

## Accident Investigation and Reporting

1 Day

A sound accident investigation and reporting process is essential if we are to learn from the experience of an accident - and build systems, provide suitable training, business processes and management to avoid a recurrence. The old system of blame-placing may cure the symptom but will not help identify the causes.

This course is designed to consider the legal, moral and cost implications of accidents and examines how best to use the information to protect the staff and assets of your organisation.

### Designed for

All staff having a duty or responsibility to investigate and report on accidents.

### Objectives

On completion of the course delegates will:

- ❗ Recognise the importance of good accident investigation
- ❗ Understand the term accident
- ❗ Be able to analyse the causes and identify remedies for accident prevention techniques
- ❗ Know how to report on accidents to gain the best impact

### Content

#### Accident Investigation

What is an accident? – Understanding the importance of accident investigation and how to use the facts as a learning tool.

Delegates will learn how to gather the facts surrounding an accident including interview techniques and reporting methods.

#### Causes

The causes of accidents will be explored to give an appreciation of the importance of identifying the root causes. It will also encourage delegates to recognise the contributory factors of unsafe acts, conditions and underlying causes of accidents.

#### Accident Prevention

The impact of training, supervision, systems procedures and behaviour will be examined to demonstrate the synergistic effect on the prevention of accidents. In addition, the course will show how treating the proximate cause may treat the symptom but not cure the problem.

#### Reporting

The legal duty to report will be explained together with the roles of the enforcement authorities in the investigation and the penalties for failure to report. This will include an outline of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

#### Method

Line Business Services courses are designed to be participative, being a part-taught programme together with syndicate exercises and practical learning from case studies.

**Note:** This course can be tailored to meet your exact needs. For further information or to obtain a quotation contact Line Business Services Ltd on 0117 986 2194