

Training plan for
Occupational health and safety training with
physical attendance

 ArbejdsmiljøGruppen

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The purpose of occupational health and safety training

The purpose of the occupational health and safety training for occupational health and safety representatives and supervisors, who are members of the occupational health and safety organisation, is to strengthen preventive work and streamline the work of the occupational health and safety organisation.

The training aims to ensure that health and safety representatives and supervisors acquire the necessary knowledge about health and safety and methods for performing health and safety tasks.

The training aims to contribute to systematic cooperation on occupational health and safety, both at the overall and daily levels.

The training programme also aims to give health and safety representatives and managers the skills to help integrate health and safety into the company's strategic management and day-to-day operations.

Expected target groups, including any industry affiliation

Expected target groups

In accordance with the requirements of *the Executive Order on Systematic Health and Safety Work, Chapter 5, Cooperation on Health and Safety in Companies with 10 or More Employees*, the expected target group is primarily members of the health and safety organisation, including health and safety representatives and supervisors.

In addition, the programme is also aimed at employers, human resource professionals, occupational health and safety facilitators and coordinators, and other occupational health and safety-related positions in companies.

Industry affiliation

The expected target group's industry affiliation spans all industries.

Structure of the programme, including the sequence and time allocation of the teaching content

Structure of the programme

The programme is conducted as a course for groups of up to 20 people.

The programme is structured to consist of 22 hours, including short breaks but excluding lunch breaks.

The 22 hours are distributed as evenly as possible over three consecutive working days as follows: Day 1: 7.5 hours, Day 2: 7.5 hours and Day 3: 7 hours.

Outside the allocated 22 hours, course participants must complete a practical assignment that ensures that the knowledge acquired is anchored in the course participant's everyday working environment within the occupational health and safety organisation.

Course content

Over the course of three days, course participants will acquire new knowledge about requirements, roles, responsibilities and tasks, as well as methodological experience through exercises and assignments that are relevant and necessary for their future roles as supervisors and health and safety representatives, respectively.

In accordance with the requirements in *the Executive Order on the Approval of Providers of Compulsory Health and Safety Training*, Chapter 2, *Health and Safety Training for Members of the Health and Safety Organisation*, the content of the training will be organised so that during the three days, course participants will gain a comprehensive understanding of the health and safety area through teaching in:

- principles of cooperation, communication and educational tools that can be used in the health and safety organisation,
- the tasks and role of the health and safety organisation in the company in accordance with the Executive Order on Systematic Health and Safety Work, including participation in the annual health and safety discussion,
- the structures within the company that the health and safety organisation is part of and the cooperation involved in this,
- the working environment organisation's cooperative relationships with other working environment actors, including, among others, working environment advisers, industry associations for working environment, the Danish Working Environment Authority,
- the health and safety organisation's cooperation in planning and implementing preventive health and safety work in the company,
- the tasks of the health and safety organisation in relation to accidents, poisoning and health damage, as well as the precursors to these, and
- methods that can be used in preventive work, including the importance of positive occupational health and safety factors, occupational health and safety reviews, checklists and similar tools for identifying occupational health and safety problems, the inclusion of indicators of occupational health and safety problems, the preparation of workplace assessments, including the inclusion of sick leave, and possible courses of action relating to, among other things, the psychological working environment.

The order of the training programme and the weighting of time

Below is a table of the topics covered by the training programme.

The topics may be placed slightly differently in the schedule, depending on the organisation of the individual teacher, any guest teachers, visits or other special circumstances and considerations.

However, it is ensured that all topics are covered during the three days and that the requirements for 22 hours of teaching, excluding lunch and the practical assignment, are met.

T H E P	Day	Day	Day
	The Working Environment Act	Systematic occupational health and safety work	Prevention methods

R A C T I C A L A S S I G N M E N T	Requirements for the structure of the occupational health and safety organisation	The annual health and safety discussion	Work-related injuries Accidents and occupational diseases
	The proximity principle		
	Requirements for the roles, responsibilities and tasks of the health and safety organisation	Workplace assessment process	Supplementary training
	Cooperation in the occupational health and safety organisation and group	Physical working environment	The practical task
	Internal and external partners	Psychological working environment	Evaluation

The purpose of the individual parts of the training

The purpose of the individual parts of the training is to ensure that course participants not only have the necessary knowledge about the requirements and duties associated with their upcoming role as health and safety representatives or supervisors, but also gain a broad understanding of partners, stakeholders, tools and methods for performing their tasks.

The purpose of the individual parts of the training programme is also to work in a practical and task-oriented manner, so that course participants feel they have acquired methods they can use in their everyday work, enabling them to feel equipped to carry out their health and safety work and collaborate across levels.

