style-type: none"> • Have good knowledge of Health and safety responsibilities and accountabilities • Recognize safety and health hazards present in the workplace. • Be able to carry out and record basic risk assessments associated with workplace hazards • Be able to recommend suitable control measures according to Risk Assessment • Have workable knowledge about Accident and Incident investigation • Be able to measure health and safety performance <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric</p>

approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. To materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs

motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii) **Success Stories**

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

	<p>(iii) Case Studies</p> <p>Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.</p> <p>In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.</p> <p>Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze the cases.</p> <p>For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits (At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
<p>Entry-level of trainees</p>	<p>Intermediate</p>
<p>Learning Outcomes of the course</p>	<p>By the end of this course, students will be able to understand about following areas:</p> <ol style="list-style-type: none"> 1. Importance of Occupational Health & Safety 2. Types of Hazards 3. Personal Protective Equipment 4. Chemical & Process Safety 5. Electrical Safety 6. Machine & Transport Safety 7. ISO 45001 HSMS 8. Office Safety & Ergonomics 9. Risk Assessment 10. Levels of Controls Hierarchy 11. Permit to Work System

	<p>12. Construction Site Safety 13. Food & Biological Safety. 14. Working at Height. 15. Fire & its Protection 16. Emergency Response Plan 17. Safety Laws & Regulations 18. Safety Inspection & Audits 19. Welding Safety 20. First Aid</p>
Course Execution Plan	<p>The total duration of the course: 06 months (26 Weeks) Class hours: 4 hours per day Theory: 40% Practical: 60% Weekly hours: 20 hours per week Total contact hours: 520 hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Steel manufacturing industry. 2. Construction industry. 3. Fertilizer industry 4. Chemical industry 5. Sugar industry 6. Industrial projects. 7. Shipyards. 8. Railways. 9. Pakistan Ordinance Factory. 10. Oil & Gas sector 11. Heavy Mechanical Complex Taxila. 12. Heavy Forge and Foundry Taxila. 13. Tractor and Agricultural Equipment Industry. 14. Automobile industry. 15. Packaging industry. 16. Textile industry. 17. WAPDA 18. Telecom Sector PTCL etc. 19. Food Industry 20. Government Hospitals 21. Oil & Gas Industry.
Job Opportunities	<p>All over the world there is a high demand for OHS Officers/Inspectors in various industries such as: Oil & Gas, Manufacturing etc. With the help of this course, we will be able to give technical & management trainings to our youth for the safety & security of workplace and employees. There are also opportunities for start-up entrepreneurship due to the high demand in the market in following designated jobs;</p> <ul style="list-style-type: none"> • Fire equipment shop • Inspection & Consultancy related to hazards • Online services related to HSE
No of Students	25

Learning Place	Classroom / Lab
Instructional Resources	<ol style="list-style-type: none">1. Introduction to Health & Safety at Work By: Phil Hughes & Ed Ferret2. Industrial & Occupational Health By SK Halder3. Occupational Health & Safety Management A Practical Approach Charles D Reese4. Industrial Safety & Maintenance Management By MP Poonia & SC Sharma

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	<p>Orientation/Course Introduction</p> <ul style="list-style-type: none"> • Importance of Occupational Health & Safety • Job Description of Health & Safety Officer 	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3 & 4</i>) • Job market • Course Applications • Institute/work ethics • Describe the basic concept of Safety • Importance of Health & Safety • Why it's important to manage safely • What is your role in influencing to manage safely • What are the key parts of Health & Safety Management System? • Job description of a Health & Safety Officer/Inspector • Job Requirements & Role • Common sense and reasonable Practicability approach 	<p>Task 01</p> <p>Task 02</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 2	<p>Reasons of Occupational Health & Safety</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ ILO & HSE latest Accident Statistics ▪ Local Accident Statistics ▪ Moral Reason of Safety ▪ Legal Reasons ▪ Criminal Law vs Civil Law ▪ Economics Reasons ▪ Insured Cost ▪ Un-insured Costs ▪ How does the law work ▪ 	<p>• Task 03</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>
Week 3	<p>Types of Hazards</p>	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Types of Hazards ▪ Physical ▪ Mechanical ▪ Electrical 	<p>• Task 04</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>

