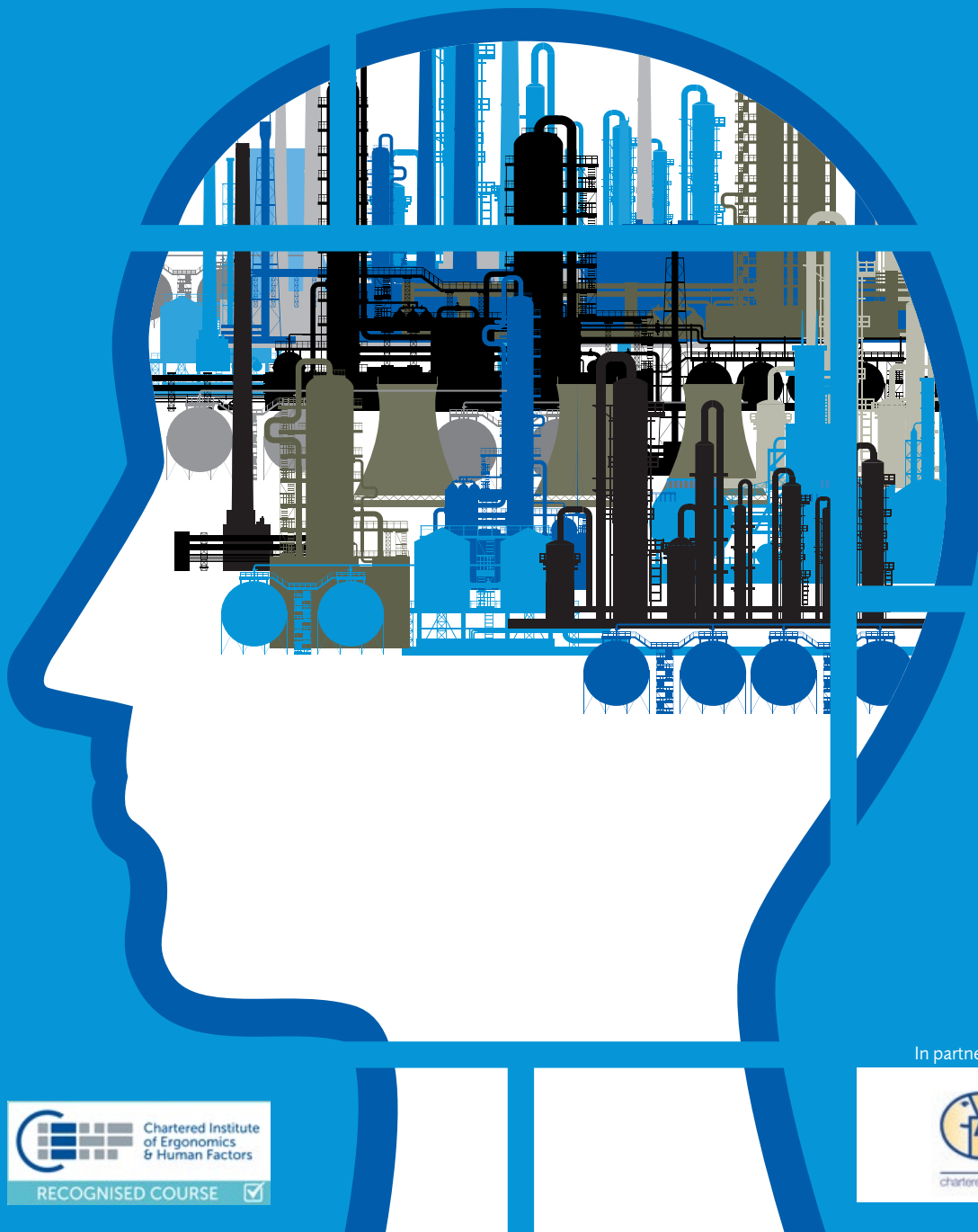


Human Factors in Health and Safety

A professional development
programme for the process industries



“Human factors refer to environmental, organisational and job factors, and human and individual characteristics, which influence behaviour at work in a way which can affect health and safety.”

