HSE Coordinator Essential Skills for Multi-Sector Operations Training Course



09 - 13 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #HSE6554_46958

Course Introduction / Overview:

The HSE Coordinator plays a vital role in ensuring a safe, healthy, and compliant work environment across various industries. This comprehensive training course, offered by BIG BEN Training Center, is designed to provide professionals with the essential skills and practical knowledge needed to excel in this multifaceted role. The program goes beyond basic compliance, focusing on the strategic and operational aspects of coordinating HSE activities. Participants will learn how to manage safety programs, conduct inspections, lead incident investigations, and communicate effectively with stakeholders at all levels. This training is for those who are ready to take on a central role in their organization's safety efforts. Drawing on academic principles from figures like Fred Manuele, an expert in safety management and author of "On the Practice of Safety," the course provides a solid foundation of theoretical knowledge combined with practical, real-world application. It addresses key topics such as risk assessment, hazard communication, and the administrative aspects of a successful safety program. BIG BEN Training Center is committed to equipping professionals with the essential skills necessary to become effective and influential HSE coordinators in any industry.

Target Audience / This training course is suitable for:

- HSE coordinators and officers.
- Safety committee members.
- HSE team leads.
- Site supervisors.
- Anyone new to an HSE role.
- Compliance and quality assurance staff.
- Human resources professionals.
- Government safety inspectors.

Target Sectors and Industries:

- Oil and gas.
- Construction.
- Manufacturing.
- Energy and utilities.
- Mining.
- Healthcare.
- Transportation.
- Government agencies and public services.

Target Organizations Departments:

- Health, safety, and environment (HSE) departments.
- Operations.
- Human resources.
- Quality assurance.
- Risk management.
- Maintenance.
- Administration.

Course Offerings:

By the end of this course, the participants will have able to:

- Manage and maintain a comprehensive HSE management system.
- Conduct effective workplace inspections and audits.
- Develop and implement a site-specific safety plan.
- Lead incident investigations and root cause analysis.
- Ensure compliance with local and international regulations.
- Facilitate safety meetings and toolbox talks.
- Communicate HSE policies and procedures effectively.
- Conduct a risk assessment for common workplace hazards.
- Develop and deliver basic in-house safety training.

Course Methodology:

This training course at BIG BEN Training Center uses a highly practical and hands-on methodology to ensure that participants are prepared for the diverse responsibilities of an HSE coordinator. The program combines clear, detailed lectures with interactive case studies from a variety of industries. This allows participants to analyze real-world scenarios and develop problem-solving skills. Group workshops and hands-on exercises focus on creating a site safety plan, conducting a mock inspection, and practicing incident investigation techniques. Participants will practice communicating safety information and leading a short toolbox talk. The instructor provides personalized feedback and guidance throughout the program, helping each participant master the core competencies. By focusing on practical application, BIG BEN Training Center ensures that participants leave with the tangible skills needed to successfully coordinate HSE activities and contribute to a safer workplace.

Course Agenda (Course Units):

Unit One: The Role and Responsibilities of an HSE Coordinator

- The business case for HSE management.
- Key responsibilities and duties of a coordinator.
- Understanding the HSE management system.
- Developing and implementing safety policies and procedures.
- The legal and ethical aspects of HSE.
- Communication and stakeholder management.
- Integrating safety into daily operations.

Unit Two: Risk Assessment and Hazard Control

- Principles of risk management.
- Conducting a job hazard analysis (JHA).
- Identifying common workplace hazards.
- Implementing the hierarchy of controls.
- Developing and using a risk assessment matrix.
- Safety signage and personal protective equipment (PPE).
- Emergency planning and response.

Unit Three: Audits, Inspections, and Incident Investigation

- Planning and conducting a workplace inspection.
- Developing an inspection checklist.
- Documenting findings and creating corrective actions.
- The principles of incident investigation.
- Conducting a basic incident investigation.
- Root cause analysis for minor incidents.
- Near miss reporting and analysis.

Unit Four: HSE Communication and Training

- Facilitating effective safety meetings.
- Delivering a compelling toolbox talk.
- Developing basic in-house training modules.
- Methods for communicating safety information.
- Engaging employees in safety.
- Handling difficult conversations about safety.
- Using technology for communication.

Unit Five: Administrative and Program Management

- Managing safety records and documentation.
- Developing an HSE budget.
- Contractor safety management.
- Compliance and regulatory reporting.
- Monitoring safety performance.
- Creating an annual safety plan.
- The role of continuous improvement.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How does the role of a proficient HSE coordinator contribute to a company's financial stability and operational efficiency beyond just ensuring regulatory compliance?

What unique qualities does this course offer compared to other courses?

This program stands out by providing a comprehensive and highly practical overview of the HSE coordinator role. While many courses focus on specific regulations or technical skills, this training is designed to provide a well-rounded set of competencies that are essential for managing safety across a variety of sectors. The course's unique quality lies in its emphasis on both the technical and administrative aspects of the role, from conducting a risk assessment to managing safety documentation. The curriculum is highly interactive, featuring hands-on exercises and real-world case studies that are directly relevant to the day-to-day responsibilities of a coordinator. This makes the program a valuable opportunity for new and aspiring professionals to gain the confidence and skills needed to excel in this critical and demanding position.