

ADVANCED ACCIDENT INVESTIGATION AND REPORTING TECHNIQUES

"Enhancing Workplace Safety Through Effective Investigation and Accurate Reporting"

Schedule

Date	Venue	Fees (Online)
24 - 25 Aug 2026	Online	USD 700 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Accidents in the workplace can have severe consequences, including injuries, operational disruptions, and financial losses. Conducting thorough accident investigations and preparing accurate reports is critical to preventing recurrence, complying with safety regulations, and fostering a safe working environment.

This intensive 2-day online training equips participants with advanced techniques in accident investigation and reporting. The program covers root cause analysis, investigation methodologies, reporting standards, and best practices to identify causes, implement corrective actions, and enhance organizational safety culture.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and objectives of accident investigation
- Apply systematic investigation techniques and root cause analysis
- Collect and analyze evidence effectively
- Prepare accurate, clear, and actionable accident reports
- Identify preventive and corrective measures to avoid recurrence
- Enhance organizational safety culture through lessons learned

Why Attend

- Minimize the likelihood of repeated accidents
- Improve compliance with occupational health and safety regulations
- Strengthen workplace safety awareness and accountability
- Enhance investigation skills and reporting accuracy
- Reduce operational and financial risks due to accidents
- Promote a proactive safety culture among employees

Target Audience

This program is designed for:

- Safety officers and coordinators
- HSE managers and supervisors
- Site engineers and project managers
- Operational and maintenance personnel
- Incident investigation teams
- HR and compliance professionals responsible for safety reporting

Individual Benefits

Key competencies that will be developed include:

- Conducting structured and effective accident investigations
- Applying root cause analysis and evidence-based evaluation
- Writing accurate, detailed, and actionable accident reports
- Identifying hazards and preventive measures
- Improving risk awareness and decision-making
- Enhancing professional expertise in occupational safety

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced workplace accidents and incidents
- Improved regulatory compliance and reporting standards
- Better understanding of risk factors and preventive actions
- Enhanced organizational safety culture
- Lower operational disruptions and financial losses
- Stronger accountability and knowledge transfer among staff

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Accident investigation frameworks and regulatory requirements
- Case Studies – Real-world accident investigations and lessons learned
- Workshops – Practical exercises on root cause analysis and report writing
- Peer Exchange – Group discussions on investigation challenges and best practices
- Tools – Investigation templates, checklists, and reporting formats

Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules Coffee Breaks: 09:30 & 11:15 Lunch Break: 01:00 – 02:00

Day 1: Principles of Accident Investigation

Module 1: Introduction to Accident Investigation (07:30 – 09:30)

- Purpose and benefits of investigations
- Legal and regulatory framework

Module 2: Evidence Collection and Analysis (09:45 – 11:15)

- Gathering physical, documentary, and witness evidence
- Techniques for analyzing accident data

Module 3: Root Cause Analysis Methods (11:30 – 01:00)

- Fishbone diagram, 5 Whys, and other techniques
- Identifying direct, indirect, and systemic causes

Module 4: Workshop – Investigating Simulated Incidents (02:00 – 03:30)

- Hands-on root cause analysis exercises

Day 2: Reporting and Corrective Actions

Module 1: Preparing Accurate Accident Reports (07:30 – 09:30)

- Structure and content of reports
- Writing actionable recommendations

Module 2: Implementing Corrective and Preventive Actions (09:45 – 11:15)

- Developing follow-up plans
- Monitoring effectiveness of corrective measures

Module 3: Lessons Learned and Safety Improvement (11:30 – 01:00)

- Sharing findings with teams
- Continuous improvement in safety practices

Module 4: Case Study & Action Planning (02:00 – 03:30)

- Analysis of real accidents
- Developing organizational action plans

Certification

Participants will receive a Certificate of Completion in Advanced Accident Investigation and Reporting Techniques, validating their skills in conducting investigations, analyzing root causes, and preparing actionable reports to improve workplace safety.

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