In addition, the individual parts of the course aim to provide course participants with knowledge of the principles of prevention, risk assessment and effective cooperation on health and safety, as well as relevant legislation.

Time allocation and purpose of the individual parts

Day

TIME	INDIVIDUAL PARTS	PURPOSE
8:30 12:00	The Working Environment Act	Ensure that course participants gain knowledge of and experience with the Working Environment Act, as well as knowledge of the structure of health and safety legislation and main executive orders, as well as national working environment objectives. In addition, it is also ensured that course participants receive a presentation at the start of the course are given a presentation of the prevention principles in Appendix 1 of the Working Environment Act.

	Requirements for the structure of the occupational health and safety organisation Proximity principle	Ensure that course participants are familiar with the requirements regarding the structure of the occupational health and safety organisation in accordance with the Occupational Health and Safety Act and the Executive Order on Systematic Occupational Health and Safety Work, and ensure that course participants understand how the proximity principle is operationalised.
	Requirements for the roles and tasks of the occupational health and safety organisation	Ensure that course participants are familiar with the roles and tasks of the occupational health and safety organisation in the company in accordance with the Executive Order on Systematic Occupational Health and Safety Work. Ensure that course participants understand how their roles and tasks can be expressed through working environment reviews, checklists and similar tools for identifying health and safety problems and influencing positive health and safety factors.
12:00 12:30	LUNCH	
12:30 4:30	Cooperation in the occupational health and safety organisation and group	Ensure that course participants learn some principles for cooperation, communication and educational tools that can be used in the occupational health and safety organisation and group in connection with both overall and daily tasks.
	Internal and external partners	Ensure that course participants work with and reflect on how relevant internal and external health and safety actors can be involved in future health and safety work. Ensure that course participants are familiar with the internal structures of their company that the occupational health and safety organisation is part of and the cooperation involved.

Day 2

TIME	INDIVIDUAL PARTS	PURPOSE
8:30 12:00	Systematic work environment work	Ensure that course participants are familiar with the legislation on cooperation on occupational health and safety work in companies, and provide them with basic knowledge about requirements and thereby gain an understanding of how health and safety work should be organised and carried out

		systematically, for example in connection with workplace assessment process and the annual work environment discussion.
		Ensure that course participants are familiar with the structures of company that the working environment organisation is part of and the cooperation involved in this.
	The annual work environment discussion	Ensure that course participants are familiar with the requirements for the annual work environment discussion and how they can use the discussion in the work environment organisation's work to planning and implementing preventive work environment measures in the company.
	Workplace assessment process	Ensure that course participants are familiar with the requirements and preparation of the workplace assessment process, including the inclusion of sick leave and options for action and follow-up regarding any mental and physical health and safety risks and problems, as well as maintaining conditions that support a safe, secure and healthy working environment.
12:00 12:30	LUNCH	
12:30 16	Physical working environment	Ensure that course participants gain a general overview of what is meant by physical working environment, including the relevant executive orders and AT guidelines, as well as the tools provided by industry associations and the research conducted by the National Research Centre for the Working Environment, so as to ensure that course participants are able to seek out relevant information for use in future work environment work.
	Psychological working environment	Ensure that course participants gain a general overview of what is meant by psychological working environment and the executive order on psychological working environment and AT guidelines, as well as the tools provided by industry associations and the research conducted by the National Research Centre for the Working Environment, so as to ensure that course participants are able to find relevant info for future work environment stuff.

Day 3

TIME	INDIVIDUAL PARTS	PURPOSE
8:30 12:00	Methods for prevention	Ensuring that course participants acquire basic knowledge and accident prevention, poisoning and health hazards, as well as methods for learn from past accidents, near misses and other work environment-related incidents within both the psychological and physical working environment with a view to the various prevention phases.
	Work-related injuries	Ensure that course participants are familiar with the requirements and their role in connection with tasks relating to accidents, poisoning
	Accidents and occupational diseases	and health hazards, as well as the recording of accidents and near misses accidents.
12:00 12:30	LUNCH	
12:30 16:	Supplementary training	Ensure that course participants are aware of their right to supplementary training and their responsibility to keep up to date with developments in the working environment and social trends.
	The practical task	Ensure that course participants have the opportunity to draw up a personal, short-term action plan for their work environment efforts, thereby ensuring that their newly acquired knowledge is anchored in concrete actions within their company, thus kick-started.
	Evaluation	Ensure that course participants evaluate the course to ensure that we, as providers, have complied with the requirements for course content and framework, and to ensure that we, as providers, continuously refine our communication by listening to course participants' feedback.

Integration of the practical assignment into the training programme

The training programme is spread over 3 consecutive working days.

As part of the course, course participants must complete a practical assignment outside the allocated 22 hours.