		<ul style="list-style-type: none"> ▪ Chemical ▪ Biological ▪ Environmental ▪ Psychological ▪ Noise ▪ Ergonomics 	
Week 4	Use of Personal Protective Equipment	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to learn:</p> <ul style="list-style-type: none"> ▪ Use of Helmet ▪ Safety Shoes ▪ Safety Goggles ▪ Gloves & their types ▪ Safety Mask & Its Types ▪ Safety Harness ▪ Safety Apron ▪ Chemical Safety Dress ▪ Face Shield <ul style="list-style-type: none"> • Monthly written test will be taken at the end of week 04 which involves the questions from previous lectures. 	<ul style="list-style-type: none"> • Task 5 <p><u>Details may be seen at Annexure-I</u></p> <ul style="list-style-type: none"> • Monthly Test 1
Week 5	Chemical & Process Safety	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Safety measures which are taken on a chemical plant • Types of process industries • Special safety measures which are required for oil & gas • Safety measures taken at Fertilizer and Refinery • Safety Measures for Power Plant • Safety Measures at Boiler • Types of Leakages • Chemical Leakage and use of Safety Kit • Oil & Gas Leakage and safety protocols • Type of Gas & Fumes • Use of Special Mask for Ammonia and CO gas. • Safety instructions for Pressure vessels • 	<ul style="list-style-type: none"> • Task 6 <p><u>Details may be seen at Annexure-I</u></p>
Week 6	Electrical Safety	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p>	<ul style="list-style-type: none"> • Task 7 <p><u>Details may be seen at</u></p>

		<ul style="list-style-type: none"> • The Earthing system concept • Factors effecting the electric shock phenomena <ul style="list-style-type: none"> • NFPA standards for Electrical instruments • Electrical Hazards examples • LOTO concept used in troubleshooting • Use of Ground Fault Circuit Interrupter GFCI. • Portable Electrical equipment safety • NEC codes for batteries and other equipment • Use of safety ladder and safe distance from High Voltage lines • Best practices for Electrical safety. 	<u>Annexure-I</u>
Week 7	Machines & Transport Safety	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Mechanical hazards identification ▪ Moving parts hazards including Gears, belts, shafts etc. ▪ Automatic Machinery Hazards ▪ CNC machinery safety instructions ▪ Hoist Cranes & Lifts Safety ▪ Electrical & Fuel Lifters safety ▪ Precautions taken during vehicle driving ▪ Safety for loading & un-loading of material 	<ul style="list-style-type: none"> • Task 8 <p><u>Details may be seen at Annexure-I</u></p>
Week 8	ISO 45001 Health & Safety Management System	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is ISO 45001 • Benefits of HSMS • Basic components of ISO45001 • What is Health & Safety Policy • Principles & Objectives • 10 clauses of ISO 45001 • What is PDCA Cycle • How ISO 45001 helps in Safety system implementation. <p>Monthly test will be based on Knowledge which is taught in the month including theory & practical</p>	<ul style="list-style-type: none"> • Monthly Test 2

<p>Week 9</p>	<p>Office Safety & Ergonomics</p>	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is Office Safety? • Highlight hazards in any office • Slipping & Tripping and Electrical Hazards • Highlight Emergency Exits' • Check the lighting level recommended in Office work • What is Ergonomics • What is the right posture to sit on Chairs • Highlight the controls which are useful for a safe office 	<p style="text-align: center;">• Task 10</p> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>
<p>Week 10</p>	<p>Risk Assessment</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What are components of a Risk Assessment • What is Probability or Likelihood • What is Severity or Criticality • What is the Rating Criteria of a Risk • How Risk Rating is reduced by applying controls 	<p style="text-align: center;">• Task 11</p> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>
<p>Week 11</p>	<p>Gas Levels of Controls/Safety Hierarchy</p>	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ▪ Define the 05 Levels of Control ▪ Examples of Hierarchy of control for understanding ▪ What is Engineering control ▪ What is Administrative Control ▪ Why PPE are less preferred control ▪ 	<p style="text-align: center;">• Task 12</p> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>
<p>Week 12</p>	<p>Permit to Work System</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is PTW • How this System is implemented 	<p style="text-align: center;">• Task 13</p> <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>