UK Health and Safety Executive

Organised by:



In partnership with:



Human Factors in Health and Safety

A professional development programme for the process industries

Introduction

There is an increasing emphasis on the importance of managing human factors to achieve improved safety and business performance in the chemical process industries. Major accidents, including those at Texas City and Buncefield, have highlighted the importance of addressing this aspect of performance. However, many of the safety and operational professionals charged with managing human factors have no formal qualifications or training in the human and behavioural sciences.

Human Factors in Health and Safety provides modular training designed to meet the needs identified in the process industries. Designed by the Keil Centre and IChemE, the programme intends to develop an understanding of the core human factors issues and outline how to manage them to achieve improved safety performance.

Human Factors in Health and Safety consists of four intensive two-day modules, which together with pre-reading, provides a broad human factors educational programme.

Key features

- content covering human factors in process safety, health and safety, with links to other aspects of business performance
- a modular course design, with short residential events, also providing networking opportunities with like-minded professionals
- advice to help implement human factors solutions
- training is delivered by recognised human factors professionals with significant process industry experience

Course content

Topics are organised to cover the UK Health and Safety Executive's top human factors issues in major hazard sites, but these topics are just as applicable and relevant to non-UK regulatory frameworks.

The content has been developed in consultation with IChemE's safety and loss prevention specialists.

Who should attend?

The programme is specifically designed for those who want a comprehensive overview of the subject matter, access to practical research-based tools and approaches, and discussion in small groups with acknowledged industry experts. This may include:

- HSE managers and advisors
- operations managers
- safety engineers
- chemical/process engineers
- in-house human factors advisors

Specific engineering disciplines (eg control and instrumentation, piping, electrical, mechanical) may be interested in module 4 (*Human Factors in Design*).

Learning outcomes

- understand what human factors is and how it affects human performance, health and safety
- understand how human factors needs to be managed within an organisation, including the scope and involvement of different parties
- develop knowledge about specific topic areas related to major accidents and how to reduce the related risks
- understand and gain practical use of common tools and techniques used within human factors
- understand how to apply certain human factors tools
- UK participants – act as the COMAH operator's intelligent customer for human factors*

* The COMAH delivery guide has a specific clause relating to technical competence in human factors, suggesting that COMAH operators should demonstrate proportionate access to HF expertise.

This can be supplied as external competent support (such as from a Chartered Human Factors Specialist accredited by the Chartered Institute of Ergonomics and Human Factors). However, it is emphasised that the COMAH operator must maintain an effective intelligent customer capability and secure local ownership of key HF standards and their implementation, developing and maintaining a suitable level of in-house HF expertise.

Human Factors in Health and Safety aims to develop a broad understanding of human factors in support of the in-house human factors advisor who acts as the COMAH operator's intelligent customer.

About the programme

Programme schedule

2018	Jul	Aug	Sep	Oct	Nov	Dec
		Pre-reading	Module three 5 th –6 th	Course prize submissions	Pre-reading	Module four 5 th –6 th
2019	Jan	Feb	Mar	April	May	Jun
			Pre-reading	Module one 3 rd –4 th	Pre-reading	Module two 5 th –6 th
	Jul	Aug	Sep	Oct	Nov	Dec
		Pre-reading	Module three 18 th –19 th	Course prize submissions	Pre-reading	Module Four 4 th –5 th

All modules will be held in Edinburgh, UK

You can join the programme at any point – modules can be completed in any order as part of a one-year programme.

You can sign up to complete the whole programme or just attend single modules to develop understanding of a particular area of human factors.

The modules

Module One – Managing Human Factors

Provides an introduction to the key human factors concepts within risk management, and examines how to manage organisational change, safety culture and behaviours, and safety critical communications.

Module Two – Managing Human Failure

Explores how to pro-actively manage human errors and non-compliances, analyse human failures contributing to incidents and manage performance under pressure.

Module Three – Strengthening Organisational Performance

Provides key pointers for strengthening organisational safety through effective management of training and competence, staffing and workload, supervision and safety, and fatigue-related risk.

Module Four – Human Factors in Design

Examines the key human factors issues to address at the design stage, looking at how to integrate human factors within engineering programmes, how to develop effective procedures, human machine interfaces, and process plant and control room design.

Their structure

Each two-day module will be strictly limited to 50 delegates and cover four key human factors topics. The total group will be split into two sub-groups, with each sub-group further split in to syndicates of six.

