



OHS Training Specialists
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ACCIDENT INVESTIGATION COURSE

Aims

To enable participants to collect and evaluate information relating to workplace accidents and determine their causes so that work systems can be improved to ensure management can meet its responsibility to provide a safe and healthy workplace.

Who Should Attend

Managers, Supervisors, members of Occupational Health and Safety Committees and OHS Representatives.

Objectives

On completion of this course participants should be able to:

1. Explain the legal obligations to investigate accidents and incidents and why this is an integral part of OHS risk management,
2. Explain the basic legal requirements for recording and reporting,
3. Explain how to investigate and evaluate the events of a workplace accident or incident in order to identify the actions that should be implemented to provide a healthy and safe workplace,
4. Fill out their workplace accident/incident documentation, prepare an accident report and make recommendations to improve health and safety procedures.

Content

Legal Obligations	Questions and Interviewing
Reporting & Recording	Preparing the Accident Report
Investigation Method	Accident Case Studies

Requirements

This course is designed to maximise practical application including participants investigating accidents based on their workplace and filling out their workplace incident/accident forms. Clients are asked to provide the following documents to the trainer prior to the training day:

- One copy of the organisation's OHS policies, OHS programs & OHS forms.
- One summary copy of accident statistics over a 12 month period
- Incident/accident report forms
- 4 accident scenarios that have occurred on the client's premises

Duration One day