



## Workplace Risk Awareness Training Course

16 – 20 May 2027  
Johannesburg

## Workplace Risk Awareness Training Course

**Ref:** 1297\_195902 **Date:** 16 – 20 May 2027 **Location:** Johannesburg **Fees:** 4500 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.