Each module will have the same basic structure:

- all sessions delivered by a recognised human factors professional, with significant process industry experience
- a mix of theory, case study, discussion and practical exercises in small syndicates
- identification of key success factors in implementation

Delegates are encouraged to keep a learning log throughout the programme.

Course prize

Delegates who complete all four modules are eligible to enter for a course prize for best application of human factors knowledge. Previous winners of this award include:



2010/11

David Herd, Living Safety Advisor,
GlaxoSmithKline, UK



2012/13

Stuart Hill, UK LNG Assurance Manager,
National Grid, UK



2013/14

Andrew Brown, Rachel Brownlow and Andy
Letheren, Nuclear and Safety Assessment Section,
Springfield Fuels Ltd, UK



2014/15

Roger Newton, Principal Engineer,
JBA Engineering, UK



2016

Phil Morris, Engineering Manager, EDF Energy
Gas Storage, UK



2017

Ron Ramshaw, Head of HSSE,
Interconnector, UK

Module details

Module One		Managing Human Factors	
Day One	Human factors in risk management	<ul style="list-style-type: none"> ■ overview of programme ■ what is 'human factors'? ■ why is it important for health and safety? ■ managing and measuring the company's performance in relation to human factors 	Janette Edmonds, Keil Centre
	Managing safety critical communications	<ul style="list-style-type: none"> ■ what is effective communication? ■ a model of communication failures ■ approaches to making communication robust ■ how to assess shift handover communications arrangements ■ assessment and improvement ■ control of work case study 	Richard Scaife, Keil Centre
Evening	Course dinner and networking		
Day Two	Managing safety culture & behaviours	<ul style="list-style-type: none"> ■ what is safety culture? ■ models of safety culture ■ considerations for measuring culture ■ developing culture and overcoming blockers 	Richard Scaife, Keil Centre
	Managing organisational change	<ul style="list-style-type: none"> ■ what is organisational change ■ effects on safety ■ some examples from serious incidents ■ typical problems encountered ■ interventions 	Janette Edmonds, Keil Centre
Module Two		Managing Human Failure	
Day One	Reducing human error	<ul style="list-style-type: none"> ■ what makes error more likely? ■ how can we make people safer? ■ identifying safety critical tasks ■ analysing tasks ■ conducting human reliability analysis 	Janette Edmonds, Keil Centre
	Managing non-compliance	<ul style="list-style-type: none"> ■ the significance of non-compliant behaviour in incident causation ■ different types of non-compliance ■ factors that provoke non-compliance ■ ABC analysis – a tool to understand decision making in the context of non-compliant behaviour ■ what can be done to reduce the likelihood of non-compliance 	Charles Shoesmith, Psychologica
Evening	Course dinner and networking		
Day Two	Human factors in incident investigation	<ul style="list-style-type: none"> ■ human factors in the investigator <ul style="list-style-type: none"> ■ common human failings in investigators ■ interviewing skills – best practice ■ human factors in the investigation <ul style="list-style-type: none"> ■ key steps ■ recent best practice guidance ■ case study 	James Bunn, Keil Centre
	Managing performance under pressure	<ul style="list-style-type: none"> ■ understanding stress and its consequences ■ causes of stress: chronic and acute ■ managing pressure at work ■ improving resilience 	Ken Gray, Keil Centre

