



Workplace Risk Awareness Training Course

29 November – 3 December 2026
Accra

Workplace Risk Awareness Training Course

Ref: 1297_195897 **Date:** 29 November – 3 December 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Workplace Risk Awareness Training Course is a one-week foundation course for employees, supervisors, team leaders, and support staff who leave with a Workplace Risk Action Guide. Participants practice workplace risk awareness through hazard recognition, control checks, near-miss reporting, and risk escalation across operational, people, information, conduct, continuity, and safety exposures. The course builds a shared language for noticing warning signs and acting within role boundaries. Agile Leaders Training Center presents workplace risk awareness as an everyday responsibility.

Who Should Attend

- Employees responsible for completing routine and nonroutine work safely
- Supervisors responsible for assigning tasks and escalating concerns
- Team leaders responsible for reinforcing controls and reporting expectations
- Support staff responsible for information, facilities, people, or service processes
- Contractor coordinators responsible for communicating workplace requirements

The course assumes participants perform or supervise workplace tasks and leaves out specialist safety engineering, formal auditing, and enterprise risk modeling.

Departments and Industries

The course supports functions and sectors where employees must notice, report, and respond to changing workplace exposure.

- Operations, facilities, administration, and customer service departments
- Human resources, information management, and compliance functions
- Manufacturing, logistics, construction, and energy organizations
- Healthcare, education, hospitality, and retail organizations
- Technology, financial services, and public service institutions

Learning Objectives

By the end of this course, participants will be able to:



- Apply a shared vocabulary to workplace hazards and risks
- Use a likelihood-and-severity matrix to prioritize concerns
- Analyze existing controls and identify visible weaknesses
- Build clear hazard, incident, and near-miss reports
- Prioritize escalation using role boundaries and response triggers
- Evaluate lessons from reports and workplace changes

Course Agenda

Day 1: Risk Awareness Foundations

- Hazard, Risk, and Exposure Classification Guide
- Operational, People, Information, and Conduct Risk Map
- Routine and Nonroutine Task Scan Method
- Early Warning Sign Observation Checklist
- Workplace Risk Language Card

Day 2: Recognition and Assessment

- Work Area Inspection Walkthrough Method
- Who-Might-Be-Harmed Stakeholder Map
- Likelihood-and-Severity Risk Matrix
- Change and Emerging Risk Prompt Sheet
- Risk Priority and Ownership Log

Day 3: Controls and Safe Decisions

- Control Hierarchy Decision Guide
- Existing Control Effectiveness Check
- Role Boundary and Stop-Work Decision Tree
- Interim Control Selection Worksheet
- Residual Risk Escalation Trigger Map

Day 4: Reporting and Learning

- Hazard and Concern Reporting Form
- Incident and Near-Miss Fact Capture Method
- Cause-and-Contributing-Factor Question Set
- Escalation Path and Response Protocol
- Feedback and Corrective Action Tracker



Day 5: Workplace Risk Practice

- Exercise: Workplace Hazard Scan
- Exercise: Risk Matrix Prioritization
- Exercise: Control Weakness Review
- Exercise: Near-Miss Report and Escalation
- Capstone Exercise: Workplace Risk Action Guide

Practical Exercises

The course uses suggested activities that connect risk awareness to decisions within participants' roles.

- Suggested activity: inspect an office, service, or logistics scenario using the early warning checklist.
- Suggested activity: rank operational and information concerns with the risk matrix.
- Suggested activity: test a control and document a weakness without assigning blame.
- Suggested activity: prepare a near-miss report and select an escalation path.

FAQs

Who suits workplace risk awareness training and what does it assume?

Workplace risk awareness training suits employees and supervisors who complete or oversee everyday tasks. It assumes basic workplace experience and does not require specialist risk or safety qualifications.

How does workplace risk awareness differ from specialist safety training?

Workplace risk awareness builds broad recognition, reporting, control-checking, and escalation habits. Specialist safety training develops technical competence for particular hazards, equipment, regulations, or professional roles.

What is hazard recognition in workplace risk awareness?

Hazard recognition is the structured observation of conditions, behaviors, changes, and task features that could cause harm or disrupt objectives, followed by clear recording and appropriate action.

Why is near-miss reporting important for workplace risk awareness?

Near-miss reporting captures events that caused no harm but reveal exposure or control weakness. Reviewing them helps teams correct conditions before a more serious event occurs.

When should workplace risk escalation occur?

Workplace risk escalation should occur when exposure exceeds a person's authority, controls appear ineffective, conditions change materially, or urgent action is needed to protect people, information, operations, or service continuity.



Conclusion

The course connects recognition, assessment, controls, reporting, escalation, and learning in one employee-level practice. Participants take back a Workplace Risk Action Guide containing checklists, a risk matrix, reporting prompts, and response paths. The guide changes scattered observations into consistent workplace decisions and traceable follow-up.