

Accident Investigation & Reporting, and NADOPOD Requirements

Remote
Online
Training via



26 & 27 July 2022 (Tuesday - Wednesday)

9.00 am – 5.00 pm

10 CEP Points

Introduction:

Accident investigations are necessary to identify accident causation and insure implementation of corrective action. Therefore, supervisors shall immediately investigate and report all occurrences (near miss, accidents, and illnesses) with a written investigation report.

Who Should Attend:

Line managers, supervisors, health and safety staff, safety and health committee members and any other employees who are responsible for recording, reporting and investigating accidents.

Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ state the legal requirement of accident investigation and reporting process;
- ✓ describe the accident prevention concept;
- ✓ explain the causation of accident;
- ✓ discuss a root cause analysis using Why Why Tree Method;
- ✓ elaborate the Swiss Chess Model to determine root cause;
- ✓ explain the accident reporting system;
- ✓ state the six steps of accident investigation interview;
- ✓ describe the procedure to prepare accident report;
- ✓ discuss the recommendation of corrective action; and
- ✓ demonstrate accident investigation process from interview, analyze accident using Why Why Tree, Report Preparation and Recommendation for Corrective Action.

**HRD Corp Claimable
under SBL KHAS Scheme***

Methodology:

All the training sessions will be conducted through lectures, power point presentations, practical simulation exercise, group work, case studies, video, and activities.

Program Outlines

Program Time	Topic(s)
Day 1 (26 July 2022)	
9.00 am	Registration Pre-Test Welcome to the program
9.15 am	Module 1: LEGAL REQUIREMENT FOR ACCIDENT INVESTIGATION AND REPORTING PROCESS <ul style="list-style-type: none"> ▪ OSHA 1994 <ul style="list-style-type: none"> ✓ Section 15 – Responsibility of Employer; ✓ Section 24 – Responsibility of Employee; ✓ Section 29 & Safety Officer regulations – Responsibility of Safety Officer; ✓ Section 31 & Safety Committee Regulations – Responsibility of Safety Committee; ✓ Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease (NADOPOD)
10.15 am	Morning coffee break
10.30 am	Module 2: THE ACCIDENT PREVENTION CONCEPT <ul style="list-style-type: none"> ▪ The Vicious Circle; ▪ Preventive & Corrective Actions; ▪ Element of Negligence – Predictable & Preventable; ▪ Basic Causes of Accident; ▪ Consequences of Accident; ▪ Elements of OSH Program; ▪ Evaluation – Investigation; ▪ Accidents Indicate Failure in Management System; ▪ 6 Principles of Accident Prevention
12.30 pm	Lunch

*Please note that this is a **Public** program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under SBL KHAS Scheme.

**Closing date for registration:
18 July 2022**

PUBLIC PROGRAM

flexiEdge Training PLT
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

1.30pm	Module 3: CAUSATION OF ACCIDENT <ul style="list-style-type: none"> ▪ Cause of accident; ▪ Unsafe act and conditions; ▪ Control of accident causes; ▪ Management leadership and commitment; ▪ Employee participation; ▪ Accident Cost – The Iceberg Concept
3.15pm	Afternoon coffee break
3.30 pm	Module 4: A ROOT CAUSE FAILURE ANALYSIS USING WHY-WHY TREE METHOD <ul style="list-style-type: none"> ▪ Understand RCFA; ▪ Understand the Model of Swiss Cheese Model of RCFA; ▪ Apply WHY Tree analysis method; ▪ 9 Steps in building A Why-Tree concept; ▪ Develop a systematic logical problem solving approach
5.00 pm	Program ends for Day 1
Day 2 (27 July 2022)	
9.00 am	Registration Recap day 1 learning
9.15 am	Module 5: SWISS CHEESE MODEL TO DETERMINE ROOT CAUSE <ul style="list-style-type: none"> ▪ A combination of Physical Condition, Human Behavior and Operating System Deficiencies contribute to incident and injury; ▪ Human Factor Checklist <ol style="list-style-type: none"> i. Human Error and Behavior (Precondition) <ol style="list-style-type: none"> 1. Individual Capabilities; 2. Work Environment; 3. Human Nature. ii. Supervisory and Behavior <ol style="list-style-type: none"> 1. In adequate supervision; 2. Planned inappropriate Operations; 3. Failed to correct problem; 4. Supervisory violation; 5. Peer to Peer Pre-Condition.
10.15 am	Morning coffee break
10.30 am	Module 6: ACCIDENT REPORTING SYSTEM <ul style="list-style-type: none"> ▪ Accident Reporting Procedure; ▪ Accident Reporting Process and Person-In-Charge; ▪ Accident Communication Process <ol style="list-style-type: none"> i. Management Team ii. All employees Module 7: SIX STEPS OF ACCIDENT INVESTIGATION INTERVIEW <ol style="list-style-type: none"> i. Planning ii. Opening iii. Start with an 'open' questions iv. Listen attentively to witness v. Check for understanding vi. Closing
12.30 pm	Lunch
1.30 pm	Module 8: PROCEDURE TO PREPARE ACCIDENT REPORT <ul style="list-style-type: none"> ▪ Analysis and assessment (Immediate, Basic, Root Causes); ▪ Reporting and Recommendations Module 9: RECOMMENDATION FOR CORRECTIVE ACTION <ul style="list-style-type: none"> ▪ Managing and monitoring the completion of action plan; ▪ Follow-up on deadline; ▪ Review on the effectiveness of corrective and preventive action
3.15 pm	Afternoon coffee break