		<ul style="list-style-type: none"> • Who is responsible for PTW • How much time PTW is valid • What is HOT Work Permit • What is Cold Work Permit? • What kind of work requires a PTW • Who will check the site and area to ensure that PTW is followed • What is PTW handing over procedure for the change of shift. • Where PTW is displayed on construction site. • How PTW is closed after completion of work. 	
	Start Preparing your portfolio	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • the concept of design portfolios • the concept of present design work/projects in a professional manner • websites that provide free portfolio hosting such as Behance and Dribbble • creating a portfolio • how to select work for presenting in your portfolio 	
	Build your CV	<p>Download professional CV template from any good site (https://www.coolfreecv.com or relevant)</p> <ul style="list-style-type: none"> • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links 	
Week 13	Midterm		
Week 14	Construction Site Safety	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is a construction site safety different from a factory? • Who is a contractor • What are the contractor and client responsibilities regarding safety • What is the role of a Safety Supervisor on a Project site? • What Documents Safety Officer handles • What Reports he makes and shares 	<p>• Task 14</p> <p><i><u>Details may be seen at Annexure-I</u></i></p>

		<p>with his manager</p> <ul style="list-style-type: none"> • What machinery and equipment he has to check for safety. • How to handle the conflict on construction site. • What is excavation safety • What precautions should be taken for electrical, mechanical & civil work on construction site? • What is Hoist crane safety? 	
Week 15	Food & Biological Safety	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is a Food Safety? • What are Biological Agents • What are Physical, Chemical & Biological • What type of microorganisms is present? • What is • Yeast, • Mold, • Bacteria, • Viruses, • Protozoa. • What is HACCP? • What is Critical Control Point CCP? • What is CORONA pandemic? • Why social distancing is preferred in pandemic. • How to sanitize yourself & others. • Why labeling is important. • What is meaning of Cleanliness and is half of Islam is included in it. 	<ul style="list-style-type: none"> • Task 15 <p><u>Details may be seen at Annexure-I</u></p>
	Introduction to Freelancing(Generi c)	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • the concept of freelancing • how to become freelance and create a sustainable income • pros and cons of freelancing • the ethical and professional way of becoming a productive freelancer • resources available for freelancing in the field of design • how to join freelancing sites 	

		<ul style="list-style-type: none"> the process of creating a freelancing profile 	
Week 16	Working at Height	<ul style="list-style-type: none"> Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> Why Working at height requires safety What kind of PPE should be used for work at height What type of ladders are used What are scaffolding parts Why scaffolding inspection is necessary How much crane safety is important What type of joints are made during scaffolding erection After inspection what Safety supervisor do to pass or fail the scaffolding How safety Harness is important at the height. 	<ul style="list-style-type: none"> Task 16 <p><u>Details may be seen at Annexure-I</u></p>
Week 17	Fire & its Protection	<ul style="list-style-type: none"> Motivational Lecture (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> What is Fire Triangle How many Types of Fire How Fire is initiated and spread in the area. How many Types of Fire Extinguishers are used Where CO2 cylinder is used Where DCP Cylinder is used Why is the function foam in stopping the fire Why water is not used on Petrol/Diesel sites What kind of installations are done for fire detection What is the function of Smoke Detectors How Fire Alarm System Works. <p>Test will be conducted on the basis of course topics covered in month</p>	<ul style="list-style-type: none"> Task 17 <p><u>Details may be seen at Annexure-I</u></p> <ul style="list-style-type: none"> Monthly Test 3

<p>Week 18</p>	<p>Emergency Response Plan</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is Emergency Response Plan • How it is implemented • What kind emergencies are declared on any site? • Who will declare the Emergency and how it will be announced • What kind of teams work in any emergency • What is Emergency Drill • What is the role of Salvage Team • What is the role of Electrical Team • What is the Role of Fire Fighting Team • What is the role of Safety Officer in handling any Emergency? • What are the Emergency numbers • What equipment should be available for any Emergency? • Where Emergency response Plan should be displayed. • What are the emergency exits? 	<p>•Task 18</p> <p><u>Details may be seen at Annexure-I</u></p>
<p>Week 19</p>	<p>Accident Investigation</p>	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is an accident • What is near miss • What are the causes of an accident • What is major and minor accident • Determine contributing factors and root cause • How to interview the people on scenario of accident • How to barricade the area. • How to gather evidence. • Check the incident record. • How to make a report. • Determine the corrective actions and Preventive actions after finding the root cause • How to make & fill the accident Form. 	<p>•Task 19</p> <p><u>Details may be seen at Annexure-I</u></p>