Module Three		Strengthening Organisational Performance	
Day One	Managing fatigue	<ul style="list-style-type: none"> the consequences of fatigue for human performance managing fatigue using a Fatigue Risk Management Plan fatigue-related performance indicators investigating fatigue-related incidents 	Paul Jackson, Clockwork Research
	Staffing & workload	<ul style="list-style-type: none"> staffing, workload and process safety methods for workload measurement and prediction HSE staffing assessment method CRR348/2001 case study practical 	Janette Edmonds, Keil Centre
Evening	Course dinner and networking		
Day Two	Training & competence	<ul style="list-style-type: none"> impact of competence on safety competence management systems developing and assessing competence competence assurance 	Janette Edmonds, Keil Centre
	Effective supervision and safety leadership	<ul style="list-style-type: none"> effective supervision: its role in performance management and improvement supervision models: understanding when flexibility is needed and how to achieve it supervision and culture: exploring the links between supervisory behaviour and team and organisational culture 	Chiara Amati, Keil Centre
Module Four		Human Factors in Design	
Day One	Integrating human factors in design	<ul style="list-style-type: none"> key human factors issues to address within design key HFE activities at different life cycle phases HFE roles, responsibilities and competencies risk screening for HFE setting up a corporate standard for HFE in capital projects 	Janette Edmonds, Keil Centre
	Developing effective procedures	<ul style="list-style-type: none"> introduction: to err is human procedures and risk – when things go wrong creating safety – when procedures are safety critical procedures as part of risk management how to develop good procedures how to write usable procedures putting procedures to work and managing change 	Ian Hamilton, ERM
Evening	Course dinner and networking Presentation of course prize for best application of human factors knowledge		
Day Two	Human machine interface	<ul style="list-style-type: none"> Human machine interface design displays and controls principle of compatibility control panel design software interfaces and alarm handling case study review of a major accident 	Richard Scaife, Keil Centre
	Plant and control room design	<ul style="list-style-type: none"> plant design: work area design and access, design for maintenance, materials handling, environmental ergonomics building and control room design: building arrangement, control rooms, workstations/ consoles, environmental ergonomics 	Janette Edmonds, Keil Centre

Practical information

About the organisers

The Institution of Chemical Engineers (IChemE)

is the global professional membership organisation for people with relevant experience or an interest in chemical engineering. We are the only organisation to award Chartered Chemical Engineer status and the Professional Process Safety Engineer registration. Founded in 1922 as a professional institution for chemical and process engineers, IChemE has grown to its current status of over 44,000 members across 120 countries. We are committed to supporting the professional development of chemical and process engineers worldwide and are a market leader in process safety training.

For more details visit www.icheme.org

The Keil Centre, established in 1983, is a private consultancy practice of chartered psychologists and chartered ergonomics and human factors specialists based in Edinburgh, UK and Perth, Australia. The Keil Centre has long-standing links with the process industries through our international commercial consulting activities and involvement in IChemE safety conferences, seminars and symposia, and the European Process Safety Centre.

For more details visit www.keilcentre.co.uk

Venue

Norton House Hotel
Ingliston
Edinburgh
EH28 8LX

Tel: +44 (0)845 072 7468

www.handpicked.co.uk/hotels/norton-house

Fees

Single module	2018: £1,300 + VAT
	2019: £1,350 + VAT
All four modules	£1,150 + VAT per module

These fees include attendance at all sessions, all conference documentation, lunch and interval refreshments and group dinner.

All four modules must be booked at the same time to qualify for the discounted rate.

How to book

Register online at
www.icheme.org/human-factors

Call +44 (0)1788 534430

Complete and return the registration form by email to ar@icheme.org or by fax to +44 (0)1788 560833

More details

Visit: www.icheme.org/human-factors

Tel: +44 (0)1788 534431

Email: courses@icheme.org

Accommodation

Accommodation is not included in the delegate fee. Please contact the hotel directly to make a reservation, quoting IChemE

CPD **12.5hrs** per module

CPD **50hrs** for total programme

Maximum duration for CPD recording

In-company training

If you have several colleagues interested in this course, why not consider running it in-house?

For a quote or to discuss your requirements contact courses@icheme.org

Workshop leaders

Chiara Amati is a Chartered Occupational Psychologist who specialises in management and leadership assessment and development. Chiara has been associated with The Keil Centre for 17 years and has experience of supporting clients in various industries, including high hazard, in relation to the assessment and development of safety culture and safety leadership. She has considerable experience of delivering training that generates insight and brings behavioural change. Chiara is a registered Occupational Psychologist with the HCPC and an Associate Fellow of the British Psychological Society.

James Bunn is a Principal Consultant Ergonomist with the Keil Centre. He is qualified to master's degree level in ergonomics and is a highly experienced human factors specialist and industrial accident investigator. He has a broad experience base, having worked for the UK health & safety regulator and the energy sector in Norway. James was the human factors specialist member of the multi-disciplinary team that investigated the terror attack on the In Amenas Tigantourine gas facility site in Algeria. This was a major incident which received international media coverage and resulted in a public inquest in the UK. He is also an experienced human reliability analyst.

