Hazard Identification and Risk Assessment (HIRA)

C4, SCOPE OF SUPPLY
1. **Purpose of the Services**

The purpose of this Training is to qualify and Certify Orpic HSE staff and Learning outcomes on completion of this element, candidates should be able to demonstrate understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to: Outline the scope and nature of occupational health and safety explain the moral, social and economic reasons for maintaining and promoting good standards of health and safety in the workplace explain the role of national governments and international bodies in formulating a framework for the regulation of health and safety.

1.1. **Orpic’s Objectives:**

The primary objective of this Training is to qualify Orpic HSE Staff in hazard/aspect identification and risk/impact assessment. This will enable the trained group to identify the HSE hazard/aspect correctly and assess the risk/impact effectively.

**Programme Overview:**

Explain the hazard identification and risk assessment process. Explain the different types of hazard identification and risk assessments in the workplace. Select the appropriate hazard identification and risk assessment method for different circumstances. Describe and apply the techniques used in hazard identification and risk assessment in the workplace. Conduct a Risk Assessment using the HIRA methodology. Identify applicable control measures

**Programme Objectives:**

The objective of this is to qualify Orpic HSE staff to identify the hazard/aspect at the process and non-process area, assess the risk/impact using Orpic matrix and manage/mitigate.

The primary objective of this course will provide learners with the necessary tools and skills to enable them to carry out hazard identification and risk assessments in the workplace and determine which ones should be eliminated or controlled first.

**Course Outline should include but not limited to the following:**

- Explain the hazard-identification, risk-assessment (risk management) process (including environmental aspect/impact).
• Explain the different types of hazard identification and risk techniques used for process industries.
• Explain Risk Management cycle.
• Explain Qualitative and Quantitative risk assessment techniques.
• Selecting the appropriate hazard-identification and risk-assessment method for different circumstances.
• Describe and apply the techniques used in hazard identification and risk assessment in the workplace.
• Conduct a risk assessment using the HIRA methodology.
• Identify applicable control measures.
• Orpic Hazard Identification and Controls (JSA).
• Conduct risk assessment using the HIRA methodology & align with Orpic risk matrix.
• Case study as per best industry practise.

2. Description of the Service
• The programme will be delivered on site at a training venue selected by Orpic. The training will be conducted in Oman.
• Provide Course Manual in advance and during the training. Certificate and card after successful completion.
• The training dates to be agreed mutually between Orpic and the training provider.
• The target audience are employees from HSE.
• The programme will be delivered face to face in a workshop style led by an instructor.
• The programme should consist of pre and post workshop activities.
• The programmes are to be delivered in English Language. All learning materials are to be designed in English Language.
• Minimum course period should not be less than 2 days.

<table>
<thead>
<tr>
<th>Total No of Sessions</th>
<th>3</th>
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<tbody>
<tr>
<td>Training day per session</td>
<td>2</td>
</tr>
<tr>
<td>Total no of Training days</td>
<td>6</td>
</tr>
<tr>
<td>Maximum Number of participants per session</td>
<td>20</td>
</tr>
<tr>
<td>Total Number of participants</td>
<td>60</td>
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The training provider will undertake the following activities. (The following activities are to be explained in detail in the proposal):
(a) A pre-workshop client briefing to agree and align on the following items.
   i. Programme objectives
   ii. Programme content
   iii. Trainer
   iv. Session plan
   v. Pre and post training activities
   vi. Seating arrangement
   vii. Course notes and handout

(b) A pre-workshop kit to be distributed to the participants before the programme. The kit will include trainer’s profile with photo, program introduction, objectives, pre-workshop assignments and preparatory study material to candidates (if any).

(c) A programme session plan (the minimum requirement shall include objectives, date, time, content and instructional methodology presented in a table format).

(d) Participant handouts design and presentation materials both soft and hard copies.

(e) Course material to be sent for approval minimum 3 weeks prior to starting the program. This includes slides, course notes and handouts.

(f) A 30 minutes video conference (for trainers outside of Oman) between the trainer and the Orpic training team to set expectations. A face to face meeting for trainers based in Oman.

(g) A 5 minutes video clip of the proposed trainers facilitating a workshop. (to be submitted with the proposal)

(h) Trainers CVs detailing qualifications, industry and training experience.

(i) Training delivery methodology that will be used throughout the session.

(j) Post training activities detailing the activity, method, location and how it is measured and monitored.

(k) Programme certification and accreditation

(l) Participant certificate.

**Instructional Methodology:** The Training Provider will develop and deliver the Training Programme in accordance with adult learning and learner centred learning principles. The training instructional strategies shall be interactive, hands-on, experiential, peer-sharing, reflective and self-directed.

The training delivery shall reflect interactive methodologies such as video/case study/group dynamics/learning games/reflective question and answer/peer exchange/demonstration/skills practice/story telling.

Participants are engaged from the outset and ready to apply what they’ve learnt as soon as they’re back at their workplace. Overall the training should be 70% experiential and 30% theoretical.

**Participant Handout:** Participant handouts shall be interactive by design. It shall be designed in a workbook style promoting active, group and self-directed learning. It should also promote reasoning and thinking skills. The workbook is mainly used to capture responses to group discussions, self and group thoughts and learning points from key topics.

Detailed notes/text on the subject is to be given in a soft copy saved in a pen drive. Training provider shall provide the pen-drive.

The handout design should follow the recommended format:

i. The program schedule presented in a timetable format

ii. What is expected from the learner as a participant?

iii. Ground rules for learning

iv. Overall program objectives

v. Program outline

vi. Every module should have:

- Module objectives.

- Key ideas, discussion points and key learning points.

- Space for participants’ to make notes own their experience, reaction and learning.

