



ACCIDENT REPORTING AND INVESTIGATION

COURSE DESCRIPTION

This course is designed to acknowledge the meaning of responsibilities in reporting an accident and determine what information is to be gathered during the investigation. Besides that, this training will teach on how to effectively interview a person with pertinent knowledge and able to use the 5 whys or can create a comprehensive list of causes to determine the root and system cause.

COURSE OBJECTIVES

At the end of the course, participants will:

- Have more information on responsibilities as an investigation Team Member and what to expect for the assignment
- Will show what information (evidence) is needed for an effective investigation and how to gather that information
- Will learn on how to use the 'Comprehensive List of Causes'
- Report writing elements and format will be reviewed to give tools needed to write a complete and effective report

COURSE CONTENT

- Introduction and Objectives
- Definitions
- General Principles
- Preparation Phase
- Implementation Phase and Research Phase
- Hand Injury Accident Exercise (BBs)
- Analysis Phase
- Corrective Phase
- Test
- Closing

COURSE DURATION

2 Days

WHO SHOULD ATTEND

This course is recommended for Consultants and Contractors involved in operations, managements, safety and health of sewage treatment plants, officers, Engineers, Managers and other technical personnel involved in the operation of sewerage system.

COURSE FEE

RM800.00 per person

COURSE SCHEDULE

DAY ONE	
9.00 am – 9.30 am	<input type="checkbox"/> Pre Test
9.30 am – 10.45 am	<input type="checkbox"/> Introduction and Objectives
10.45 am – 11.00 am	Coffee/Tea Break
11.00 am – 12.45 pm	<input type="checkbox"/> Definitions <input type="checkbox"/> General Principles <input type="checkbox"/> Q&A Session
12.45 pm – 2.00 pm	Lunch Break
2.00 pm – 3.30 pm	<input type="checkbox"/> Preparation Phase
3.30 pm – 3.45 pm	Coffee/Tea Break

3.45 pm – 5.00 pm	<input type="checkbox"/> Implementation Phase and Research Phase <input type="checkbox"/> Hand Injury Accident Exercise (BBs)
DAY TWO	
9.00 am – 10.30 am	<input type="checkbox"/> Analysis Phase
10.30 am – 11.00 am	Coffee/Tea Break
11.00 am – 12.45 pm	<input type="checkbox"/> Corrective Phase
12.45 pm – 2.00 pm	Lunch Break
2.00 pm – 3.30 pm	<input type="checkbox"/> Post-test <input type="checkbox"/> Closing
3.30 pm – 3.45 pm	Coffee/Tea Break Disperse