<p>Week 20</p>	<p>Safety Laws & Regulations</p>	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Local Safety Laws • 1934 Factory Act Chapter 03 • The Punjab occupational safety and health act 2019 • Pakistan Environmental Protection Act, 1997 (Hazardous Substance Rules, 2003) • . 	
<p>Week 21</p>	<p>Employable Project/ Assignment (6 weeks) i.e. 21-26 besides regular classes. OR On the job training (2 weeks)</p>	<ul style="list-style-type: none"> • Guidelines to the Trainees for selection of students employable project like final year project (FYP) • Assign Independent project to each Trainee • A project-based on trainee's aptitude and acquired skills. • Designed by keeping in view the emerging trends in the local market as well as across the globe. • The project idea may be based on Entrepreneur. • Leading to successful employment. • The duration of the project will be 6 weeks • Final viva/assessment will be conducted on project assignments. • At the end of the session, the project will be presented in a skills competition • The skill competition will be conducted on zonal, regional, and National levels. • The project will be presented in front of Industrialists for commercialization • The best business idea will be placed in the NAVTTC business incubation center for commercialization. <p style="text-align: center;">OR</p> <p>On the job training for 2 weeks:</p> <ul style="list-style-type: none"> • Aims to provide 2 weeks of industrial training to the Trainees as part of the overall training program • Ideal for the manufacturing trades • As an alternative to the projects that involve expensive equipment • Focuses on increasing Trainee's motivation, productivity, efficiency, and 	

		quick learning approach.	
Week 22	ILO Guidelines	<ul style="list-style-type: none"> • ILO Laws • ILO Convention C155 • ILO Recommendation R164 	
	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ✓ Bayt.com – The Middle East Leading Job Site ✓ Monster Gulf – The International Job Portal ✓ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy ‘search’ option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop- down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ✓ Company ✓ Category ✓ Location ✓ All jobs ✓ Agency ✓ Industry 	
Week 23	Safety Inspection & Audits	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is the difference between Audit & Inspection • What is a checklist • Why we prefer 3rd party safety audits • What are the active & reactive measures • What are the KPIs 	

		<ul style="list-style-type: none"> • What is active Indicators • What is reactive Indicators • What is the difference between quantitative & qualitative data? • What is the Audit Process • What an Audit report should include. • What is Corrective Action • What is a Preventive Action? • 	
Week 24	Welding Safety	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> ○ Welding safety instructions ○ PPE required to wear by Welder ○ Safe setting of Welding Plant ○ Water & Fire Extinguishers requirement ○ Permit to Work requirement ○ Workshop exhausts system to remove the fumes/gases. • 	<ul style="list-style-type: none"> • Task 20 <p><u>Details may be seen at Annexure-I</u></p>
Week 25	First Aid	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • What is First Aid • What is the ABC of Life support • What should be included in a First Aid Box • What is CPR • How you handle unconscious person • What is the procedure of handling an electrocuted person • What types of Burns can be handled • How to handle a bone fracture and sprain. • What is Frost Bite • How to stop bleeding from any person • How to handle Snake Bite • How to handle any poisoning person. • How to handle Heat stroke • How to handle Dog Bite. • 	<ul style="list-style-type: none"> • Task 21 <p><u>Details may be seen at Annexure-I</u></p>

<p>Week 26</p>	<p>Entrepreneurship and Final Assessment in project</p>	<ul style="list-style-type: none"> • Success stories (<i>For further detail please see Page No: 3& 4</i>) • Job Market Searching • Self-employment • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies • How to Reach Customers and Engage • Stakeholders Power Grid • RACI Model, SWOT Analysis, PEST Analysis • SMART Objectives • OKRs • Cost Management (OPEX, CAPEX, ROCE, etc.) 	<p>Final Assessment</p>
<p>Final Assessment</p>			

