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Incident Recording and Investigation

Workshop Outcomes

At the conclusion of this workshop participants will be able to:

- State their legal obligations
- Identify the level of recording required
- Identify when an investigation is required
- Identify when the scene needs to be frozen
- State who needs to be notified
- Follow organisational procedures
- Outline the procedures for the following investigation techniques:
 - 5 whys technique
 - Questionnaire
 - Tripod technique
- Select an appropriate investigation technique
- Complete an investigation that identifies the basic and latent causes
- Develop strategies to remove or reduce the consequences of unsafe acts or conditions

Audience

All employees who are required to record and investigate accidents and incidents, including supervisors and managers. Minimum of 8 and up to a maximum of 12 participants per workshop.

Content

- Overview
- Legal Obligations under the Health and Safety in Employment Act
- Organisational procedures and contact people
- Desired Investigation Outcomes
- Preparing for an Investigation
- Conducting an Investigation
- Reporting an Investigation
- Monitoring
- Case Studies

Process

This is a practical programme that utilises a range of training techniques to ensure that participants have the skills to conduct effective investigations that achieve the organisation's outcomes.

We work with the organisation to clarify their procedures and to develop case studies applicable to the organisation.

Duration:

3 Day Workshop

Venue:

One large training room