

## **COURSE: NR-05 – INTERNAL COMMISSION TO PREVENT ACCIDENTS AND HARASSMENT**

### **SCOPE AND APPLICABILITY:**

Participants will be able to organize and address the guidelines of Regulatory Standards for accident prevention as well as recognize hazards and educate workers about their rights and duties as employees.

### **REGULATIONS & STANDARDS**

- NR05;
- 1988 Federal Constitution;
- CLT - Consolidation of Labor Laws;
- Social Insurance laws.

### **COURSE CONTENT:**

- a) Study of the environment, working conditions, as well as risks arising from the production process;
- b) Notions about work-related accidents and diseases resulting from working conditions and exposure to risks existing in the establishment and their prevention measures;
- c) Methodology for investigating and analyzing work-related accidents and illnesses;
- d) General principles of work hygiene and risk prevention measures;
- e) Notions about labor and social security legislation related to safety and health at work;
- f) Notions about the inclusion of disabled and rehabilitated people in work processes; and
- g) Organization of CIPA and other matters necessary for the exercise of the Commission's powers;
- h) Prevention and Awareness About Sexual Harassment and Other Forms of Violence at Work.

### **COURSE DESIGN:**

- a) **8 (eight) hours for risk grade 1 establishments;**
- b) **12 (twelve) hours for risk level 2 establishments;**
- c) **16 (sixteen) hours for risk level 3 establishments;**
- d) **20 (twenty) hours for establishments at risk level 4.**

### **PREREQUISITE(S):**

To an elected or appointed by the company to exercise the attributions referred in CIPA.

### **MINIMUM/MAXIMUM NUMBER OF DELEGATES**

This course requires a minimum of 1, and a maximum of 12 participants.

To offshore trainings, the course number of attendees will comply with the vessels/rig necessity.

## **MAIN SAFETY ISSUES:**

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- Qualitative Identification of risks in the workplace;
- Knowledge about diseases that may be generated from the labour activity;
- Risk perception;
- Identification of causes of accidents;
- Knowledge of labour and social security legislation relating to safety and health at work;

## **REQUIRED RESOURCES FOR A CUSTOMIZED CLASSROOM:**

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- PGR (risk management plan, which replaced the PPRA);
- AET (Ergonomic Work Analysis);
- APR Model (Preliminary Risk Analysis);
- PT Model (Work Permit);
- Accident investigation form template;
- Floor plan with the company's risk map;
- Company integration (here, look for specific internal guidelines on what a CIPA MEMBER should do or safety obligations applicable to everyone);
- Main safety procedures related to the matters mentioned in the previous items;
- Procedure on how to act and report accidents in the company;
- COVID-19 Procedure.

## **PROCEDURE FOR CLASS ACTIVITY:**

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- The practical exercises consist of visit in the company to identify general conditions of improvement and expose the jobs of each member to the other members;
- Perform exercises in the classroom to identify Accident causes;
- List the risks present in the company, encouraging the perception of the risks inherent to the work carried out;
- Identify what are the main control measures of the existing risks in the company.

## **CERTIFICATION:**

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Training certificate signed by responsible Engineer accredited by Brazilian CREA.

## **CERTIFICATE VALIDITY PERIOD:**

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1 year (in this case, it is more appropriate to say that the training is valid during the term of office, and may be shorter in the case of extraordinary elections or longer in the event of an extension of term).