The purpose of the practical assignment is to ensure that the knowledge acquired is anchored in the course participant's everyday working environment in the occupational health and safety organisation.

Course participants are expected to complete the practical assignment *prior* to the course.

Prior to the course, course participants will receive a *task description* introducing them to work environment-related reflections and considerations in relation to their company.

Course participants are expected to have *reflected on and considered* their new role as health and safety representative or supervisor, to have investigated when the company last carried out a workplace assessment and whether they have an action plan, and to have found a summary of the annual health and safety discussion. In addition, course participants are asked to reflect on and take a position on the company's physical and psychological working environment. What works? What could work better?

The purpose of the assignment is to raise awareness of their role and the tasks involved before the course starts, thereby creating *points of focus* for each course participant. Course participants are thus encouraged and motivated to take responsibility for their own learning and have clearer expectations of the course.

During the three days of teaching, there will be ongoing reference to the course participants' considerations and reflections. With ongoing new knowledge and new concepts about what the working environment is and what their task is, it becomes increasingly anchored in their considerations about their working environment work in their company.

The practical task is completed on the last day when the course participants present a *specific first action* that they will take when they return to their respective everyday lives.

The purpose of the first action is to kick-start their new role and responsibilities and can be anything from making themselves visible in their new role to establishing cooperation between internal partners or perhaps initiating a workplace assessment process.

Educational principles and methods used

The teaching is differentiated according to the participants' prerequisites, based on their workplaces, knowledge and experience in relation to the function they are to perform.

The teaching alternates between theory and practical exercises. The practical exercises are organised and planned based on specific situations from the individual's workplace or from real-life cases. This ensures that course participants have the opportunity to share experiences regarding the handling of occupational health and safety tasks and are equipped with a variety of methods for implementing occupational health and safety work in the company.

The teaching constantly seeks to equip course participants to work in a task- and problem-oriented manner.

The teaching is based on different learning styles, which may include visual, auditory, tactile and kinaesthetic elements. Throughout the course, emphasis is placed on active participation and dynamic dialogue.

List of teaching materials and use of materials

The following list is an overview of teaching materials that are used and incorporated into the teaching on an ongoing basis. The list also provides course participants with a comprehensive overview of relevant knowledge that is necessary for their upcoming role as health and safety representatives and supervisors. (the list is in danish)

The Working Environment Act

- ◆ Act on the Working Environment - www.retsinformation.dk/eli/Ita/2017/1084

Relevant executive orders

-with rules, requirements and obligations in connection with health and safety work

- ◆ Executive Order on *Protection against Exposure to Noise at Work* No. 63
- ◆ Executive Order on *systematic occupational health and safety work* No. 65
- ◆ Executive Order on *the Obligations of Designers and Consultants, etc. under the Working Environment Act* No. 110
- ◆ Executive order on *the obligations of building contractors* No. 117
- ◆ Executive Order on *the Use of Technical Aids* No. 428
- ◆ Executive Order on *Asbestos in the Working Environment* No. 744
- ◆ Executive Order on *Young People at Work* No. 1049

- ◆ Executive Order on the Use of Personal Protective Equipment No. 1706
- ◆ Executive Order on Manual Handling No. 1164
- ◆ Executive Order on the Psychological Working Environment No. 1406
- ◆ Executive Order on Construction and Civil Engineering Work No. 1516
- ◆ Executive Order on the Performance of Work No. 1839
- ◆ Executive Order on Construction and Civil Engineering Work No. 2107

Relevant lists of appendices

-for, among others, the construction and civil engineering industry

- ◆ Appendix 1 - *List of particularly hazardous work*. Danish Working Environment Authority Executive Order No. 117
- ◆ Appendix 1 - *General prevention principles*. Danish Working Environment Authority Executive Order No. 1839
- ◆ Appendix 2 – *Special prevention principles for construction and civil engineering work*. Danish Working Environment Authority Executive Order No. 2107
- ◆ Appendix 3 - *Regulations for the marking of containers and pipe systems*. Danish Working Environment Authority Executive Order No. 2107

Relevant Danish Working Environment Authority guidelines

-for preventive occupational health and safety work

- ◆ AT guideline A.1.2-1. *Indoor climate*.
- ◆ AT guideline C.1.3-5. *Working with substances and materials*.
- ◆ AT guideline D.3.2. *Repetitive, strenuous work and repetitive, monotonous work*.
- ◆ AT guideline D.3.4. *Work-related musculoskeletal disorders*.
- ◆ AT guideline D.3.1. *Lifting, pulling and pushing*.
- ◆ AT guideline D.6.1-6. *Noise*.

- ◆ AT Notice No. 5.01.1-1. *Daily rest period*.
- ◆ AT Notice No. 5.01.2-1. *Weekly day off*.
- ◆ AT Notice No. 5.01.4-2. *On-call duty and other special duty*.