under **SBL-Khas**
Scheme

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3.30 pm	Module 10: GROUP ACTIVITY ON ACCIDENT INVESTIGATION, REPORT PREPARATION AND CORRECTIVE ACTION RECOMMENDATION i. Accident Notification; ii. Interview; iii. Evidence Collection; iv. Perform team Brain Storming using Why Why Tree; v. Determine Root Cause; vi. Report Preparation and corrective action recommendation
4.50 pm	Post-Test Training Evaluation
5.00 pm	Program ends for Day 2

Course Leader

Mr. Mohd Noor bin Abdul Majid is a certified Safety & Health Officer by National Institute of Occupational Safety & Health (NIOSH), a Master holder in Occupational Safety & Health Management from Northern University Malaysia (UUM), In-House Diploma holder of ASIA PACIFIC Leadership Program, HRDC Certified Trainer and Certified Training Professional (CTP) under Asian Regional Training and Development Organization International (ARTDO). He is a highly qualified trainer with more than 16 years of industrial experience in the manufacturing environment. He is also University Malaya's lecturer for OSH program and trainer for Safety and Health Officer's program for NIOSH certification.

Mr. Mohd Noor has conducted numerous in-house and public training on Safety & Health related courses, to name a few: Setting Up an Effective Safety & Health Committee, Safety & Health Management in Manufacturing, Chemical Management, Chemical Spill Response Procedures, Accident Prevention & Investigation, HIRARC, Teambuilding, Leadership program and many others.

He is also Certified Assessor for Recognition Prior Learning (RPL) for The Great Britain College Consortium. He has undergone the Pull Forward program under Dupont Malaysia for Mindsets & Behavior Champion at Kunshan China for 6 months and its orientation program in Wilmington USA.

His expertise is drawn from numerous years of hands-on experience in the various aspects of Occupational Safety and Health Management. His last position before be a full-time trainer and consultant was Training, Development and Employee Relations Manager in an established manufacturing organization.

Mr. Mohd Noor has obtained his Master Degree in Safety and Health with UUM/NIOSH and has involved in the Food Safety & OSH Management system auditing as an Internal Auditor for GMP & AIB for Food Safety, HACCP, OHSAS 18001, ISO 14001 and ISO 9001. He has also attended Exploring Leadership program under Danisco Leadership Academy based in Denmark in Goa, India, Kuala Lumpur & Shanghai, China and successfully obtain the In-House Diploma.

Investment / Participation Fees



Category 1:

Safety & Health Officers (SHOs):

RM 371.00 per participant
(inclusive 6% SST)



Category 2:

Normal Rate

RM 424.00 per participant
(inclusive 6% SST)

REGISTRATION FORM

10 CEP Points

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and NADOPD Requirements**
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Online
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via



No.	Details of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	*Self-Sponsored? (please tick ✓)
1	Name:				
	MyKad No.:				
	SHO Registration No.:				
2	Name:				
	MyKad No.:				
	SHO Registration No.:				

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No.	Details of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	*Self-Sponsored? (please tick ✓)
3	Name:				
	MyKad No.:				
	SHO Registration No.:				
Registration Submitted By:					
Company Name:					
Company Address:					
Contact Person:		Designation:			
Tel:		Fax:		Email:	
Registration Process & Payment Method: (1) Please note that this program is registered under SBL-KHAS Scheme. <i>Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.</i> (2) Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at administrator@flexiedge.com.my (3) flexiEdge Training PLT will email the confirmation notification to Employer/Company. (4) Employer/Company needs to submit training grant application to HRD Corp before program date. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration). (5) Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.					
For Self-Sponsored Participants*: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for () participant(s), crossed and made payable to " flexiEdge Training PLT " <u>OR</u> Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice. <i>*For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.</i>					
Terms and Conditions					
1. Fees are inclusive of soft copy program materials (in pdf) and e-certificate of attendance. 2. Program confirmation will be given through email before the program date. 3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged. (b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day shall be fully billed. No refund if participant/ replacement does not turn up on the training day. 4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.					

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