**Arab Academy for Science, Technology and Maritime Transport**
**Port Training Institute**

## Training Course Information Form

### Course Information

**Course Name:**   **Safety and Occupational Health (Top Management)**

**Institute/Centre:**   Port Training Institute   **Course Code:**   T30

**Type:**   √ Program   ❑ Course   ❑ Workshop

**Course Duration:**   ❑ 5 Days   √ 3 Days   ❑ 1 Days   ❑ Other

**Course Conducted:**   √ Local   ❑ International   Indicate: A.R.E
**Course Venue:**   Anywhere

**Course Language:**   ❑ English   ❑ Arabic   √ Both   ❑ Other

### Course Description

**Course Outlines:**
1. Safety (goals and ethics).
2. Safety culture.
3. Crises (management and work place evacuation).
4. Ergonomics activities.
5. Fire fighting.

**Course Objectives:**
- Controlling the employees performance by changing the behaviour and identifying risks and how to avoid them to ensure work efficiency.

**Course Includes:**   √ Theoretical   ❑ Fire Training Module   ❑ Laboratory
❑ Workshop   ❑ Site Visit

**Course Prerequisites:** None

**Who should attend:** High Administration

**No. of Participants/course:**   √ 5-10   ❑ 10-15   ❑ 15-20   ❑ Other

**Qualifications of Participants:**
- Intermediate Degree (minimum)

**No. of Lecturer:**   √ 1   ❑ 2   ❑ 5

**No. of Assistance:**   ❑ 1   ❑ 2   ❑ 3

| | Course Facilities | | | |
|---|---|---|---|---|
| √ White Board | √ V. Projector | √ Data show | ❑ PC | ❑ Manual |
| ❑ Books | √ Handouts | ❑ Flip charts | ❑ S/W | ❑ Other: |

| | Course Evaluation | | |
|---|---|---|---|
| ❑ Written Examination | ❑ Written Report(s) | ❑ Oral Presentation | √ Attendance |
| √Delegates Participation | | | |

**Certificate Issue:**

| ❑ Local Premises | √ AASTMT | ❑ International |
|---|---|---|

| Course Registration |
|---|

√ Admission and Registration

Department at the Port Training

**Registration:**         Institute      ❑ Online      ❑ Other

Beside gate No. 27 - Outside

Customs area, Alexandria Port

**Documents required:**    √ Registration form    √ ID/Passport copy      √ Photo