- ◆ AT guideline F.2.3-1. *Training for health and safety coordinators in the construction industry*.
- ◆ AT guideline F.3.3-2. *Cooperation on occupational health and safety in companies with at least 35 employees*.
- ◆ AT guideline F.3.2-2. *Cooperation on occupational health and safety in companies with 10-34 employees*.
- ◆ AT guideline F.3.1-1. *Cooperation on occupational health and safety in companies with a maximum of nine employees*.
- ◆ AT guideline F.3.4-1. *Cooperation on occupational health and safety at temporary or changing workplaces in the construction industry*.

- ◆ AT guideline 1.3.1. *Systematic occupational health and safety work, including APV and annual occupational health and safety discussions*.
- ◆ AT guideline 1.7.1-2. *Training, instruction and supervision of work*.

- ◆ AT guideline 4.2.1. *High emotional demands in working with people*.
- ◆ AT guideline 4.3.1-1. *Offensive behaviour, including bullying and sexual harassment*.
- ◆ AT guideline 4.1.1-2. *Heavy workload and time pressure*.
- ◆ AT guideline 4.11.1. *Unclear and conflicting demands at work*.
- ◆ AT guideline D.4.3-5. *Violence*.

- ◆ AT guideline 25.6. *Health and safety plan.*
- ◆ AT guideline 25.2. *About the client's responsibility – who, where, when.*
- ◆ AT guideline 25.3. *About the client's responsibility in major construction projects.*
- ◆ AT guideline 25.4. *About the client's responsibility in medium-sized construction projects.*
- ◆ AT guidance 25.5. *On the client's responsibility in small construction projects.*

Relevant Danish Working Environment Authority guides and checklists

-which can be used in prevention work and in preparing workplace assessments

- ◆ AT guide: xx industry
- ◆ AT checklist: xx industry

Relevant literature

-for prevention and work with the working environment

- ◆ Industry associations (2020). *The handbook – working environment in construction and civil engineering.* Denmark: Paxis Forlag A/S.
- ◆ Tolstrup, M. (2022). *The basic book on the working environment.* Denmark: Stibo.
- ◆ Knowledge Centre for the Working Environment (2013). *Job & body – prevent pain in muscles and joints.*
Denmark: Helstrup & Søn.

Relevant links

-for inspiration for prevention and in connection with work environment efforts

- ◆ Regarding chemistry: www.at.dk/arbejdsmiljoe/kemi/
- ◆ Regarding APV: www.at.dk/arbejdsmiljoe/arbejdet/arbejdspladsvurdering-apv/
- ◆ Regarding supervision: www.at.dk/tilsyn/tilsynsprocedurer-til-tilsynsfoerende/byggepladser/

Relevant occupational health and safety actors and online platforms

-with relevant knowledge and occupational health and safety tools for the prevention of safety and health

- ◆ Labour market occupational safety: www.aes.dk
- ◆ The Danish Working Environment Authority: www.at.dk
- ◆ The Working Environment Appeals Board: www.ast.dk
- ◆ The construction industry's occupational health and safety bus: www.bam-bus.dk
- ◆ Industry associations: www.bfa-web.dk
- ◆ Construction process and working environment: www.byggeproces.dk
- ◆ Building regulations: www.bygningsreglementet.dk
- ◆ National Research Centre for the Working Environment: www.nfa.dk
- ◆ Legislation: www.retsinformation.dk
- ◆ Companies' digital access to public authorities: www.virk.dk

Statistics on occupational accidents in construction

- ◆ www.at.dk/arbejdsmiljoe/arbejdsulykker/forebyg-typiske-ulykker/byggeriet/

European Agency for Safety and Health at Work

- ◆ www.osha.europa.eu/da/safety-and-health-legislation

Use of guest lecturers, if applicable

Guest lecturers may be involved in teaching.

Guest lecturers have solid knowledge and experience of the working environment within relevant topics in the programme. Guest lecturers may be relevant supervisors from the Danish Working Environment Authority or other relevant external partners.

Guest lecturers may be involved on all days in connection with various topics.

Evaluation of the course

In accordance with the requirements in *the Executive Order on the Approval of Providers of Compulsory Occupational Health and Safety Training, Section Provider Obligations in Connection with Evaluation and Quality Control*, each course is evaluated according to specific guidelines from the Danish Accreditation Institution.

The purpose of the evaluation is to document the teaching, ensure the value of the teaching for the individual course participant and that the requirements for the Working Environment Training are met.

An overview of all courses offered and the number of participants is prepared annually in accordance with specific guidelines from the Danish Accreditation Institution.

It is to be expected that the Danish Accreditation Institution will conduct inspection visits to courses.