Janette Edmonds is the course director of the *Human Factors in Health and Safety* programme in the UK and Europe. Janette is a director of The Keil Centre, a Chartered Ergonomics and Human Factors Specialist, a Fellow of the Institute of Ergonomics and Human Factors and a Chartered Member of the Institution of Occupational Safety and Health. She has a BSc in Psychology, an MSc in Ergonomics, and 25 years of practitioner experience within various industries. In particular, her experience includes chemical processing, oil and gas, rail, emergency services, defence, telecoms, but also medical and consumer product design. Janette has experience in most aspects of human factors practice, but her main areas of specialism include human factors in engineering design, development of procedures, human factors in incident investigation and human reliability analysis. Janette was the lead author and editor for the Elsevier book on *'Human Factors in the Chemical and Process Industries: Making it Work in Practice'*.

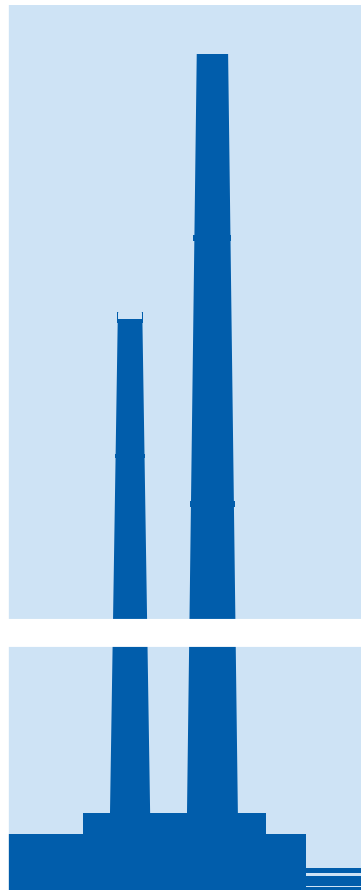
Ken Gray is a Chartered Psychologist and a director of The Keil Centre, leading their clinical, assessment and development services. He applies powerful psychometrics, facilitation and coaching techniques that inform both personal development choices, and help to strengthen and sustain productive team working relations. He also works with client organisations to develop behaviour standards, competencies, robust selection, development and performance review systems. As well as being responsible for The Keil Centre's StressTools® stress risk assessment survey, Ken oversees the company's suite of 'managing psychological wellbeing' and personal resilience offerings. In 2010 Ken was shortlisted for the British Psychological Society Practitioner of the Year Award. He is a registered Occupational Psychologist with the HCPC and an Associate Fellow of The British Psychological Society.

Ian Hamilton is a partner at ERM and is responsible for the human factors global practice. He began his career in human factors in the defence sector in 1984 and then moved to air traffic management. Ian has been practising for 34 years and for the past 26 years he has worked in consultancy. He has expanded his areas of interest to include most aspects of human factors practice, although he maintains a particular interest in workload modelling, human performance prediction, and human factors integration. Previously, Ian was a founding partner in Human Engineering where he led the growth of the professional team, managing work in the defence, air, rail, utilities and oil and gas sectors. Most recently his work has focused on the management of major accident risk and process safety culture. He has a BSc in Psychology, an MSc in Ergonomics, is a Chartered Psychologist and a Chartered Fellow of the Institute of Ergonomics & Human Factors.

Dr Paul Jackson trained as a psychologist, obtaining his PhD from Imperial College, London. For the last 19 years his work has focused on human performance impairment, and in 2005 he set up Clockwork Research, the London-based consultancy that works with safety-critical organisations to manage the risks associated with fatigue. Paul and his team have designed fatigue management training programmes for a range of clients including BP, Shell and Newmont Mining, and recently completed development of BP's online fatigue training programme which is now being rolled out around the world. Previously, Paul was a research manager at the Department for Transport (DfT) where he was responsible for impairment research, looking at the effects of illicit drugs, medications, alcohol and fatigue on driving. In addition to his work on fatigue, he has worked closely with the DfT in the development of new legislation on drug driving.

Richard Scaife is a director of The Keil Centre and a Chartered Occupational Psychologist. He is also a Chartered Ergonomics and Human Factors Specialist, a Fellow of the Institute of Ergonomics and Human Factors and a Chartered Scientist. He has a BSc in Applied Psychology, an MSc in Occupational Psychology, and 29 years' of practical ergonomics experience within various industries. Richard spent six years working for National Air Traffic Services, latterly as the head of human safety in their human factors unit. He also spent four years working on the design of military sensor systems, primarily for aircraft, before joining the Keil Centre. Richard specialises in all aspects of human factors, particularly organisational safety, human safety analysis (including human error) and incident investigation. He has cross-industry experience, providing consultancy expertise and training. Richard was awarded the British Psychological Society Practitioner of the Year Award in 2006.

