

A0006

SECTION A · OCCUPATIONAL HEALTH & SAFETY

INCIDENT INVESTIGATION & REPORTING

DURATION	MINIMUM	MAXIMUM	DELIVERY
2 Days	6 Pax	16 Pax	On Site / Centre

Root cause investigation methodology including 5 Whys and Fishbone analysis, with practical work on reporting, corrective action and communicating lessons learned.

LEARNING OUTCOMES

01 Understand the importance of reporting all incidents, including near-misses.

02 Follow the established procedures for incident reporting.

03 Conduct thorough incident investigations to identify root causes.

04 Use investigation techniques such as "5 Whys" or Fishbone diagrams.

05 Develop and implement corrective and preventive actions (CAPA).

06 Document investigation findings and recommendations clearly.

07 Communicate lessons learned from incidents to the workforce.

08 Monitor the completion and effectiveness of corrective actions.

09 Understand the legal and organizational requirements for incident reporting.

10 Promote a "no-blame" culture to encourage open reporting.

WHO SHOULD ATTEND

All site personnel, supervisors, HSE officers and contractor staff

DELIVERY & ASSESSMENT

Classroom instruction with practical exercises, assessed continuously and by end-of-course evaluation against the outcomes above.

ON COMPLETION

Global SPS certificate of training issued to each successful participant, with records retained for client and regulatory audit.

Course content can be tailored to site-specific procedures, equipment and language on request. Contact Global SPS to discuss scheduling and in-house delivery.