Tasks For Health & Safety Officer

Task No.	Task	Description	Week
1.	Importance of Occupational Health & Safety	Case study of an accident will be given to students which involves the loss of assets and workers compensation in terms of financial terms to understand the importance of safety.	Week 1
2.	Job Description of Health & Safety Officer	Read Job description of Safety Officer on following websites and note 05 key skills which are common in 10 job advertisements. <ul style="list-style-type: none"> • www.indeed.com • www.rozee.pk • www.bayt.com 	
3.	Reasons for Health & Safety	<ul style="list-style-type: none"> • Read the online data regarding accidents available on following websites www.ilo.com www.hse.gov.uk 	Week-2
4.	Types of Hazards	<ul style="list-style-type: none"> • Note down any 10 hazards in the workplace as assigned by the instructor. 	Week 3
5.	Use of Personal Protective Equipment	<ul style="list-style-type: none"> • Use PPE and wear safety harness. After using PPE store them at the specified place. 	Week 4
6.	Chemical & Process Safety	<ul style="list-style-type: none"> • Perform a task using oil spill kit to clean the oil leakage form floor. • Use SKUBA KIT for use of oxygen 	Week 5
7.	Electrical Safety	<ul style="list-style-type: none"> • Perform Lock Out /Tag out Activity and switch off the Main power for troubleshooting using LOTO cards. 	Week 6
8.	Machine & Transport Safety	<ul style="list-style-type: none"> • Identify mechanical hazards in workshop area and also suggest their controls • 	Week 07
9.	ISO 45001	<ul style="list-style-type: none"> • Watch videos on YouTube for understanding ISO 45001 and note the objectives of HSMS on your copy. • https://www.youtube.com/watch?v=RPaOzIAi98U https://www.youtube.com/watch?v=hf6PZTZgDfA 	Week 08

10.	Office Safety & Ergonomics	<ul style="list-style-type: none"> Visit any office and write 10 hazards which are present and also suggest their controls. 	Week 9
11	Risk Assessment	<ul style="list-style-type: none"> Perform risk assessment on the prescribed Performa for the site which is allocated by the instructor. 	Week 10
12	Levels of Controls/Safety Hierarchy	<ul style="list-style-type: none"> Make an assignment on different levels of controls and submit to the instructor 	Week 11
13	Permit to Work System	<ul style="list-style-type: none"> Fill the Permit to work form and suggest the controls which are necessary for welding on a Tank. 	Week 12
14		Mid Term Exams	Week 13
15	Construction Site Safety	<ul style="list-style-type: none"> Watch video for the scaffolding inspection and note the points on your copy https://www.youtube.com/watch?v=dPE3hx8gqg 	Week 14
16	Food & Parma Safety	<ul style="list-style-type: none"> Make a list of hazards present at your home in Kitchen and suggest the suitable Controls. 	Week 15
17	Working at Height	<ul style="list-style-type: none"> Wear Safety Harness and test the harness by hanging with a hook in the presence of instructor and return the safety harness after use. 	Week 16
18	Fire & its Protection	<ul style="list-style-type: none"> Operate all Fire Extinguishers and stop the fire practically in the presence of your instructor. 	Week 17
19	Emergency Response Plan	<ul style="list-style-type: none"> Perform an Emergency Drill in the presence of Your Instructor and follow all the guidelines of Emergency Response Plan. 	Week 18
20	Accident Investigation	<ul style="list-style-type: none"> Fill the accident form given by the Instructor and assume any accident for which you are making a report and also mention the root cause of the accident. 	Week 19
21`	Safety Laws & Regulations	<ul style="list-style-type: none"> Fill the accident form given by the Instructor and assume any accident for which you are making a report and also mention the root cause of the accident. 	Week 20

22	Safety Inspection & Audits	<ul style="list-style-type: none"> • Fill the accident form given by the Instructor and assume any accident for which you are making a report and also mention the root cause of the accident. 	Week 21
23	Welding Safety	<ul style="list-style-type: none"> • Use the PPE required for welding and see the hazards in welding workshop 	Week 24
24	First Aid	<ul style="list-style-type: none"> • Perform First Aid Practical training using lab apparatus & First Aid Kit in the presence of Instructor. • Perform CPR in group with the help of instructor 	Week 25

Motivational Lectures

What is freelancing and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

David Sarkus: Safety Coach on Safety Culture and Complacency | Keynote Motivational Safety Speaker

<https://www.youtube.com/watch?v=JUbjTqfD0il>

Safety Speaker Garrison Wynn - BST Safety Conference

<https://www.youtube.com/watch?v=at3NZfuYE9M>

Paul O'Neill CEO of Alcoa - It's all about safety

https://www.youtube.com/watch?v=tC2ucDs_XJY

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>

Safety: Charlie Morecraft Story

<https://www.youtube.com/watch?v=m8UgYUJOkSY>

Motivational Safety Speaker Chris Loomis at Anheuser-Busch

<https://www.youtube.com/watch?v=6F0eAfnDRUU>

Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi

<https://www.youtube.com/watch?v=tlQ0CWgszI0>

Young worker safety: Tim's story

<https://www.youtube.com/watch?v=o5UdGqQDgns>

Kayla Rath - Motivational Safety Speaker

<https://www.youtube.com/watch?v=IDCcD6l0pj8>

Safety Stand Down: Three Stories

<https://www.youtube.com/watch?v=EdLmHtT-kl5>

Piper Alpha: Ethics Case Study No. 2

<https://www.youtube.com/watch?v=0DYHmpI20II>

Candace Carnahan - Motivational Safety Speaker

<https://www.youtube.com/watch?v=8WPBCDGucg4>

Annexure-II:

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session’s activity.

