EUROPEAN UNION AGENCY FOR RAILWAYS

Moving Europe towards a sustainable and safe railway system without frontiers.

Objectives and Agenda

HOF in SMS Training

OBJECTIVES

The main objective of the course is to familiarise the managers in charge of training, monitoring and investigation activities with the Human and Organisation Factors (HOF) in SMS, including the 5X5 Model and help them integrate them in their daily activities.

The training course emphasises the need to consciously integrate HOF in the SMS and get a better view of their maturity and areas for improvement.

After the course, each participant should have a clearer understanding of why Human and Organisational Factors are a backbone for safety management system and its improvement and know when they need more support from HOF experts.

METHODS

The first 3-day training session has a modular structure.

The following training tools are used during the course:

·Presentations with supporting materials, illustrated with real-life cases;

·Interactive dialogue between the participants and group work sessions guided by the facilitators;

·Exercises to foster the adoption of the concepts.

A further half day on-line follow-up session in which participants will share their action plan is organised. Participants will also be able to ask further questions during this session.

AGENDA

Day 1

Time	Module	Training Objectives
09:30-10:00	Tour de table and Introduction	Understand the benefit of this training course, including content and practical arrangements.
10:00-11:00	1. Presentation of the SMS legislation and the links with HOF	Get acquainted with the SMS and HOF.
BREAK (15')		
11:15-12:00	2. Exercises on the HOF model and links to the SMS	Exercises to understand and get acquainted to the model.
12:00-13:15	3. Presentation and exercises on HOF in SMS	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration
LUNCH (45')		
14:00 – 16:30	4. HOF in planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – Risk management and safety objectives
BREAK (15')		
16:45-17:30	4. HOF in planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – Risk management and safety objectives

Day 2

Time	Module	Training Objectives
09:30-10:30	4. HOF in change management	Case study using the HOF Toolkit
BREAK (15')		
10:45-12:00	4. HOF in roles and responsibilities and competence management	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration including asset management and contractors, partners and suppliers
12:00-14:00	4. HOF in operational planning	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration – operational planning
LUNCH (45')		

Time	Module	Training Objectives
14:45-16:00	4. HOF in procedures and communication	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration
BREAK (15')		
16:15-17:30	4. HOF in monitoring and improvement	Understanding how the legal framework can help to improve safety performance through the SMS and HOF integration including contractors, partners and suppliers

Day 3

Time	Module	Training Objectives
09:00-11:00	5. HOF in investigation and link with just culture	Familiarising with an approach for analysing occurrences that will allow to link the findings close to an event with the Safety Management System (SMS) in a structured way
BREAK (15')		
11:15-12:15	5. HOF in investigation and link with just culture	Familiarising with an approach for analysing occurrences that will allow to link the findings close to an event with the Safety Management System (SMS) in a structured way
12:15-12:45	Explanations on the feedback and debrief session	Participants are asked to reflect on the learnings acquired during the training and prepare feedback and questions
12:45 – 13:00	Conclusions	

Day 4 (online)

Time	Module	Training Objectives
09:30-13:00	Feedback and debrief Sessions	Group of participants will present the outcome of their training. Questions, discussion and suggestions with all the participants.