



INCIDENT REPORT & ANALYSIS 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: Incident Report & Analysis 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 effectively report and analyze workplace incidents. The course focuses on the importance of incident reporting, root cause analysis, and corrective action implementation to enhance workplace safety and prevent recurrence.

OBJECTIVE(S):

- Understand the importance of incident reporting and analysis in workplace safety.
- Learn how to identify, document, and report workplace incidents accurately.
- Develop skills to conduct effective root cause analysis.
- Gain knowledge on implementing corrective and preventive actions.
- Promote a proactive safety culture through continuous improvement.

TARGET GROUP(S):

- Safety officers and supervisors.
- Managers and team leaders.
- HR personnel involved in incident management.
- Employees responsible for workplace safety and compliance.

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to Incident Reporting and Its Importance.
2. Understanding Incident Types and Reporting Procedures.
3. Root Cause Analysis (RCA) Techniques and Tools.
4. Developing Corrective and Preventive Action Plans.
5. Case Studies and Practical Incident Analysis Exercises.

LIST OF REFERENCE BOOK(S):

- OSHA Guidelines for Incident Reporting and Investigation.
- Root Cause Analysis and Risk Management Manuals.

LIST OF TEACHING AID(S):

- Incident report templates and examples.
- Root cause analysis tools (e.g., fishbone diagram, 5 Whys).
- LCD projector and computer.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Group discussions.
- Role-playing incident scenarios.
- Practical exercises on root cause analysis.

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 Incident Reporting and Its Importance
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Understanding Incident Types and Reporting Procedures
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Practical Session: Incident Reporting Using Templates
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Activity: Analyzing Real-Life Incident Reports

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 3: Root Cause Analysis (RCA) Techniques and Tools
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 4: Developing Corrective and Preventive Action Plans
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Practical Exercise: Conducting Root Cause Analysis
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Case Study: Incident Analysis and Action Plan Development