

ACCIDENT INVESTIGATION AND REPORTING

DATE: 9-10 July / 18-19 December 2024
18-19 March 2025

FEE: RM850

DURATION: 2 Days

HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

Every employer has their duties under legislation to ensure their employees and other person related directly or indirectly to their activities without any risk to safety and health. Preventing workplace accidents is the ultimate responsibility of employer as required by OSHA1994 and other related OSH acts as well as legislation. Through comprehensive accident prevention programs, employer will be able to eliminate hazards that have potential to cause accidents.

Accident investigation is one of the workplace accident prevention program that need to be implemented by employers to ensure workplace is without any risk to safety and health of their employees. Reporting of workplace accident will ensure employer comply with the legal requirement as per OSHA1994, NADOPOD Regulation 2000. Applying appropriate investigation methods will enable employer to identify the real root cause of accident at the same time will allow employer to implement appropriate mitigation plan and monitor effectively.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- List the OSH Legal Requirements
- Purpose of Workplace Accident Investigation and Reporting
- Describe the benefit of Accident Investigation and Reporting
- Identify the Investigation Methodology
- Identify Accident Prevention Program
- Conduct Accident Investigation
- Identify Accident Reporting Methodology
- Monitoring and Evaluating Corrective Actions Implementation

METHODOLOGY

- Lecture with use of LCD system
- Group Discussion
- Brain Stimulation
- Role Play
- Practical

WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager
- Executive/Supervisory

FACILITATOR

Prabakaran Muniandy

He has 30 years of working experience in various Industries and has wide Operational Safety Health and Occupational Safety Health experiences. He currently holds the post of Safety Health & Risk Manager in one of the MNCs. With wide experience in Occupational Safety and Health (OSH) fields, PRABAGARAN has been actively involved in various capacities of consultancy, training, audits, management systems

development and risk assessment for different organisations for 15 years especially in workplace safety health management. His knowledge and experiences in Occupational Safety & Health and Technical field allows him to combine all elements in his training and consultancy.

PROGRAM CONTENT

Module 1

Introduction to OSH Act and its regulations in Malaysia

Module 2

Definition, Purpose and Benefits of Workplace Accident Investigation and Reporting

Module 3

Causes of Accident of Workplace

- Unsafe Act
- Unsafe Condition

Module 4

Explanation of Investigation Methodology

- HIRARC
- Ishikawa Fish Bone
- Others

Module 5

Accident Prevention Program

- Assigned responsibility
- Employer & Employee Participation
- Hazard Recognition
- Safety Inspection and Audits
- Others

Module 6

Discussion on how to Conduct Accident Investigation

- Interviewing Techniques
- Collecting Physical Evidence / Information's
- Documentation
- Communication

Module 7

Explanation on Accident Reporting Method

- Internal Reporting
- External Reporting

Module 8

Monitoring and Evaluating Corrective Actions Implementation

Q & A and Closing

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day

Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 7
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 8
		End of the day

