

HSL: Procedures: Making Sure Yours Works – Buxton, 17-18 May 2017

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HSL is to run a 2 day course on Procedures: Making sure yours work.

17 – 18 May 2017

Are you frustrated by workers in your organisation not following procedures?

Are procedures a recurring factor in your accidents and near misses?

Do you struggle to adhere to generic company procedures that don't reflect the reality of your work context?

Do you feel that you have too many procedures or they're just not useful but you don't know what to do about them?

If you've answered yes to any or all of these questions, you are not alone and this course is for you.

Having good and effective procedures is something that marks out organisations that perform better on health, safety and environmental performance – and on wider business and quality performance too. A core set of valued, useable and user-friendly procedures underpins good and consistent performance. But it's not about having lots of procedures (or long ones), it's about having the right procedures for the right things and keeping them simple and concise.

This new HSL course is designed to help you review existing procedures effectively and equip you with the capability to write new ones. It is based on human factors good practice in designing, developing and writing procedures and other job aids and enhancing compliance. It makes good use of HSL's wide industry experience in this area and its in-depth knowledge of what makes good procedures and setting up the physical and social context which will encourage people to use them. The course is aimed at procedure writers and reviewers (and those that manage this process) and provides practical focus on 'the 'how' as well as using your own-company procedure examples to work on.

Those who attend will learn: the human factors principles that apply to good procedures; how to apply these practically to develop, design, review and write effective procedures; and what underpins compliance with procedures. The course provides some simple tools and guidance to help procedure writers and reviewers improve key procedures consistently and simply.

The course is suited to groups from organisations who are involved in procedure writing and review, either as single courses or working alongside

similar groups from other organisations. The open course will run at the HSL Buxton site but the course can be delivered at your own site if there are suitable training facilities and access.

The course will be run at the HSL laboratory in the spa town of Buxton. Buxton is in the heart of the Peak District and has good links to mainline train stations and Manchester International Airport.

Details of hotels in the Buxton area can be found at www.visitbuxton.co.uk

The cost of the course is £1,100 per person (includes course notes, lunch and refreshments).

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Please note the invoice option is not available within 4 weeks of the course date, or for overseas customers. If you are selecting the invoice option for payment, it will be mandatory to input a purchase order/reference number as we are unable to process booking forms without this.

For further dates and additional information email: training@hsl.gsi.gov.uk or contact the Training & Conferences Unit at HSL directly on +44 (0)1298 218806.

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