



Course Title

Accident Investigation Training

Half Day Training Course

Originator Name

Risk Consultant
Zurich Risk Engineering UK

Course Duration

3.5 Hours

Number of Delegates

Minimum delegates per session 10:

Maximum delegates per session 15:

Accident Investigation Training
Half day training course
Delegate numbers – 10 (min) to 15 (max)

Training Overview

Target Audience

The course has been designed for managers and supervisors with responsibility for reporting and investigating accidents within their work areas at Glasgow University.

Aims

Accident investigations are necessary to identify accident causation and ensure the effective implementation of corrective actions. Managers and supervisors should have the necessary skills to investigate and report all occurrences (near misses, accidents, illnesses) in the form of a written report.

Methodology

The training course offers classroom style interactive discussions between the trainer and delegates with practical and theoretical content and examples. Training materials include the use of discussion techniques and related workshop exercises to introduce the areas of risk that need to be considered by a manager or supervisor who has responsibility for accident investigation. Each delegate will be provided with a handout containing the course slides and supporting notes/information. On completion of the course delegates will be evaluated on the subjects covered, by the use of multiple choice questions and this will allow delegates to take their practical experience back to the workplace and have awareness of many of the issues relating to accident investigation. On successfully completing the training, certificates will be issued.

Course objectives

At the end of the session, delegates will be able to:

- Describe and implement accident investigation procedures
- State the reasons for accident investigation
- Identify potential sources of information for obtaining evidence
- Demonstrate an ability to reach practical conclusions and recommendations
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Be aware of/use Glasgow University accident reporting system.

This session is entitled “Accident Investigation Training” which covers the following topics:

Introduction to Incidents and Accidents

- **The scale of the problem**
- **Cost of accidents**
- **Accident causation and prevention**

Reporting and Investigation requirements

- **Legislation**
- **Glasgow University Procedures**

Effective investigation

- **Collection of facts and evidence**
- **Reaching conclusions and taking action**
- **Recording evidence/electronic reporting**
- **Obtaining further help**

Summary

Quiz