



*Training Course:*  
***EFFECTIVE SAFETY SUPERVISOR***

*17 - 21 November 2024*  
*Manama (Bahrain)*  
*Fraser Suites*

## Training Course: EFFECTIVE SAFETY SUPERVISOR

Training Course code: HE234860 From: 17 - 21 November 2024 Venue: Manama (Bahrain) - Fraser Suites Training  
Course Fees: 4675 € Euro

### Introduction

Some organizations consider the safety function as a human resource or staff responsibility.

They fail to understand safety as an integrated part of overall operations production or service. Even worse, they believe safety education is not required for line managers because it's not a "line" responsibility: it's a "staff" function.

Consequently, some employers may not adequately educate supervisors about general safety concepts and how to apply them in the workplace.

Supervisors who understand both the manner and the extent to which effective safety and health protection impact the overall effectiveness of the business itself are far more likely to ensure that the necessary safety and health management programs are designed and performed well.

First-line supervisors play a critical role in safety and health protection because of their first-line responsibility for workers and for the work their employees perform.

Effective training of supervisors will address their safety and health responsibilities as well as information on hazards, hazard prevention, and response to emergencies.

### Course Objective

A short list of topics for supervisor safety training includes:

- How to conduct a safety inspection
- Hazards in their specific workplace
- How to conduct an accident investigation
- How to properly recognize and discipline employees
- What is safety leadership
- How to conduct a Job Hazard Analysis
- How to apply hazard control strategies

- Introduction to the safety management system
- How to conduct on-the-job training OJT

## Target Audience

- Manager director
- Safety Supervisors
- Safety Officers
- Safety Managers
- Practicing Workplace Safety and Health WSH Coordinators
- Individual who completed WSH coordinators course and intend to become a WSH Coordinator

## Competencies:

The course is designed to guide the learner to achieve the learning objectives. The skills and knowledge gained will enable the learners to be confident, knowledgeable, and proactive WSH professionals in the workplace.

## Course Outlines

### Day 1

- Qualities needed to be an effective safety coordinator
- Conduct safety committee meeting
- Creating a good monthly safety report
- Effective letter and email communication

### Day 2

- Understanding and implementing legal requirements
- Routine and Routine-Non duties and responsibilities
- Conduct effective workplace inspection and prepare report and closure
- Handling the clients, consultants, and sub-contractors

### Day 3

- Dealing with government authorities
- Handling accidents and emergencies
- Approaches to investigating to accidents and preparing reports
- Checking Risk Assessments and SWP

### Day 4

- Effective maintenance of SMS and filing system
- Arranging safety audits and follow up
- Be an Effective safety leader and motivate the workforce
- Preparing and conducting effective training and toolbox meeting

### Day 5

- Creating a good Resume and attending Interviews
- Effective use of MS office and IT
- How to be a good team player to achieve organizational goals
- Participating in safety award competitions

## Registration form on the Training Course: EFFECTIVE SAFETY SUPERVISOR

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
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E-mail to us :  
info@gh4t.com  
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