Accident Investigation and Reporting

August 01 – 02, 2024   **PIM, Karachi**   **Rs. 31,000/=**

Course Description

Accidents and incidents occasionally occur despite all precautions. These unplanned or undesired events can adversely affect a company's operations and may include work-related injuries, occupational illnesses, property damage, spills, and fires. All incidents should be methodically investigated demonstrating a proven company-wide process of efficiency and effectiveness. The more serious the incident the more extensive the investigation. However, even a minor incident or near-miss incident also requires a thorough investigation as this may reveal significant potential for a serious future incident should the conditions be left uncorrected.

LEARNING OUTCOMES

- Develop the knowledge and skills required to investigate all adverse events
- Understand the causes of accidents and ill-health
- Understand the elements that combine to form an accident
- Develop confidence and professionalism in investigating, interviewing, and reporting
- Apply the legal requirements and company procedures

WHO MUST ATTEND?

- Security/Safety Architects
- Risk and security specialists
- Chief Security/ Safety Officers
- Security/Safety professionals
- Risk Managers
- Operations Managers
- Admin Managers
- HR Professionals
- Law enforcement personnel
- Disaster Management Professional/Managers
- Business Continuity Professionals/Managers
- Disaster Recovery Managers/Consultants

COURSE CONTENTS:

- Identify Accident and Incident causation factors
- Unsafe Acts vs. Unsafe Conditions: Avoiding the "Blame Game"
- Links between Risk Assessment and Incident Investigation
- Six-Step Accident Investigation Process
- Scene Protection and Examination – who should be involved at this stage?

- Note Taking vs. Reliance on Memory
- Scene Photographs (+video) and Sketching
- Root Cause Analysis: Getting from "effect" to "cause"
- Human error issues
- Obtaining witness statements
- Forms and Format
- Inculpatory and Exculpatory Statements
- Effective writing skills – simple, self-explanatory and straightforward
- Writing the Report
- Help to prevent recurrence – cost savings (human and financial)

METHODOLOGY:

Lecture discussions, simulations, activities, and exercises.

FOR DETAILS AND REGISTRATION

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