# TRAINING PLAN

Course Title : Accident Investigation and Incident Reporting for Managers and OSH Practitioner
Duration : 09.00AM – 05.00PM
Training Venue : Client Training Room / Matrix HSE Training Room

## Training Objectives

- Upon completing this program, the participants will be able to:
- State the legal duties and forms required for reporting workplace accidents
- Use the 4P Method (People, Paper, Place, Parts) to collect evidence
- Explain the difference between immediate causes and root causes
- Show how to use the 5-Whys and Fishbone tools to find the real cause
- Create clear reports and action plans to stop accidents from happening again

Course Schedule

| No. | Topic | Instructional Strategy | Duration |
|---|---|---|---|
| DAY 1 | | | |
| 1. | Registration | | 09:00AM – 09:30AM |
| 2. | Topic 1: Incident Causation Fundamentals<br>▪ Basic definitions of accidents and near misses.<br>▪ Understanding the Bird Triangle and Domino Theory.<br>▪ Focusing on prevention rather than finding fault. | Slide presentation | 09:30AM – 11:00AM |
| 3. | Topic 2: Regulatory Compliance & Statutory Reporting<br>▪ Understanding OSHA 1994 and NADOPOD regulations.<br>▪ How to use government forms JKKP 6, 7 and 8.<br>▪ Managing internal and external notification paths. | Slide presentation | 11:00AM – 12:00PM |
| 4. | Topic 3: Evidence Acquisition & Scene Management<br>▪ Checking People, Paper, Place and Parts.<br>▪ Best ways to talk to witnesses and victims. | Slide presentation | 12:00PM – 13:00PM |
| LUNCH BREAK | | | 13:00PM – 14:00PM |
| 5. | Topic 3 (Cont'd) Evidence Acquisition & Scene Management<br>▪ Securing the area to protect physical evidence. | Slide presentation | 14:00PM – 15:00PM |
| 6. | Topic 4: Multi-Level Causal Analysis<br>▪ Identifying direct hazards and unsafe actions.<br>▪ Finding the underlying management issues.<br>▪ Finding the underlying management issues. | Slide presentation | 15:00PM – 16:30PM |
| 7. | Q&A and Discussion | | 16:30PM – 17:00PM |
| End of Day 1 | | | |

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| No. | Topic | Instructional Strategy | Duration |
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| DAY 2 | | | |
| 1. | Day 1 Recap and Q&A Session | | 09:00AM – 09:30AM |
| 2. | Topic 5: Analytical Methodologies & Tools<br>▪ Cause Analysis (RCA) Tools Asking "Why?" repeatedly to reach the source.<br>▪ Sorting causes into the 5M categories.<br>▪ Using diagrams to visualize failure paths. | Slide presentation | 09:30AM – 11:00AM |
| 3. | Topic 6: Effective Witness Interviewing & Human Factors<br>▪ Turning investigation findings into safety fixes.<br>▪ Applying the hierarchy of safety controls.<br>▪ Writing reports and tracking improvements. | Slide presentation | 11:00AM – 12:00PM |
| 4. | Topic 7: Corrective Action & Prevention (CAPA)<br>▪ Turning investigation findings into actionable, measurable safety controls.<br>▪ Setting clear deadlines and assigning responsible persons for fixes.<br>▪ | Slide presentation | 12:00PM – 13:00PM |
| LUNCH BREAK | | | 13:00PM – 14:00PM |
| 5. | Topic 7 (Cont'd) Corrective Action & Prevention (CAPA)<br>▪ Checking and auditing safety fixes to make sure they actually work.<br>▪ Preventing similar accidents from happening in other departments or branches. | Slide presentation | 14:00PM – 15:00PM |
| 6. | Topic 8: Investigation Report Writing<br>• Structuring formal executive-ready incident investigation reports.<br>• Presenting findings clearly to management, safety committees and regulatory bodies (DOSH/JKKP).<br>• Sharing post-incident lessons learned into organizational safety culture and continuous improvement. | Slide presentation | 15:00PM – 16:30PM |
| 7. | Q&A and Discussion | | 16:30PM – 17:00PM |
| End of Day 2 | | | |