

Progressive Accident Enquiry & Reporting

Safety is a small investment for a rich future

Introduction

Even with our greatest efforts, mishaps and accidents do sometimes happen. Unplanned or undesirable incidents, such as spills, fires, property damage, occupational diseases, and work-related injuries, may have a negative impact on a company's operations. Crucially, every occurrence must be carefully examined in order to show that there is a well-established, efficient, and effective company-wide procedure connected to the Safety Management System (SMS). The inquiry will be more thorough the more severe the occurrence.

But even a little event or near-miss has to be thoroughly investigated since, if the circumstances aren't fixed, there might be a big chance that it will turn into a major incident in the future. Even if accidents seem to have clear causes, there may be contributing factors that are not always visible at first. By participating in this Advanced Accident Investigation & Reporting Health & Safety training course, you will get the professionalism and self-assurance needed to facilitate a complete accident investigation as soon as is reasonably possible following the incident.

The following will be covered in this Course N Carry Advanced Accident Investigation & Reporting training course:

- Who Conducts an Investigation and Why?
- Examining Techniques: The Crucial Six-Step Guide
- Features of a Successful Incident/Accident Analysis Programme
- The two main factors that influence an incident's cause
- Why Investigations Need to Be Timely, Professional, Credible, and Constructive
- Safety Management Systems: Encouraging a proactive culture of safety.

Objectives

After completing this training programme in Advanced Accident Investigation & Reporting, you will be able to:

- Gain the expertise needed to look into any unfavourable occurrence.
- Recognise the reasons behind mishaps and illness
- Recognise the components that come together to cause an accident.
- Gain professionalism and self-assurance while conducting investigations, interviews, and reporting.

- Make certain that the SMS and "Safety Culture" are known to all workers and contractors.
- Follow the company's policies and legal obligations.

Training Methodology

A copy of the comprehensive manual, all of the slides, and handout materials will be provided to participants in this Health & Safety training course on Advanced Accident Investigation & Reporting. The presenter will use a variety of tried-and-true learning teaching and facilitation techniques to provide a thorough explanation of all the related subjects covered by the training course outline. With the use of case studies, exams, DVD content, and syndicated work, student engagement is promoted.

With the help of this Advanced Accident Investigation & Reporting Health & Safety training course, Safety Officers and others will be able to comprehend the principles of this field, conduct an efficient investigation with professionalism, and provide management with recommendations that will improve HSE and, ultimately, prevent recurrence.

A competent and assured staff carefully and properly investigates every occurrence, including near misses.

- Corrective measure(s) that pinpoint the underlying problem are decided upon.
- Up until they are finished, corrective measures are monitored.
- To avoid recurrence, trends are examined, gaps are found, and improvement plans are created.
- How to assess your safety culture's advantages and disadvantages
- Report writing strategies that will "persuade" and "empower" readers to take action

Organizational impacts

The staff of your company will be able to adopt a methodical approach to figuring out why an accident or incident happened and what needs to be done to ensure it doesn't happen again thanks to our training course on advanced accident investigation and reporting.

- Professional and self-assured team capable of carrying out an exhaustive accident investigation as soon as is reasonably possible following the incident
- Techniques to Cut Down on Human Error
- Creating a safer workplace by taking into account all direct and indirect cause aspects
- A thorough understanding of what went wrong and why
- Determine which areas of your risk control management system need improvement.

Personal Impact

Participants who attend this Advanced Accident Investigation & Reporting Health & Safety training course will be able to respond with assurance to the question, "What happened, and what can we do to prevent this from happening again?"

- Give you the resources you need to finish Advanced Accident Investigations
- List all of the advantages that accident investigations provide.
- Being fully aware of the six procedures involved in reporting and investigating accidents
- How to build relationship with informants in order to get true statements
- How to write and deliver an expert Final Accident Report

Who should attend?

Officers who may be involved in these investigations as well as managers who would like a deeper understanding of this process and, more importantly, how it impacts the interpretation of laws, regulations, and corporate procedures, should take this Advanced Accident Investigation & Reporting training course. Though a broad variety of professions may benefit from this training, the following will be especially noted:

- Officers of HSE
- Supervisors
- Examiners
- Advisors
- Managers and Team Leaders

Course Outline

Day 1

Theories of Incidents and Accidents

- Overview of Incident and Accident Analysis, Deploying Accident Theory
- Determine the Causation Factors for Accidents and Incidents
- What prerequisites must be met for an accident to occur?
- Unsafe Behaviour vs. Unsafe Environment: Steer clear of the "Blame Game"
- The Investigative Worker's Role in Training and Preparation and the HSE Team Leader's
- Relationships between Incident Investigation and Risk Assessment
- What are the elements that go into creating a strong safety culture?
- Case Studies: Successful and unsuccessful organisations

Day 2

- Six-Step Procedure for Investigating Accidents
- Protection of the scene and examination: who ought to be engaged at this point?
- Learn to Look and Listen More by Listening and Observing.
- Taking Notes Is Important Compared to Relying on Memory
- Sketching and taking scene photos and videos need certain equipment.
- Case Studies

Day 3

Analysis of the Root Causes

- Why is the "Root Cause" significant, and what does it mean?
- Transitioning from "effect" to "cause: Basic vs. Root Cause"
- How can you find out whether something is really "Root Cause"?
- From the Cause to the Preventive
- Examine the Problems with Human Error
- Assist in the Development and Upkeep of Regulatory Due Diligence
- Policies, Tools, and Training's Impact on Accident Prevention
- Case Studies

Day 4

Interviewing Methodologies, Information, Proof, and Testimony

- Why and How to Get Ready for the Interview
- Who Leads the Interview?
- Where Should an Interview Be Held?
- Developing a Relationship with the Testified
- Getting Testimony from Eyewitnesses
- Format & Forms
- Statements that Acculgate and Exonerate
- Exercise in Groups (Gathering Statements)

Day 5

Writing reports and practical tasks

- Structure, Format, and Forms
- Simple, obvious, and self-explanatory writing techniques that work
- The purpose of writing the report is to urge action and convince.
- Assist in Preventing Recurrence – financial and human resource savings

• Accident Investigation based on Case Study: A Classroom Exercise