

Course Name:

Accident Investigation Training

Synopsis

This two-days Accident Investigation training program is designed to equip participants with the knowledge and skills necessary to conduct effective accident investigations in alignment with the Occupational Safety and Health (OSH) policy of the company.

This course aims to :

- Understand the principles and importance of accident investigation within the context of the company's OSH policy.
- Learn practical techniques for conducting thorough accident investigations, including evidence collection, root cause analysis, and development of corrective actions.
- Develop the skills necessary to effectively document and report accident investigation findings, enabling informed decision-making and continuous improvement in workplace safety.

What You Will Learn

At end of training, participant will be able to:

- Participants will be able to demonstrate a comprehensive understanding of accident investigation principles, including the role of OSH policy in shaping investigation processes.
- Participants will gain proficiency in applying various accident investigation techniques, such as root cause analysis and evidence collection, to real-life scenarios encountered in the workplace.



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- Participants will acquire the ability to produce clear and concise accident investigation reports, outlining findings, recommendations, and corrective actions in accordance with company policies and regulatory requirements.

Who Should Attend

Operation manager, administration & management team

Prerequisite

N/A

Course Methodology

- Interactive lectures with real-world case studies
- Group discussions and problem-solving exercises
- Hands-on workshops and simulations
- Q&A sessions for participant engagement
- Continuous improvement action planning

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Fundamentals of Accident Investigation

- Overview of accident investigation process and its importance in OSH management
- Legal requirements, company policies, and roles/responsibilities in accident investigation

Session 2: Techniques for Effective Investigation

- Understanding OSH policy and aligning investigation with policy objectives
- Introduction to root cause analysis techniques and their application

Session 3: Practical Skills: Reporting and Evidence Collection

- Importance of timely and accurate accident reporting
- Procedures for documenting accidents/incidents and collecting/preserving evidence

Session 4: Analysis and Action Planning

- Analysing findings, identifying causes, and evaluating contributing factors
- Developing effective corrective actions based on analysis and risk assessment

Session 5: Documentation and Continuous Improvement

- Procedures for documenting investigation findings, corrective actions, and report writing
- Reviewing and evaluating investigation processes for continuous improvement

This training program provides a comprehensive overview of accident investigation principles and practices, with a focus on aligning them with the company's OSH policy. Each module includes a mix of theoretical concepts, practical exercises, case studies, and group discussions to engage participants and enhance learning outcomes.