

# Accident Investigation & Reporting

**“If you think Safety is expensive, try an accident”**



Focus on: **The Manager**  **The Specialist**  **Spotlight Programme**  **Hands-on Skills**

## Course Overview

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.

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.

Course Objectives		This Course is Ideal For:	
1	Develop the knowledge and skills required to successfully investigate all adverse events	✓	All HSSE professionals
2	Understand the all the multi-layered elements that combine to form an accident	✓	Line Supervisors
3	Develop confidence and professionalism in investigating, interviewing and reporting	✓	Line Inspectors
4	Learn how to successfully conduct a Root Cause Analysis, perfecting your problem-solving skills	✓	Auditors
5	Decide which method to utilise	✓	Team Leaders/Managers
6	Knowledge of the following techniques: <ul style="list-style-type: none"><li>• Systematic Cause Analysis Technique</li><li>• Tripod Beta</li><li>• Root Cause Analysis (RCA)</li><li>• Plan do Check Act (PDCA)</li><li>• Bow Tie</li><li>• TOPSET</li></ul>		

## Course Content

Day	Theme	Coverage
1	Incident & Accident Theories	<ul style="list-style-type: none"><li>• Incident &amp; Accident Analysis Overview, exploring Accident Theory</li><li>• Identify accident and incident causation factors</li><li>• What are the necessary conditions for an accident to happen?</li></ul>

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		<ul style="list-style-type: none"><li>• Unsafe Acts V. Unsafe Conditions: Avoiding the “Blame Game”</li><li>• Role of the HSE Team Leader and a trained and prepared workforce during an Investigation</li><li>• Links between Risk Assessment and Incident Investigation</li><li>• Factors that contribute towards establishing a good safety culture?</li><li>• Case Studies – organisations who survived and those who failed</li></ul>
2	Investigation Methodology	<ul style="list-style-type: none"><li>• Six-step accident investigation process</li><li>• Scene Protection and Examination - Who should be involved at this stage</li><li>• Look. Listen and learn, and Learn to Look and Listen More</li><li>• The importance of Note Taking v. reliance on memory</li><li>• Scene Photography – equipment required</li><li>• Case Studies</li></ul>
3	Root Cause Analysis	<ul style="list-style-type: none"><li>• What is the “Root Cause” and why is it important</li><li>• Basic v. Root Cause: Getting from “effect” to “cause”</li><li>• What questions to ask to confirm “Root Cause”</li><li>• From Root Cause to Prevention</li><li>• Consider the Human Error issues</li><li>• Help to establish and maintain regulatory due diligence</li><li>• The role of policies, equipment and training on accident prevention</li><li>• Case Studies</li></ul>
4	Interviewing Techniques, Facts, Evidence & Witness Statements	<ul style="list-style-type: none"><li>• Purpose and preparation for the Interview</li><li>• Who conducts the interview</li><li>• Where to conduct an interview</li><li>• Building Rapport with the witness</li><li>• Obtaining Witness Statements</li><li>• Forms and Format</li><li>• Inculpatory and Exculpatory statements</li><li>• Group Exercise (Obtaining Statements)</li></ul>
5	Report Writing & Practical Exercises	<ul style="list-style-type: none"><li>• Forms, format and structure</li><li>• Effective Writing Skills – simple, self-explanatory and straightforward</li><li>• Writing the Report – the aim is to persuade and seek action</li><li>• Help to prevent recurrence – cost savings (human and financial)</li><li>• Class exercise - Accident Investigation based on case study</li></ul>

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	<ul style="list-style-type: none"><li>Class exercise - Produce the outline of a suitable report from the above</li></ul>
Course Assessment	Certification
<b>Participants will be assessed on:</b>	Upon successful completion of the course, participants will receive a <b>Certificate of Successful Completion</b> , along with a <b>Transcript of Marks</b> showing the performance by grade in each element of assessment and overall.
Course Instructor	PhD qualified, experienced, a dynamic and passionate speaker, having delivered hundreds of motivational speeches, keynote addresses and presentations to most industry sectors, as well as to thousands of clients and stakeholders on Process Safety, Occupational health and safety and Accident Investigation in the EU, Middle and Far East.