Charles Shoesmith is a Chartered Psychologist who has many years' international experience consulting in the area of individual and organisational behaviour, cultural development and learning, often with an emphasis on health and safety. He has particular expertise in the design and development of innovative and effective solutions to complex organisational and people performance issues. He is an extremely effective presenter and trainer, applying his background in learning and educational theory to tailor courses to meet specific needs.



Registration form

Human Factors in Health and Safety

Complete this form and return it by email to ar@icheme.org or by fax to +44 (0)1788 560833

I wish to book a place on:

<input checked="" type="checkbox"/> Module Three – Strengthening Organisational Performance 5–6 September 2018, Norton House Hotel, Edinburgh, UK	<input checked="" type="checkbox"/> Module Four – Human Factors in Design 5–6 December 2018, Norton House Hotel, Edinburgh, UK
<input checked="" type="checkbox"/> Module One – Managing Human Factors 3–4 April 2019, Norton House Hotel, Edinburgh, UK	<input checked="" type="checkbox"/> Module Two – Managing Human Failure 5–6 June 2019, Norton House Hotel, Edinburgh, UK
<input checked="" type="checkbox"/> Module Three – Strengthening Organisational Performance 18–19 September 2019, Norton House Hotel, Edinburgh, UK	<input checked="" type="checkbox"/> Module Four – Human Factors in Design 4–5 December 2019, Norton House Hotel, Edinburgh, UK

I am a member of IChemE	<input type="checkbox"/> Yes <input type="checkbox"/> No	Membership number	
Last name	First name		
Title (Dr/Mr/Miss/Mrs/Ms/Prof/Eur Ing)	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Work details – company			
Job title	Department		
Country	Post/zip code		
Address			
Town/city	County/state		
Direct telephone	Email		
Special dietary requirements			
Promotional code			

Method of payment (payment must be received in full before the event date otherwise admission cannot be guaranteed)

<input checked="" type="checkbox"/>	Cheque enclosed (made payable to Institution of Chemical Engineers). Send to IChemE, accounts department, Davis Building, Railway Terrace, Rugby, Warwickshire, CV21 3HQ, UK		
<input checked="" type="checkbox"/>	Debit my credit/debit card: (payment in GBP only)		<p>Data protection</p> <p>In accordance with the Data Protection Act IChemE (and companies processing data on its behalf) will hold and use the data contained on this form for administration purposes, to keep you informed of its activities, and offer goods and services provided by the Institution. If you would prefer not to receive IChemE product and service literature mark the box <input type="checkbox"/></p> <p>If you would prefer not to receive emails on IChemE product and service literature mark the box <input type="checkbox"/></p> <p>The Institution is fully registered under the Data Protection Act as both a data user and a computer bureau.</p>
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*CVC code: (3 digits on reverse of (debit card only) card or 4 digits on the front of AMEX) This is mandatory for VISA and MasterCard			
<input checked="" type="checkbox"/>	Invoice my company quoting purchase order number*		
Contact	Invoicing address		

<p>*Note: a registration cannot be processed unless a copy of your purchase order is received with your registration form. Your booking will be confirmed by IChemE on receipt of either: an official purchase order or cleared funds. By submitting this form you have agreed to our terms and conditions and cancellation policy. Terms and conditions are available at: www.icheme.org/terms</p>	<p>Cancellation policy</p> <p>Cancellations received in writing 28 days prior to the event will be subject to an administration charge of 10% of the fees plus VAT where applicable. No refunds will be given for non-attendance or cancellations received less than 28 days prior to the event. Substitutions are welcomed at any time. We reserve the right to cancel or alter the programme.</p> <p style="text-align: right;">VAT no GB 661 5413 48</p>
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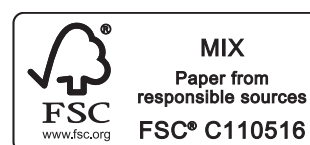
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