



# POST GRADUATE DIPLOMA IN OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT



**Admission**  
Starting From  
August 8, 2018  
Classes to  
commence From  
September 15, 2018

Application Form may be downloaded from EFP website or collected from EFP Secretariat, State Life Building No. 2, I. I. Chundrigar Road, Karachi, or from the Institute of Business Management (IoBM), main Campus, located at Korangi Creek, Karachi.

## INTRODUCTION:

Keeping in view the increasing demand of awareness and application of health safety and environmental challenges at the work place, which are undergoing changes at fast pace, it is imperative that the business organizations engage qualified professions and update the competencies of their existing managers in the area of occupational safety and health with the knowledge of latest tools, laws and national and international standards. It is with this and in view that the Employer's Federation of Pakistan, largest body of employers in Pakistan, in the area of employment and social policy, and the Institute of Business Management (IoBM), Pakistan's pioneering business school, are joining hands to introduce an academic program of Post Graduate Diploma and Advance Post Graduate Diploma in occupational health, safety and environment to increase current competencies of existing occupational health, safety and environment personnel and produce future occupational health, safety and environment managers

## OBJECTIVES OF THIS COURSE:

- To provide understanding about the basic concept of occupational health and safety and its theoretical background and evolution.
- To equip the participants with latest knowledge about tools and techniques in occupational safety, health and environment.
- To provide comprehensive knowledge about the art and science of managing occupational safety, health and environment and processes at work floor.
- To help participants in understanding the psychological context of occupational safety, health and environment and ergonomics.
- To sensitize OSHE practitioners with occupational safety, health and environment issues in high risk industries.
- To improve basic communication skills, computer application skills, while managing occupational safety, health and environment within organizations.
- To familiarize the participants with best practices in the area of OSHE within the country and globally.

## COURSE CONTENT (POST GRADUATE DIPLOMA):

### OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT

S.NO.	Modules Covered
<b>SEMESTER 1</b>	
1	Factors Shaping Health and Safety at Work
2	Environmental Assessment and Management
3	Business Communication
4	Managing Health and Safety Processes at Work
<b>SEMESTER 2</b>	
5	Occupational Health, Tools, Techniques & Practices
6	Occupational Hygiene, Tools, Techniques & Practices
7	Occupational Safety, Tools, Techniques & Practices
8	Occupational Psychology and Ergonomics
<b>SEMESTER 3</b>	
9	Health and Safety Within High Risk Industries
10	Computer Application
11	Project Report
12	Field Visits

#### ADMISSION PROCEDURE:

1. The intending candidates may obtain the application forms for admission in Post Graduate Diploma in Occupational Health, Safety and Environment, from the Employers' Federation of Pakistan (EFP) website [www.efp.org.pk](http://www.efp.org.pk), or EFP Secretariat, located at State Life Building No. 2, Wallace Road, Off. I. I. Chundrigar Road, Karachi-74000, or from the Institute of Business Management (IoBM), main Campus, located at Korangi Creek, Karachi.
2. The companies may also nominate their employees for this Post Graduate Diploma program in OSHE, in which case companies may submit the application form with relevant details.
3. The duly filled in application form shall be sent along with the payorder of admission fee in favour of **Institute of Business Management** at given address already latest by 31st August, 2018.
4. The applicant may undergo a written test and interview, before admission.

#### MODULE DESCRIPTION:

##### > Factors Shaping Health and Safety at Work

This module provides students with an understanding of the factors that shape occupational health and safety at work. By evaluating these factors - legal, policy, human and organizational – students will be able to determine the legal and theoretical basis to the current approaches to occupational health and how change is caused by external influencing factors. Case studies and Videos will be used.

#### ADMISSION CRITERIA:

- > A Bachelor's degree in Arts, Science, and Commerce, or any other equivalent degree from accredited Colleges, Universities, in Pakistan or abroad.

#### *In addition:*

- > Success in aptitude test and interview conducted by IoBM and EFP
- \*Eligibility criteria is subject to revision by the IoBM / EFP Management

#### OTHER DETAILS & SPECIAL FEATURES:

1. The duration of the course is ONE YEAR comprising of three semesters of four month's each.
2. Total 11 subjects will be taught along with field visits.
3. There will be 15 Sessions of three hours for each subject.
4. Classes will be held on weekends, that is, Saturday & Sundays. Time will be 6:30pm to 9:30pm.
5. Classes will be held in the premises of Institute of Business Management (IoBM) and Employers' Federation of Pakistan (EFP).
6. Facility of online classes can be obtained by use of Skype / Video Conferencing.
7. Seasoned faculty will be drawn from Academia, practicing OSHE professionals, ITC/ILO trained OSHE experts, Senior Executives from the top-notch companies with best OSHE practices.
8. Field visits will be organized depending on the need of the subject to acclimatize student with best practices in the use of tools and techniques of OSHE as per national and international standards.

#### Investment:

One Year Program of PGD in Occupational Health, Safety and Environment (OSHE):

Rs. 150,000/= payable in two (2) instalments.

### ➤ Environmental Assessment and Management

This module aims to provide knowledge and critical insight into environmental practices of pollution prevention. A particular focus on relevant environmental practitioner requirements in industry is provided. It focuses upon common commercial pollutants and the systems that govern their control and management in the workplace also considering the policy and legal basis. Practitioner management techniques and methods are provided with the objective of developing competence in assessing and managing workplace environmental aspects to improve legal compliance and environmental performance.

### ➤ Business Communication

This module in Business Communication Skills will help you develop effective communication skills for the workplace, from enhancing your professional writing techniques to improving your interpersonal and presentation skills. Good communication skills are an important element for a business or organisation to function effectively, and for the development of good relationships between work colleagues within a business and with clients and customers outside a business.

### ➤ Managing Health and Safety Processes at Work

Managing health and safety programs at work, requires risk analysis, hazard identification and control, safety education and training, and best practice policies for the implementation of effective safety programs. This include behavior-based safety for supervisors and managers, safety and health standards, how to address any OSHE standard violations, to implement preventative measures to decrease safety risks etc. Learning the relevant OSHE laws and regulations, both at Federal or Provincial levels.

### ➤ Occupational Health / Hygiene / Safety : Tools, Techniques and Practices

These modules would enable students to appraise and evaluate the legal, theoretical and practical aspects of identifying, controlling and managing the risk presented by a range of workplace hazardous agents and to integrate the concepts of healthy workplaces and health and well-being into occupational health and safety practice. Case studies, videos and Plant visit will be part of the course.

### ➤ Health and Safety Within High Risk Industries

The module aims to enhance the skills of inspection, testing and evaluation in respect of the physical and traumatic dangers presented by the nature and use of premises, plant, equipment and commonly occurring processes, together with the skills to promote remedial and proactive risk management improvement strategies in high risk environments. Case Studies and Videos will be used. Coupled with Plant visit.

### ➤ Computer Applications:

The course is a study of microcomputer applications software, including operating systems, word processing, presentation graphics, spreadsheet, and implementation of solutions using appropriate applications software.

THIS PROGRAM IS BEING JOINTLY OFFERED BY EMPLOYERS' FEDERATION OF PAKISTAN &  
INSTITUTE OF BUSINESS MANAGEMENT

## INSTITUTE OF BUSINESS MANAGEMENT

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**ADMISSION STARTING FROM  
AUGUST 8, 2018 & CLASSES TO  
COMMENCE FROM  
SEPTEMBER 15, 2018  
TIME : 6:30 PM TO 9:30 PM  
FEE : RS. 1,50,000/- PLUS TAX**