



<b>COURSE TITLE</b>	: Incident Reporting and Analysis Technique		
<b>COURSE DURATION</b>	: 3-day(s) / 19.50-hour(s)	<b>COURSE CODE</b>	: IRAT
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Basic
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM1,296.00 (inclusive of 8% SST)		

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Formulate accident investigation team.
- ii. Develop accident investigation procedure.
- iii. Conduct a proper accident investigation.
- iv. Prepare accident investigation report.
- v. Complete the NADOPOD form correctly.
- vi. Take action upon NADOPOD.

**2. TARGET GROUP(S):**

- i. Factory/ Production/ Human Resource/ Safety and Health Manager.
- ii. Safety and Health Officers.
- iii. Safety and Health Committee members.
- iv. Safety Supervisors.

**3. ENTRY REQUIREMENT(S):**

- i. None.

**4. TOPIC(S):**

- i. Occupational Safety & Health Act 1994.
- ii. Root Cause Analysis.
- iii. Accident Investigation Methodology.
- iv. Accident Case Studies.
- v. Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease (NADOPOD).

**5. LIST OF REFERENCE BOOK(S):**

- i. Occupational Safety and Health Act 1994.



**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.

**COURSE TITLE: INCIDENT REPORTING AND ANALYSIS TECHNIQUE**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 0900	0.25	Course Registration	NIOSH
0900 - 1015	1.25	Introduction to Incident Investigation	
1015 - 1030	0.25	MORNING TEA BREAK	
1030 - 1130	1.00	Legal Requirements	
1130 - 1300	1.50	Incident Investigation Methodology	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Workshop 1: In-House Notification	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1015	1.25	NADOPOD	
1015 - 1030	0.25	MORNING TEA BREAK	
1030 - 1300	2.50	Workshop 2 & 3	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Incident Analysis	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF DAY TWO</b>	

**DAY THREE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1015	1.25	Incident Analysis	
1015 - 1030	0.25	MORNING TEA BREAK	
1030 - 1300	2.50	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Workshop 4	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
1700 - 1715	0.25	Evaluation and Closing	NIOSH
	<b>6.50</b>	<b>END OF THE COURSE</b>	