



INCIDENT & ACCIDENT REPOPRTING

Highly Intensive, Interactive & Practical Training Course

OVERVIEW:

This course gives practical advice on accident investigation and reporting. It should provide guidance on what causes accidents and provide an overview of accident investigation.

WHO SHOULD ATTEND THIS COURSE?

Health and Safety Officers or Managers, Premises and Facilities Managers.

COURSE CONTENT:

Introduction: Types of accidents i.e. near miss, minor injury, major injury, death. How accidents happen – typical accidents, which is at fault.

Cause of Accidents:

The domino theory, direct and indirect causes of accidents (i.e. acts, omissions, unsafe conditions etc.) (Personal factors, skills gap, motivation, incapacity, management design, third parties. The manager's role in accident prevention.

Accident Statistics

Official accident statistics (i.e. those sectors where accidents most often occur, types of accident etc) How accident statistics can be used by the company for preventative means.

Accident Reporting:

Why is it necessary to report accidents? Show Sample Company accident reporting procedure and invite discussion on the workplace.

Accident Investigation:

How accident investigation should be undertaken. Procedures to follow. Sample accident investigation exercise.

Costs of Accidents:

What accidents can cost a company in real terms i.e. injury to personnel, loss of money due to sickness, prosecution, fines, damages, bad publicity, and loss of custom?

Question and answer session.