

Incident Investigation and Reporting

Duration	3 days
Who For	Line Management personnel who have an incident reporting investigation and follow up responsibility. Can also be tailored to fit the requirements of other organisations.
Aim	To introduce established standards in incident reporting, investigation and follow up procedures to line management from industrial & commercial organisations.
Objectives	<p>Upon successful completion of this workshop, attendees will be able to:</p> <ul style="list-style-type: none">▪ Recognise how incidents involving injury and damage occur,▪ Define all categories of incident including near miss incidents▪ Recognise and discover immediate & underlying causes.▪ Recognise and follow standard incident reporting procedures.▪ Review and analyse information contained in an “Incident Report”.▪ Prepare and conduct incident reporting procedures.▪ Competently prepare an investigation tree as an instrument in investigation.▪ Recognise the importance of follow up after investigation to measure the effect of corrective actions, disseminate learning points and sustain improvements.
Certification	Successful attendees can qualify for an PETRO-TEC/British Safety Council Certificate
Venue	PETRO-TEC or at client’s premises