# 2-Week Health and Safety Development Training Course

29 November – 10 December 2026
Accra

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# 2-Week Health and Safety Development Training Course

**Ref:** 1298_195972 **Date:** 29 November – 10 December 2026 **Location:** Accra **Fees:** 5800 Euro

## Overview

2-Week Health and Safety Development Training Course is an intermediate course for safety coordinators, supervisors, line managers, and operational staff who leave with an Integrated Safety Improvement Plan. Participants develop health and safety management through hazard identification, risk assessment, control planning, incident investigation, emergency preparedness, worker participation, safety inspections, and performance monitoring. The course connects daily controls with structured review and improvement. Agile Leaders Training Center presents health and safety development as a practical management discipline.

## Who Should Attend

- Coordinators responsible for workplace health and safety activities
- Supervisors responsible for task planning and control verification
- Line managers responsible for operational risk and team performance
- Operational staff taking broader safety and reporting responsibilities
- Facilities and contractor personnel coordinating shared-workplace controls

The course assumes participants have workplace experience and basic risk awareness, and leaves out specialist engineering, legal interpretation, and certification preparation.

## Departments and Industries

The course supports functions and sectors that need coordinated health and safety practices across routine and changing operations.

- Health, safety, operations, facilities, and maintenance departments
- Human resources, procurement, contractor management, and quality functions
- Manufacturing, construction, logistics, and energy organizations
- Healthcare, hospitality, education, and retail organizations
- Technology, financial services, and public service institutions

## Learning Objectives

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

- Apply structured hazard identification and risk assessment methods
- Use the hierarchy of controls to plan practical safeguards
- Analyze incidents, near misses, inspections, and workplace changes
- Build emergency, participation, and communication arrangements
- Evaluate safety performance with leading and lagging evidence
- Prioritize corrective actions in an integrated improvement plan

## Course Agenda

### Day 1: Safety Management Context

- Health and Safety Responsibility Map
- Workplace Safety Policy Alignment Canvas
- Plan-Do-Check-Act Management Cycle
- Safety Role and Accountability Matrix
- Health and Safety Development Baseline

### Day 2: Hazard Identification

- Workplace Hazard Taxonomy
- Job Hazard Analysis Method
- Routine and Nonroutine Task Inventory
- Worker Observation and Consultation Guide
- Hazard Register Design

### Day 3: Risk Assessment

- Likelihood-and-Severity Assessment Matrix
- Exposure and Vulnerability Profile
- Existing Control Adequacy Test
- Risk Priority and Ownership Log
- Change Risk Screening Checklist

### Day 4: Prevention and Controls

- Hierarchy of Controls Decision Model
- Control Option Comparison Table
- Hazard Control Plan Template
- Interim Safeguard Selection Guide
- Control Verification Record

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## Day 5: Reporting and Investigation

- Hazard and Near-Miss Reporting Form
- Incident Scene Fact Collection Method
- Cause-and-Contributing-Factor Analysis
- Corrective Action Assignment Tracker
- Incident Learning Communication Brief

## Day 6: Inspection and Assurance

- Planned Workplace Inspection Checklist
- Behavior and Condition Observation Card
- Contractor Control Assurance Review
- Inspection Finding Classification Method
- Action Closure Verification Log

## Day 7: Emergency Readiness

- Emergency Scenario and Impact Map
- Emergency Roles and Communication Tree
- Nonroutine Work Precaution Plan
- Drill Observation and Evaluation Sheet
- Emergency Improvement Action List

## Day 8: Participation and Competence

- Worker Participation Channel Design
- Safety Communication Planning Grid
- Role-Based Competence Matrix
- Training Needs Analysis Worksheet
- Reporting Barrier Removal Plan

## Day 9: Performance and Improvement

- Leading and Lagging Indicator Set
- Safety Performance Dashboard
- Control Trend Review Method
- Management Review Evidence Pack
- Improvement Priority Scoring Model

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## Day 10: Integrated Safety Practice

- Exercise: Hazard and Risk Assessment
- Exercise: Control Plan Evaluation
- Exercise: Incident and Inspection Review
- Exercise: Performance Improvement Prioritization
- Capstone Exercise: Integrated Safety Improvement Plan

## Practical Exercises

The course uses suggested activities that combine health and safety tools across operational settings.

- Suggested activity: analyze hazards and controls for a maintenance or logistics task.
- Suggested activity: investigate a near miss and assign corrective actions from verified evidence.
- Suggested activity: evaluate an emergency drill and identify changes to roles or communication.
- Suggested activity: present an improvement priority using inspection, incident, and performance data.

## FAQs

### Who suits health and safety development training and what does it assume?

Health and safety development training suits coordinators, supervisors, managers, and operational staff taking broader safety responsibilities. It assumes workplace experience and basic familiarity with hazards and controls.

### How does health and safety development differ from foundation safety awareness?

Health and safety development builds intermediate capability to assess risks, plan controls, investigate events, monitor performance, and coordinate improvement. Foundation awareness focuses mainly on recognizing hazards and following established procedures.

### What is the hierarchy of controls in health and safety management?

The hierarchy of controls is a decision model that prioritizes eliminating or replacing hazards before engineering measures, administrative measures, and personal protective equipment.

### Why does health and safety development include worker participation?

Worker participation adds practical knowledge about tasks, exposures, and control performance. It also strengthens reporting, solution design, communication, and follow-up across workplace levels.

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## How is health and safety performance monitored?

Health and safety performance is monitored through inspections, control checks, reports, investigations, action closure, competence evidence, and leading and lagging indicators reviewed against objectives.

## Conclusion

The course integrates responsibilities, hazards, assessment, controls, investigation, assurance, emergency readiness, participation, competence, and performance. Participants take back an Integrated Safety Improvement Plan supported by registers, matrices, checklists, trackers, and review evidence. The plan changes isolated safety activities into prioritized actions with ownership, verification, and management follow-up.