

## 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

