



*Training Course:  
Effective Safety Supervisor*

*23 - 27 November 2026  
Madrid (Spain)*

## Training Course: Effective Safety Supervisor

Training Course code: HE234860 From: 23 - 27 November 2026 Venue: Madrid (Spain) - Training Course Fees: 6300 € Euro

### Introduction

Supervisors play a pivotal role in ensuring workplace safety, yet many organizations fail to fully recognize the importance of integrating safety into their daily operations. Safety should not be seen as a secondary responsibility handled solely by the human resources or safety staff but as an integral part of operations. This program aims to equip first-line supervisors with the knowledge and tools needed to effectively manage safety in the workplace, ensuring that safety and health protection are embedded in the daily work culture.

### Objective

- 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

### 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 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
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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