
 HSE DOCUMENTS Your Ultimate Free & Editable Downloads No Registration ! No Payments ! No Sign In	HSE INDUCTION AGENDA FOR NEW JOINERS	Date:
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Mode of training (online or face-to-face)			Online
Training venue (if applicable)			Online
Transportation arrangements, if any			Not Required
Resources Required			Online digital platform to be arranged by Project Managers/Engineers to their Team
SR.	AGENDA TOPIC	TIME	AGENDA POINTS
1.	Introduction to HSE	15Min.	<ul style="list-style-type: none"> Importance of HSE in facility management and FLS services. Company HSE policy, objectives, and culture. Employee roles and responsibilities under IOSH//OSHA/ADOSH.
2.	Legal and Regulatory Requirements	15Min.	<ul style="list-style-type: none"> General idea on IOSH//OSHA/UAE ADOSH regulations and other international standards (for example ISO 45001). Principles on "Working Safely" of IOSH//OSHA/ADOSH. Non-compliance leads to punishment (fines, incidents, reputational damage).
3.	Workplace Hazards in Facility Management.	15Min.	<ul style="list-style-type: none"> Common hazards-Slips/trips/falls, electrical risks, working at height, confined spaces, moving machinery, chemical exposure (cleaning agents). FLS-specific risks-Fire system maintenance, hot work permits, gas safety, and emergency lighting checks. Hazard identification and reporting protocols.
4.	Fire Safety & Emergency Procedures.	15Min.	<ul style="list-style-type: none"> Fire prevention (storage, ignition sources). Using extinguishers and suppression systems done practically by video. Evacuation routes, assembly points, and responsibilities during drills. IOSH//OSHA/ADOSH-related rules for fire safety in facilities.
5.	Safe Work Practices.	15Min.	<ul style="list-style-type: none"> Permit-to-work (PTW) s: Lockout/tagout (LOTO), confined space entry, hot work. Manual handling: Safe lifting are techniques for equipment/loads. PPE: Types (gloves, helmets, safety shoes, harnesses) and their correct usage. Toolbox talks and daily risk assessments.
6.	Incident Reporting and Investigation.	15Min.	<ul style="list-style-type: none"> Incident/near-miss reporting procedures (company-specific forms/software). IOSH//OSHA/UAE ADOSH timetable for incident reporting. Report near misses to avert similar accidents in the future.
7.	Environmental Management.	15Min.	<ul style="list-style-type: none"> Waste segregation (e.g. hazardous waste from maintenance activities). Energy/water conservation in the operation of the facility. Control of spill and prevention of pollution.
8.	Health & Wellbeing.	15Min.	<ul style="list-style-type: none"> Heat stress prevention (very critical for UAE/or as per your State/country's outdoor work). Ergonomics in desk-based and manual roles.

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			<ul style="list-style-type: none"> • Awareness of mental health and supportive resources.
9.	Company-Specific Protocols.	15Min.	<ul style="list-style-type: none"> • Site-specific risks client facilities, high-rise buildings). • Client HSE requirements (if any). • Contact information for HSE officers and first aiders.
10.	Assessment & Q&A.	15Min.	<ul style="list-style-type: none"> • A quick quiz to double-check understanding (e.g. fire extinguisher types, hazard reporting). • Open Forum for questions.