Session- 1 OVERVIEW
Aims and Objectives:
<ul style="list-style-type: none"> • To introduce the communication skills and how it will work • Get to know mentor and team - build rapport and develop a strong sense of a team • Provide an introduction to communication skills • Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving • Gain an understanding of participants’ own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning	Resources:		Enterprise skills

outcomes:		developed:
<ul style="list-style-type: none"> • Understand the communication skills and how it works. • Understand what communication skills mean • Understand what skills are important for communication skills 	<ul style="list-style-type: none"> • Podium • Projector • Computer • Flip Chart • Marker 	<ul style="list-style-type: none"> • Communication • Self Confidence • Teamwork

Schedule	Mentor Should do
Welcome: 5 min	Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: 10 min	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: 20mins	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
Team Activity Planning: 30 minutes	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed

	<p>upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p>Session Close: 5 minutes</p>	<p>MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.</p> <p>Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Mr. Shehzada Sunny, who belongs to Gujranwala famous industrial city of Pakistan, is an example of how hard work and perseverance can reap rich rewards when you choose Health & Safety field as Entrepreneurship. He is running his own company IEHSAS as CEO and also Leader Trainer of Health & Safety from international bodies.</p> <p>This story is in URDU and can be easily understood for the students how get education in Health & Safety and passed EHS exams from Level 02 Level 06 from UK. His story is as below:</p> <p style="text-align: right;">نام-شہزادہ سنی</p> <p>2001-گورنمنٹ سکول گوجرانوالہ سے میٹرک پاس کیا۔ اسی سال والد کا چھوٹا سا کاروبار بند ہو گیا اور ہم راتوں رات زمین پہ آگئے۔</p> <p>2002- کمپنی کے فرساجات دینے ادا کرنے کیلئے ہمیں اپنا گھر بار سب کچھ بیچنا پڑا۔ پڑائٹیو کالج میں پڑھنے کا شوق تھا لیکن فیس نہ ہونے کی وجہ سے گورنمنٹ کالج گوجرانوالہ میں ایف۔ ایس۔ سی میں داخلہ لینا پڑا۔ معاشی حالات خراب ہونے کی وجہ سے بطور ٹرانسپورٹ ڈرائیور کام کرنا پڑا اور سبزی فروٹ منڈی میں لوٹنگ ان لوٹنگ کا کام کیا۔</p> <p>اس کے ساتھ رات کی شفٹ میں بطور ورکر فرنس پہ 1000 ڈگری کے سامنے کام کرنا پڑا جس میں سلور کا مال تپایا جانا شامل ہوتا۔</p> <p>2002-2005 ایف۔ ایس۔ سی میں تین بار فیل ہوئے اور چوتھی بار جا کے کلنر کی۔ اسی دوران ساتھ ڈرائیونگ اور فرنس والی جاب کرتے رہے۔</p> <p>2007- آرمی میں بطور کمیشنڈ آفسیر ٹیسٹ دیا اور آئی ایس ایس بی کوہاٹ سے ناکامی کا سامنا کرنا پڑا۔ اس دوران عشق میں ناکامی بھی برداشت کرنا پڑی۔</p> <p>2008- گریجویشن کے امتحان میں انگلش میں فیل ہوئے۔ اور ساتھ کوئی سرکاری و نیم سرکاری چھوٹی موٹی جاب کی تلاش کی۔</p> <p>2009- اگست میں تقدیر نے ہمیں ابو ظہبی قسمت آزمانے کا موقع دیا۔ ویزہ کے پیسے کیے مگر ٹکٹ کے پیسے نہ ہونے کی وجہ سے نہ جانا دیکھنے لگے کافی رشتہ داروں سے مانگے مگر ناکام رہے۔ ایک بہت فریبی دوست نے اپنی بیوی کی بالیاں بیچ کر ہمیں ٹکٹ خرید کر دی۔ حالات تھوڑے بہتر ہونے لگے گھر والوں کو دو وقت کا کھانا میسر آتا دیکھ بہت خوش ہوتے۔ اگلا حدف اپنا گھر بنانا اور بہن کی شادی تھا۔</p> <p>2010- بخار میں مبتلا رہنے لگے کوئی دو ماہ تک میڈیسن لیتے رہے مگر بخار کم ہوتا پھر آجاتا۔ ایک انڈین ڈاکٹر نے مختلف ٹیسٹ کروانے کا مشورہ دیا جن میں سی ٹی سکین بھی شامل تھا۔</p>

