

Course Title	<i>BBS Training – Steering Committee &/or Safety Working Committees 2 Days (BBS Course Level 3)</i>
Course Objective	<ul style="list-style-type: none"> • Conduct “BBS Overview training” to familiarize safety personnel and steering committee members on the general aspects of BBS and how they can partake in the rollout of the programs • Defining Key Performance Indicators and Critical Behaviours Checklist/Inventory • Develop operational capabilities to implement and roll-out BBS
Skills & Competencies	<p>Guiding and Mentoring safety committees’ activities:</p> <ul style="list-style-type: none"> • Establish present day safety statistics, survey results, etc to evaluate the status of the BBS efforts • Review existing safety management systems. Facilitate incorporation of Behavioural Science into existing systems • Design or modify EHS procedures/practices based on above through committee meetings and decisions • Rollout each modification as needed in terms of providing support, resources and guidance. • Ensure activities are firmly in place to sustain new BBS activities through recognition and celebration <p>Install, Monitor and Maintain BBS Principles in the following Safety Management systems:</p> <ul style="list-style-type: none"> • Leadership/management systems from team leaders. • Risk management systems as practised throughout the organisation. • Feedback mechanism of Behavioural Observation, as a transparent and effective process. • Incident Investigation system. • Ergonomics as in design review and existing configuration of equipment. <p>Provide, Manage, Streamline Resources for the above in terms of:</p> <ul style="list-style-type: none"> • Deploying internal resources from the EHS Dept • Liaising and Coordination with External Consultants



Outline	<ol style="list-style-type: none">1. FUNDAMENTALS OF BBS<ul style="list-style-type: none">• History of BBS; What BBS really is; BBS Principles; BBS Values2. CREATING THE TOTAL SAFETY CULTURE<ul style="list-style-type: none">• Benefits of BBS Culture• BBS Implementation Model – SAFE Approach3. BEHAVIOUR OBSERVATION, ANALYSIS & INTERVENTION<ul style="list-style-type: none">• Exercise on Risk Assessment Behavioural & Accident Analyses• Analyzing Human Factors & Human Errors• Basic Behaviour Principles, Human Learning & Behavioural Control• Changing Behaviours – Increase safe behaviour; Decrease at risk behaviour4. OBSERVATION METHODOLOGY<ul style="list-style-type: none">• Discussion – Why Observe? Basic Skills of Observation; What are the challenges faced during observation? Contributions of the observer: Necessary skills and knowledge; How many observations is required.5. USE OF CRITICAL BEHAVIOURAL & PROBLEM SOLVING CHECKLISTS<ul style="list-style-type: none">• What is critical behaviour; Why uses CBC; Development of CBC• Statistical Analysis of Observation Data – Brief Review• Use of Suggestions for Change or Improvements6. IMPLEMENTATION MODEL<ul style="list-style-type: none">• Key Obstacles & Tips for Removal of Obstacles• Discussion: How Steering Committee Handles Difficulties7. COMMUNICATION SKILLS & THE C.O.A.C.H. MODEL<ul style="list-style-type: none">• BEST Feedback Model Maintain BBS Process• BBS Process Area Work Team’s responsibility• Forum: Steering Committee Discussions8. BE A MODEL OF SAFETY: How Do I implement BBS in my company? <u>Group Discussion</u><ul style="list-style-type: none">• Critical Success Factors in BBS Implementation & Data Collection• Q & A: How to prepare for a Safer/Healthier Workplace?• End of Workshop9. HOW TO SUSTAIN & ENSURE CONTINUITY OF BBS with company-wide initiatives (such as quality, productivity and innovation)
Methodology	The training approach for the above program will be based on a mixture of short lectures, discussions, simulation exercises, case studies and group assignment to build the bridge between principles and practices. Many short videos will be used to give some hands-on practice.
Who is it for?	Members of Safety Working Groups and/or Steering Committee
Duration	2 days / 15 hours
Class Size	15 pax