

Investigations of Accidents & Incidents

Introduction

Designed for those required to carry out investigations for managerial and legal requirements, maximising benefits for remedial action.

Course Objectives

- **An appreciation** of the legal reporting requirements.
- **A knowledge** of the monitoring and recording systems required.
- **Understood** the need for a structured investigation process.
- **Reviewed** case studies relating to accidents and incidents in the workplace.
- **Prepared** an action plan for the future.

Duration: 1 Day Course

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Course Content

Company Procedures

- General Procedures
- Reporting Documentation
- Procedural Responsibilities
- Risk Assessments

Role & Responsibilities of Accident Investigators

- Definition
- Working to Company Procedures

Reporting Injuries Diseases, Dangerous Occurrences Regulations (RIDDOR)

- Reporting of:
 - Accidents
 - Incidents
 - Dangerous Occurrences
 - Dangerous Exposures

Principles of Accident Investigation

- Establish the facts
- Determine the Cause
- Recommend Corrective Action

Practical Exercise

Supervisory Accident Investigation

- Isolation of Accident Area
- Reporting to Management
- Information Gathering
- Writing of Initial Accident Report
- The Power of Inspectors

Near Misses Investigation

- Definition
- Reporting
- Investigation
- Action

Case Studies

- Environmental
- Machine
- Chemical
- Fire

Programme Monitoring

- Review by Safety Committee & Representatives
- Costs and Benefits

