|  |
| --- |
| **FROM** |
| Company Name | **Advanced Step for Tech Training** | Tel | **+971 4 2829212** |
| Address | P.O.Box : 22650, Dubai - UAE. | Fax | **+971 4 2829213** |
| From | **Malak Mohammed** | Job Title | **Training Operation Manager** |
| Mob | **0097150 2601172** **Mr Tareq**0097156 6939199  **Mrs. Malak** | E-mail | **malak@astdubai.net** |

|  |
| --- |
| **Course Details** |
| **Course Title:** | Accident Incident and Condition Reporting |
| **Language:** | English |
| **Course Type:** | Public |
| **Location** | Dubai  |
| **Date:** | 02-06 October 2016 |
| **Duration:** | **5 Days** |
| **Fees:** | **$ 4,000** |
| **Discount:** | **10%**discount if your nomination for **3** Participants**15%**discount if your nomination for **4** Participants |
| **URL** | **http://www.astdubai.co/programs/details/10184\_Accident\_Incident\_and\_Condition\_Reporting** |

Accident Incident and Condition Reporting

Introduction

In spite of all our best efforts, accidents and incidents occasionally occur. These unplanned or undesired events can adversely affect a company’s work operations and may include work-related injuries, occupational illnesses, property damage, spills and fires. Critically all incidents should therefore be thoroughly investigated demonstrating a proven company-wide process of efficiency and effectiveness linked to the Safety Management System (SMS). 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. While incidents seem to happen for obvious reasons, there may be things that contribute to an accident which are not always immediately apparent. Attendance on this training seminar will provide you with the confidence and necessary professionalism to enable a thorough Accident Investigation as soon as practicable after the event.

This training seminar will highlight:

Why and who conducts an investigation?

Investigation methodology, the essential six-step process

Characteristics of an effective incident/accident analysis programme

The two major components that contribute to the cause of an incident

Why investigations must be constructive, professional, credible and timely

Safety Management Systems on promoting a pro-active Safety Culture

Objectives

At the end of this training seminar, you will learn to:

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 & professionalism in investigating, interviewing & reporting

Ensure all employees & contractors are aware of the SMS and ‘Safety Culture’

Apply the legal requirements and company procedures

COURSE OUTLINE

DAY 1

Incident and Accident Theories

Incident & Accident Analysis Overview, exploring Accident Theory

Identify accident and incident causation factors

What are the necessary conditions for an accident to happen?

Unsafe Acts V. Unsafe Conditions: Avoiding the “Blame Game”

Role of the HSE Team Leader and a trained and prepared workforce during an Investigation

Links between Risk Assessment and Incident Investigation

Factors that contribute towards establishing a good safety culture?

Case Studies – organisations who survived and those who failed

DAY 2

Investigation Methodology

Six-step accident investigation process

Scene Protection and Examination - Who should be involved at this stage

Listen and Learn, and Learn to Look and Listen More

The importance of Note Taking v. reliance on memory

Scene Photographs (+video) and Sketching – equipment required

Case Studies

DAY 3

Root Cause Analysis

What is the “Root Cause” and why is it important

Basic v. Root Cause: Getting from “effect” to “cause”

What questions to ask to confirm “Root Cause”

From Root Cause to Prevention

Consider the Human Error issues

Help to establish and maintain regulatory due diligence

The role of policies, equipment and training on accident prevention

Case Studies

DAY 4

Interviewing Techniques, Facts, Evidence & Witness Statements

Purpose and preparation for the Interview

Who conducts the interview

Where to conduct an interview

Building Rapport with the witness

Obtaining Witness Statements

Forms and Format

Inculpatory and Exculpatory statements

Group Exercise (Obtaining Statements)

DAY 5

Report Writing & Practical Exercises

Forms, format and structure

Effective Writing Skills – simple, self-explanatory and straightforward

Writing the Report – the aim is to persuade and seek action

Help to prevent recurrence – cost savings (human and financial)

Class exercise - Accident Investigation based on case study

Class exercise - Produce the outline of a suitable report from the above

# Training Methodology:

* Lecture
* Exercises
* Case Studies
* Video Presentation
* Question and Answer Session
* Live Audit

We trust the above price meets your requirements and we look forward to hear from you soon. Please do not hesitate to contact us should you require any further information.