

## COMPLY WITH SITE WORK PROCESSES/PROCEDURES

*“Master site-specific procedures to ensure safety, compliance, and operational consistency across work environments.”*

### Schedule

| Venue    | Fees                  |
|----------|-----------------------|
| In-House | ASK FOR THE QUOTATION |

► **Available delivery methods:** In-House Training

### Introduction

This course is designed to develop knowledge and skills related to adhering to standard operating procedures (SOPs), safety regulations, and administrative workflows at industrial, construction, utility, and emergency response sites. Participants will learn the importance of procedural compliance to ensure both personal safety and organizational efficiency.

### Objectives

- By the end of the training, participants will be able to:
- Identify and understand applicable site work processes and procedures
  - Apply site-specific policies and codes of practice in day-to-day activities
  - Use safety systems and follow permit-to-work requirements correctly
  - Escalate non-compliance issues in accordance with company protocol
  - Maintain discipline, professionalism, and regulatory compliance on site

**Why Attend**

- Improve your on-site safety and compliance awareness
- Avoid penalties and legal issues through proper procedure adherence
- Enhance your reliability and accountability as a site worker
- Build trust with supervisors, safety officers, and colleagues

**Target Audience**

- Site Engineers and Technicians
- Operators and Maintenance Staff
- Safety Officers and Site Supervisors
- Contractors and Subcontractors
- Utility and Construction Workers

**Individual Benefits**

- Enhanced knowledge of standard worksite requirements
- Greater confidence in handling audits and inspections
- Reduced likelihood of incidents or disciplinary action
- Improved communication with supervisors and safety teams

**Organizational Benefits**

- Increased site compliance and reduced downtime
- Consistent application of best practices and safety standards
- Improved employee discipline and safety culture
- Lower risk of regulatory violations or incidents

**Instructional Methodology**

- Instructor-led Presentations
- Site Procedure Case Studies
- Group Discussions and Roleplays
- Interactive Exercises
- Workplace Scenario Simulations



## Course Outline

### DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Understanding Site Processes and Protocols

##### Module 1: Overview of Site Operations and Site Types (07:30 – 09:30)

- Industrial, construction, utility, emergency response sites

##### Module 2: Site Work Processes & Procedural Structures (09:45 – 11:15)

- Job cards, shift instructions, SOPs, and daily logs

##### Module 3: Who Sets the Rules? Role of Employers & Regulatory Bodies (11:30 – 01:00)

- OSH regulations, ISO standards, company policy

##### Module 4: Interactive Discussion – Real-World Procedure Violations (02:00 – 03:30)

#### Day 2: Safety, Permits & Site Entry Protocols

##### Module 1: Permit-to-Work Systems and Access Requirements (07:30 – 09:30)

- Types of permits, safety locks, restricted zones

##### Module 2: Pre-Start Meetings, Toolbox Talks, and Sign-In Processes (09:45 – 11:15)

- Documentation, hazard briefings, accountability

##### Module 3: Reporting Hazards and Unsafe Behaviors (11:30 – 01:00)

- Safety observation cards, escalation channels

##### Module 4: Activity – Creating a Site Entry Checklist (02:00 – 03:30)

#### Day 3: Work Instructions, Deviations & Documentation

##### Module 1: Reading and Interpreting Work Instructions (07:30 – 09:30)

- Clarity, validation, and execution

##### Module 2: Handling Deviations and Escalation Protocols (09:45 – 11:15)

- Knowing when and how to stop work

##### Module 3: Recordkeeping, Forms, and Logs (11:30 – 01:00)

- Timesheets, work orders, incident reports

##### Module 4: Group Exercise – Identify Procedural Gaps in a Simulated Job (02:00 – 03:30)

#### Day 4: Communication and Conflict Resolution

##### Module 1: Interpreting and Following Supervisor Instructions (07:30 – 09:30)

- Clarifying, confirming, and documenting

##### Module 2: Handling Conflicts Related to Procedure Non-Compliance (09:45 – 11:15)

- Resolving misunderstandings constructively

##### Module 3: Team Communication and Updates (11:30 – 01:00)

- Shift handovers, status reports, and cross-team coordination

##### Module 4: Simulation – Resolving a Procedural Breach with Team Discussion (02:00 – 03:30)

#### Day 5: Compliance Culture and Final Assessment

##### Module 1: Creating a Culture of Procedural Compliance (07:30 – 09:30)

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Leadership behavior, peer pressure, and self-discipline

**Module 2: Audits, Penalties, and Continuous Improvement** (09:45 – 11:15)

- Internal audits, fines, retraining

**Module 3: Final Roleplay – Site Walkthrough with Observers** (11:30 – 01:00)

- Live assessment of procedural adherence

**Module 4: Feedback Session, Certificate Ceremony & Wrap-Up** (02:00 – 03:30)

**Certification**

Participants will be awarded a **Certificate of Completion – Comply with Site Work Processes/Procedures**, certifying their awareness and ability to operate under structured, compliant worksite protocols.

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