- Module test (testing participants on key points).
- Personal action plans at the end of every module.
- A learning log and action plan at the end of the program.
- With customized Orpic branding.

**Programme Certification:** The Training Programme and the certificate for participants shall be accredited by an International Accreditation Body. This is to be reflected in the certificate of completion.

The program must have attendance criteria and passing mark to qualify for the Certificate.

**The Trainer:** The trainer delivering the programme must be an expert in the subject matter.

The trainer delivering the program shall have Train the Trainer Certification issued by a credible local or international organization.

The trainer delivering the program shall be familiar with adult learning principles and learner centered delivery strategies.

The trainer delivering the programme shall have a minimum of 10 years' experience in Oil and Gas and be fluent in English.

The trainer delivering the programme shall be competent in the use of the Kirkpatrick Assessments and Evaluation methods level 1, 2 and 3.

**Post-Training Activities :**

Implement training programme reporting and assessment (in accordance with Kirkpatrick Level 1, 2 and 3).

- Provide daily report on progress against the agreed session plan.
- Provide post completion candidate participation analysis.
- Implement pre and post training programme candidate tests.
- Conduct end of training programme evaluation

Design post training assessment measuring behavioural change. This is to measure application of learning at workplace. (1No. for each participant to be carried out 3-6 months following completion of the workshop). Implementation of level 3 post training activity will be managed by Orpic.
The training provider shall provide a post training report summarizing findings from end of course evaluation, pre and post test results, recommendation and improvement plans.

4. **Deliverables Shall Include:**

The performance of the training provider shall be measured based on the following KPIs:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Measures</th>
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<tbody>
<tr>
<td>a) Adherence to programme session plan and delivery schedule</td>
<td>100%</td>
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<tr>
<td>b) The programme achieved the intended objectives (based on participants’ end of course evaluation report)</td>
<td>80%</td>
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<td>c) The programme delivery was interactive and engaging (based on participants’ end of course evaluation report)</td>
<td>80%</td>
</tr>
<tr>
<td>d) The overall satisfaction rate (based on participants’ end of course evaluation report)</td>
<td>80%</td>
</tr>
<tr>
<td>e) Overall knowledge gained measured against pre and post-test</td>
<td>30%</td>
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<tr>
<td>f) Training summary report upon completion of the program with recommendation and improvement plan</td>
<td>10 working days</td>
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5. **Constraints on How The Training Provider is to Provide The Service**

The implementation engagement will commence once the Purchase Order has been issued.

Orpic reserve the right to request a replacement trainer in the event of adverse or negative feedback from the participants during the course of the programme. Any costs incurred as a result of replacing a trainer shall be borne by the Training Provider.

6. **Quality**

The Training Provider operates a quality management system which is accredited to ISO 9000.
This includes a quality management statement and quality plan for the full project scope for on and off site activities.

The Training Programmes offered by the training provider must be accredited by an International Accreditation Body.

7. Health & Safety Requirements

The Training Provider provides the services in accordance with the Orpic HSE policies and procedures as set out in Section C9 - HSE Specifications.

8. Provision by Orpic

The training shall be conducted in Orpic Training Centre in Oman or at an alternative suitable venue chosen by Orpic.

Orpic makes available the following to the Training Provider at the times stated in Section 8 herein:

i. Fully furnished training room, welfare, facilities and daily refreshments at the Orpic Training Centre or an alternative suitable venue chosen by Orpic.

ii. Entry passes into Orpic facility will be made available for the trainer on the date of training.

The Training Provider includes and makes allowance for all necessary flights, subsistence, accommodation, travel to and from the Orpic Training Centre, courier, taxes and all other expenses incurred to complete all of his services relating to the training programme.

9. Timing

The Training Provider completes all his services relating to the training programme as per the agreed commencement date for each programme and based on a working day of 0700 – 1600 Sunday to Thursday.

10. Completion

The Training Provider’s services will be complete when he has completed post training evaluation level 1, 2 and the training summary.
11. Evaluation Criteria

<table>
<thead>
<tr>
<th>T3 Article Ref.</th>
<th>Documents/Information to be submitted by Tenderer</th>
<th>Evaluation Score in %</th>
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<tbody>
<tr>
<td></td>
<td><strong>TECHNICAL TENDER</strong></td>
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</tr>
<tr>
<td>1</td>
<td>Relevant training programme experience conducting similar programmes</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Key Personnel CV’s</td>
<td>15</td>
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<tr>
<td></td>
<td>a) CV must reflect experience conducting similar program</td>
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<td></td>
<td>b) Relevant academic and professional qualifications</td>
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<td></td>
<td>c) Industry experience</td>
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<td></td>
<td>d) 5 minutes video clip of the trainer delivering a program</td>
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<tr>
<td>3</td>
<td>Course Outline</td>
<td>25</td>
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<tr>
<td></td>
<td>a) Program objectives</td>
<td></td>
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<tr>
<td></td>
<td>b) Session plan presented in table format with date, time, content and instructional methodology</td>
<td></td>
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<td></td>
<td>c) Program outline detailing what will be covered</td>
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<tr>
<td>4</td>
<td>Training Instructional Methodology</td>
<td>20</td>
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<tr>
<td></td>
<td>a) A detail explanation of what delivery methodology that will be used for each modules</td>
<td></td>
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<tr>
<td></td>
<td>b) To be reflected in the session plan</td>
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<tr>
<td>5</td>
<td>Training Evaluation Methodology</td>
<td>10</td>
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<tr>
<td></td>
<td>A detail explanation on what are the post training activities, location, duration and owners</td>
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<tr>
<td>6</td>
<td>Handout Design</td>
<td>10</td>
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<tr>
<td></td>
<td>a) A detail explanation on participant handout design</td>
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