ہمیں بتایا گیا کہ ہم کو ٹائفیڈ و، انیمیا اور ٹی بی ہے۔ خون کی شدید کمی، کمزوری خود کو موت میں جاتا دیکھ ڈاکٹر نے ہمیں پاکستان واپس جانے کا مشورہ دیا۔ واپس جاتے تو آگے گھر والے اور غربت نظر آتی۔ گھر والوں کو ساری بات بتائی اور پاکستان سے ٹی بی کی میڈیسن منگوا کے نو ماہ کی ٹریٹمنٹ پوری کی۔ دسمبر 2010 میں یو کے کا لیول 3 کا امتحان پاس کیا اور ساتھ اپ گریڈ جاب کی تلاش شروع کی۔

2011- روڑ پر گرنے کی وجہ سے رائیٹ بازو 2 جگہ سے فریکچر ہو جاتا جس کو 3 رات ڈال کر دوبارہ ریکور کیا جاتا۔ مزید دو ماہ ٹریٹمنٹ ساری سیونگ جاتی رہی۔ اسی سال کے آخر میں مجھے ایک نئی آنل اینڈ گیس کمپنی سے اچھی سیلری پہ آفر ہوئی جس کو ہم نے فوری قبول کر لیا۔ اچھی سیلری دیکھ ماضی کے تمام غم بھولتے نظر آنے اور مستقبل کی بہت ساری پلاننگ کرنے لگے۔ نیو کمپنی، نیو جاننگ، نیو میڈیکل، اور میڈیکل ایکسپریس میں ٹی بی کے ڈاٹ ڈیٹکٹ ، اوف، اور اس طرح ایک نقطہ نے محرم سے مجرم بنا دیا۔ اور یوں پونے تین سال بعد پہلی بار ہمیشہ کیلئے ہم واپس اپنے وطن آگئے۔

2012- شروعات کے ایک دو ماہ ملنے ملانے میں گزرے، اس کے بعد پاکستان کی مختلف کمپنیز میں اپلائی کیا۔ آگلے تین ماہ تک کہیں سے کوئی رسپانس نہ آیا۔ اس دوران اپنا بی۔ اے کلیر کیا۔ سعودی عرب کی ایک کمپنی میں ان لائن اپلائی کیا ، سلیکشن کے بعد میڈیکل کیلئے ایک ایجنٹ کو کلیر کروانے کے پیسے دیے مگر وہاں بھی ناکامی کا سامنا کرنا پڑا۔ سال کے آخر تک ہر طرف سے ناکامی دیکھنے کے بعد ہم نے دوبارہ ڈرائیونگ کا سوچا اور ایک جگہ سے ہمیں 15 ہزار کی جاب بطور ڈرائیور آفر کو قبول کیا۔

2013- مارچ میں لاہور کی ایک معروف کمپنی سے 28000 کی بطور انسٹرکٹر آفر ہوئی۔ جو خزاں میں کسی بہار سے کم نہ تھی۔ بہترین کارکردگی کی بنا پہ آگلے سال ہم کو 7000 ہزار کا سیلری انکریمنٹ ملا۔

2014- یو کے لیول 6 کا امتحان دیا مگر ایک پیپر میں ناکامی کا سامنا کرنا پڑا۔ چھ ماہ دوبارہ کلیر کیا اور ساتھ ہی یو کے ایک پروفیشنل ممبر شپ حاصل کی۔ دسمبر میں جس کمپنی میں جاب کرتے تھے مینیجمنٹ کے ساتھ ان بن کی وجہ سے ٹرمینیٹ کر دیا گیا۔

2015- ہم نے بطور فری لانس ٹرینر کا کام سٹارٹ کیا۔ جون میں جب ہم بلکل ہی ویلے تھے اپنی ایک کزن کے ساتھ نہایت مختصر افراد (40) کے ساتھ ازداجی بندھن میں بندھے۔ اگست میں ایک ٹریننگ آرگنائزیشن کی بنیاد رکھی۔

