



FULL ACCIDENT INVESTIGATION AND REPORTING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Full Accident Investigation and Reporting Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This 2-day training program equips participants with the knowledge and tools to investigate workplace accidents thoroughly. It emphasizes identifying root causes, analyzing contributing factors, and preparing comprehensive reports to prevent future occurrences. The course includes practical exercises and real-life case studies.

OBJECTIVE(S):

- Understand the purpose and importance of accident investigation and reporting.
- Learn how to conduct a systematic accident investigation.
- Identify root causes and contributing factors of accidents.
- Develop skills to document findings and prepare detailed reports.
- Promote a proactive approach to preventing workplace incidents.

TARGET GROUP(S):

- Safety and health officers.
- Supervisors and managers.
- Members of safety and health committees.
- Employees involved in workplace safety and incident reporting.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.

TOPIC(S):

1. Introduction to Accident Investigation and Reporting.
2. Legal and Regulatory Framework for Accident Reporting.
3. Steps in Conducting an Accident Investigation.
4. Techniques for Root Cause Analysis (RCA).
5. Preparing Comprehensive Accident Investigation Reports.

LIST OF REFERENCE BOOK(S):

- "Accident Investigation Techniques" by Jeffrey S. Oakley.
- Occupational Safety and Health Administration (OSHA) Guidelines.

LIST OF TEACHING AID(S):

- Accident investigation templates and tools.
- Videos and case studies of workplace accidents.
- LCD projector and computer.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Group discussions and scenario analysis.
- Practical exercises on accident investigation techniques.
- Role-playing exercises for reporting and documentation.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to Accident Investigation and Reporting
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Legal and Regulatory Framework for Accident Reporting
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Steps in Conducting an Accident Investigation
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Activity: Analyzing Workplace Accident Scenarios

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Techniques for Root Cause Analysis (RCA)
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Practical Session: Conducting Root Cause Analysis
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 5: Preparing Comprehensive Accident Investigation Reports
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Case Study: Analyzing a Real-Life Accident Report