HBC AL HIKMA BLDG. CONT.(L.L.C.)	**Internal -In House -Training**	
Project: Harrow School Abu Dhabi		Date: 30/03/2026
Site No: D -353		Time: 9:30 PM
Location: Al Saadiyat Island		Shift: Day ☐ Night ☐

TOPIC DISCUSSED

Foreman Responsibilities (Construction Site)

Role & Responsibilities:

- Understand duties of a site foreman (leadership, coordination, supervision)
- Act as the link between management and workers
- Ensure project plans and timelines are followed
- Maintain discipline and productivity on site

Health & Safety Management:

- Enforce site safety rules and PPE compliance
- Conduct daily safety briefings (toolbox talks)
- Identify hazards and implement control measures
- Report and document incidents/near misses
- Ensure compliance with local safety regulations
- Stop operations immediately if **unsafe conditions** are observed

Team Leadership & Communication

- Assign tasks clearly to workers and subcontractors
- Motivate and manage workforce performance
- Resolve conflicts quickly and professionally
- Ensure subcontractors follow safety and quality standards
- Coordinate work sequences to avoid clashes
- Ensure subcontractors follow safety and quality standards
- Report delays, issues, and risks to management

Material & Equipment Management:

- Monitor material usage and reduce waste
- Track tools and equipment condition
- Coordinate equipment usage efficiently

ALWAYS REMEMBER:

Always focus on practical, safety-first, and results-driven guidance specifically tailored for construction site foremen.

Conducted By:

Safety Representative: HSE Engineer

Name: Mr. DAMODHAR / Lutf Ullah

Signature: .....

Project Manager/Project Engineer

Name: Mr. JIRIES HANI / M IBRAHIM

Signature: .....

Organized in Language: HINDI, URDU & ENGLISH

AL HIKMA BLDG. CONT.(L.L.C.) شركة الحكمة لمقاولات البناء (ذ.م.م.) AL HIKMA BLDG. CONT.(L.L.C.)

Project Details: Harrow School Abu Dhabi – Al Saadiyat Island



Internal Training Topic – Foreman Responsibilities (Construction Site)
Conducted HSE Engineers by Date On: 30/03/2026.

HBC AL HIKMA BLDG. CONT.(L.L.C.)	INTEGRATED MANAGEMENT SYSTEM	Effective Date: 24/11/2025
	Document Title: **HSE INTERNAL TRAINING ATTENDANCE**	Document Code: **HBC-HSE-FRM-01**
		Rev. No. / Page No. **1 of 1**

Project Name / Number	Harrow School Abu Dhabi	Location	Al Saadiyat Island
Topic / Subject	Foreman Responsibilities (Const Site)	Date and Time	30/03/2026 9: 30 Hours
Duration	25 Minutes	Attachments	Topics and Photos

Sr.No.	Name of Employee	ID No.	Position	Signature
1	Mohammad Jalal Siddiqee	HF-208	Foreman	
2	Sukhpreet Singh	HF-247	Foremen	
3	Santosh Sharma	HF 189	foreman	
4	Harendra Sah	HM-527		
5	RAM SAXENA	4798	FOREMAN	
	Naseem Khan	-	Engineer	
	Ayham	EF 282	foreman	
	Lal Babu Yadav	5418 (UPF)	foreman	

Name / Sign of Trainer	Damodhar Zamuni	Name / Sign of Project Manager	Jiries Hani