

Accident Investigation & Reporting in the Fourth Industrial Revolution: Creating a Safer Working Environment

Interested to learn the impactful ways to conduct accident investigation?
Want to learn effective ways to complete the accident report?

Introduction

There is a huge paradigm shift with the emerging business environment - the industrial revolution 4.0. With the industrial revolution, the type of accident, the way of doing investigation and reporting would have changed to adapt to the fast-growing business environment. Hence, the intent of this course is aimed for the people with responsibility for investigating accidents at all levels including line managers, supervisors, SHE committee and safety representatives. Participants will be provided with a very comprehensive explanation on all aspects related to accident investigation and proper reporting and adhere to the requirement of the Occupational Safety and Health Act (OSHA) 1994.

Program Objectives

This training aims to:

- Understand related Legal Requirement about Accident Investigation
- Enhance Role and Responsibility of Safety, Health & Environmental (SHE) Committee

Learning Outcomes

After completing this program, the participants should be able to:

- Conduct an Effective Accident Investigation and Reporting
- Resolve SHE Problems and Increase Safety Awareness

Who should attend?

Non-managerial, First-line management, middle management, and anyone who wants to create a safer working environment

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

OSH0001 Accident Investigation & Reporting in the Fourth Industrial Revolution: Creating a Safer Working Environment

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Time	Day One
9.00am– 10.30am	<p>Introduction & Legal Requirement</p> <p>In this fundamental module, the participants would learn the introduction to Related Legal Requirement Pertaining to Incident and Accident Investigation and Reporting. The participants would look into the OSHA 1994, Safety Committee Regulation 1996, SHO Regulation 1997 and NODOPOD Regulation 2004.</p>
10.30am-11.00am	Morning Break
11.00am-1.00pm	<p>Introduction & Legal Requirement</p> <p>In this module, participants would learn the FMA 1967, especially Sec 31 & 32 to equip the participants with sufficient knowledge.</p>
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>Introduction of Safety, Health (SHE) And Environmental Committee</p> <p>In this module, participants would learn what is Occupational SHE Committee all about, the objectives of SHE Committee and the function of SHE Committee</p>
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Formation of Safety, Health And Environmental Committee</p> <p>In this module, the participants would learn the specific Functions of the SHE committee, including the inspection of the workplace and the investigation of any accident. The participants would learn the conduct of the meeting and the training and information of SHE.</p>
Time	Day Two
9.00am– 10.30am	<p>Accident Investigation</p> <p>This is the core module of the program. The topics include definitions, incident, accident and near-miss, the consequence of loss, accident causation model and outcomes of an accident.</p>
10.30am-11.00am	Morning Break
11.00am-1.00pm	<p>Accident Investigation: Deeper Review</p> <p>This module would enable the participants to understand the investigation of accident process, the stages of investigation, how to manage incident scene, source of evidence, and methodology to</p>

	conduct an investigation
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>Accident Investigation</p> <p>In this module, the participants would learn the systemic approach to investigation, finding the witness. The participants would have hands-on practical to conduct interview technique, report writing and recommendations. Also, the participants would look at how to conduct follow-up action</p>
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Practical Session</p> <p>In the last module, the participants would conduct a mock accident methodology on how to fill up an accident investigation report.</p>