2016- یو کے، کینیڈا اور امریکہ سے مختلف accredited license حاصل کیے۔

2017- منسٹری آف انڈسٹریز کی ایک برانچ میں بطور ٹرینر اور ایڈوائزر ہائر کیا گیا۔ اور پاکستان کے انڈسٹریل (OS&S Regulations Reforms) میں اپنی خدمات دے رہے ہیں۔

2018- اس سال 27 مارچ کی رات 2 بجے ہمیں اچانک سینہ میں درد ہوتا اپنے کزن کو ساتھ لیکر سروسز ہسپتال جاتے لیکن جلدی میں پنجاب کارڈیالوجی داخل ہو جاتے ای سی جی کے بعد ICU میں ریفر کر دیا جاتا۔ ڈاکٹر کے چک اپ کے دوران زمین پہ گر جاتے۔ 20 منٹ بعد ہوش آنے پہ بتایا کہ Cardiac Arrest ہوا تھا۔ جس کو ریکور کرنے کیلئے AED اور ایس کے انجکشن کی ڈوز دی گئی۔ 29 مارچ کو اللہ نے ایک پری رحمت سے نوازا۔ اس کے بعد دو انجیوگرافی اور دو انجیوپلاسٹی ہوئیں۔

		<p>2019-سابقہ(سعودی آرامکو) میں 2 ماہ کا ایک ٹریننگ پروجیکٹ ملا-جو کافی بڑی کامیابی تھی-اگست میں رنڈم میڈیکل چک اپ میں ہیپاٹائٹس سی ٹیسٹنگ ہوا یوں 4 ماہ پھر ٹریٹمنٹ -اسی سال ماسٹر ان ہیلتھ اینڈسیفٹی کی ڈگری لی-</p> <p>2020- 4 ماہ covid crises کے بعدجولائی میں یو-کے کا لائسنس معطل ہوا- کیس کو جسٹیفائی کرنے میں 5ماہ لگے اور یو-کے اور پاکستان میں برسٹر اور وکیل کے اخراجات الگ-اسی ماہ آسٹریا کی ایک کمپنی میں بطور لیڈ ٹرینر اور ٹریننگ اینڈ ڈویلپمنٹ کنسلٹنٹ حائر کیا گیا-</p> <p>2022-احساس شجر کے نام سے ایک پروجیکٹ پہ کام کر رہا ہوں جو اس سال کے آخر تک لانچ کر دیا جائے گا</p> <p>2023- The Project 200 ایک شمال انڈسٹریل ویلفیئر پروجیکٹ لانچ کرنے کا منصوبہ ہے جس کا ٹارگٹ نوبل انعام تک لے جانے کا ہے،جس کی تفصیل آپ احباب سے ایک علیحدہ پوسٹ میں شیئر کی جائے گی-</p> <p style="text-align: center;">Mr.Shehzada Sunny</p> <p style="text-align: center;">MSc (OS&H) IDIP NEBOSH Uk NEBOSH IGC UK ISO QMS 9001 14001 18001 Certified Lead Auditor Master Trainer & Assessor NEBOSH IGC HSW IDIP Approved Trainer HABC IOSH AOSH Traccert Canada Graduate Member of Institute of Occupational Safety & Health UK Sr Consultant & Lead HSE Trainer Ministry of Industries and Production Pakistan Motivational Speaker Trainer Consultant IEHSAS 14 Years in Occupational Health and Safety & Environment</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Level 02 to Level 06 course of Health & Safety.
3.	Post-training activities	<p>Shehzada Sunny expertise is broad and working with many multinational companies as Lead Trainer</p> <p style="text-align: center;">MSc (OS&H) IDIP NEBOSH Uk NEBOSH IGC UK ISO QMS 9001 14001 18001 Certified Lead Auditor Master Trainer & Assessor NEBOSH IGC HSW IDIP Approved Trainer HABC IOSH AOSH Traccert Canada Graduate Member of Institute of Occupational Safety & Health UK Sr Consultant & Lead HSE Trainer Ministry of Industries and Production Pakistan Motivational Speaker Trainer Consultant IEHSAS</p>

		14 Years in Occupational Health and Safety & Environment
4.	Message to others (under training)	Take the training opportunity seriously Impose self-discipline and ensure regularity To be a Diamond you must be ready to cut and bear the pain of Heat & Pressure.

Note: Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

* *The online success stories of renowned professional can also be obtained from **Annex-II***

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.