

GLOBAL EXPERTS INSTITUTE FOR TRAINING.  
ISO 9001-2008 TRAINING PROVISION CERTIFIED

## Advanced Incident Investigation

### Schedule Dates:

Start Date	End Date	Place
19 FEB 2024	23 Feb 2024	DUBAI

### Program Introduction:

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.

However, even a minor incident or near-miss incident also requires a thorough investigation as this may reveal significant potential for a serious future incident should the conditions be left uncorrected. 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 Health & Safety training course on Advanced Accident Investigation & Reporting will provide you with the confidence and necessary professionalism to enable a thorough Accident Investigation as soon as practicable after the event

### Program Objective:

- ✓ Develop the knowledge and skills required to investigate all adverse events
- ✓ Understand the causes of accidents and ill-health
- ✓ Understand the elements that combine to form an accident
- ✓ Develop confidence & professionalism in investigating, interviewing & reporting
- ✓ Ensure all employees & contractors are aware of the SMS and 'Safety Culture'
- ✓ Apply the legal requirements and company procedures

### Who should attend?

- HSE Officers
- Supervisors
- Inspectors
- Advisors
- Auditors
- Team Leaders / Managers

### Program Outlines

#### *Day One*

##### **Incident and Accident Theories**

- Incident & Accident Analysis Overview, exploring Accident Theory
- Identify Accident and Incident Causation Factors
- What are the necessary conditions for an accident to happen?
- Unsafe Acts vs. Unsafe Conditions: Avoiding the “Blame Game”
- Role of the HSE Team Leader and A Trained and Prepared Workforce During an Investigation
- Links between Risk Assessment and Incident Investigation
- Factors that contribute towards establishing a good safety culture?
- Case Studies – organizations who survived and those who failed

#### *Day Two*

##### **Investigation Methodology**

- Six-Step Accident Investigation Process
- Scene Protection and Examination - Who should be involved at this stage?
- Listen and learn, and Learn to Look and Listen More

- The Importance of Note Taking vs. Reliance on Memory
- Scene Photographs (+video) and Sketching – equipment required
- Case Studies

### *Day Three*

#### **Root Cause Analysis**

- What is the “Root Cause” and Why is it important?
- Basic vs. Root Cause: Getting from “effect” to “cause”
- What questions to ask to confirm “Root Cause”?
- From Root Cause to Prevention
- Consider the Human Error Issues
- Help to Establish and Maintain Regulatory Due Diligence
- The Role of Policies, Equipment and Training on Accident Prevention
- Case Studies

### *Day Four*

#### **Interviewing Techniques, Facts, Evidence & Witness Statements**

- Purpose and Preparation for the Interview
- Who Conducts the Interview?
- Where to Conduct an Interview?
- Building Rapport with the Witness
- Obtaining Witness Statements
- Forms and Format
- Inculpatory and Exculpatory Statements
- Group Exercise (Obtaining Statements)

## *Day Five*

### **Report Writing & Practical Exercises**





- Forms, Format and Structure
- Effective Writing Skills – simple, self-explanatory and straightforward
- Writing the Report – the aim is to persuade and seek action
- Help to Prevent Recurrence – cost savings (human and financial)

### **Training Methodology:**

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

### **Cost Quotation in Kuwaiti Dinars**

#### **The total cost includes:**

-  Instructor(s) expenses
-  Training materials
-  Certification
-  Lunch Buffett

**Total Cost: 1250 KD per Participant**  
( One Thousand Two Hundred Fifty Kuwaiti Dinar )