

Session Planning

Subject Matter Expert:	LIONG LIH BING
Program Title:	Hazard / Incident Investigation and Management
Learning Outcome:	By the end of this module, the participants should be able to: a) Define what is incident b) Explain the causes of incident & role of management control c) Explain 3 theory on accident causation d) List the cost involved in an accident

Sequence	Topics/Content	Timeframe
Welcome	<p>WELCOME participants to the session, "Hazard / Incident Investigation and Management".</p> <p>ASK: Participants to: - Describe the last incident they had to investigate - Thank participants for their examples and state that we they will be able to reflect on the approach we have taken hazards and incidents and take a fresh look and more eliminate injuries in the workplace</p> <p>INFORM: Group of following: - Phones switched to silent</p>	5 minutes
Agenda / Introduction	<p>REFER: To the PP slide Outline the agenda and ensure comparisons are drawn to the group</p> <ul style="list-style-type: none"> - Introduction - Risk Management - Incident Investigation Fundamentals - Introduction to Root Cause Analysis - Corrective Action Development and Management - Record Keeping and Data Analysis - Serious Incident Management 	5 minutes
	What is Hazard / Incident Investigation and Management?	

<p>What does it impact?</p> <p>ACTIVITY: Calculate Financial Impact</p> <p>DEBRIEF: Have pairs volunteer to present calculations back to the</p>	<p>13 minutes</p>
<p>DuPont Incident Pyramid:</p> <p>STATE: Refer to PP slide and explain tat injuries and illnesses are percentage of the problem. Go through each dot point.</p> <p>ACTIVITY: Calculate number of incidents using the DuPont Pyramid</p> <p>The Problem - Group Discussion</p> <p>ACTIVITY: Break participants into groups of 4 and discuss questions</p>	<p>8 minutes</p>
<p>So Where Do We Start?</p> <p>How to We Do It?</p>	<p>4 minutes</p>
<p>Risk Management</p> <ul style="list-style-type: none"> - What is Risk Management - What are the FLLs Responsibilities - Risk Management Process - What Are Hazards, Near Misses and Incidents? - Hazard Types - What is Risk? - What is Risk Assessment? - What Do I Need to Consider? - When Is A Risk Assessment Required? - Formal versus Informal - Risk Assessment Tool 	<p>32 minutes</p>
<p>Incident Investigation Fundamentals</p> <ul style="list-style-type: none"> - Roles and Responsibilities <p>ACTIVITY: Why Do we Investigate?</p> <p>ACTIVITY: Causes of Incidents</p>	

Body	<ul style="list-style-type: none"> - Incident Investigation Process - Initial Report and Response - Form Investigation Team - Determine Facts <p>ACTIVITY: Case Study</p>	27 minutes
	<p>Introduction to Root Cause Analysis</p> <ul style="list-style-type: none"> - What is Root Cause Analysis? - Why Root Cause Analysis? - Root Cause Analysis Methodologies - Why ... Why ... Why ...? - Limitations of 5 Why - Case Study - Application of 5 Whys - Application of 5 Why 	29 minutes
	<p>Corrective Action Development and Management</p> <ul style="list-style-type: none"> - Aim of Corrective Actions - Hierarchy of Controls <p>ACTIVITY: Application of Controls</p> <ul style="list-style-type: none"> - Implementing Controls - Corrective Action Focus <p>ACTIVITY: Application of Corrective Actions</p> <ul style="list-style-type: none"> - What Factors Influence Human Factors? - Human Element Factors - How Do We Address the Human Element? - Correcting Behaviour - Effective Training - Training Steps - Training Guidelines - Setting the Example - Don't Forget to Monitor and Review 	49 minutes
	<p>Record Keeping and Data Analysis</p> <ul style="list-style-type: none"> - Hazard and Incident Reporting - What should be Documented? <p>ACTIVITY: Group Discussion on Data Analysis</p>	11 minutes

	<p>Serious Incident Management</p> <ul style="list-style-type: none"> - Definitions - What Do I Do? - Step 1 : Ensure Area is Made Safe - Step 2 : Injured Persons Attended - Step 3 : Area Secured for Investigation - Step 4 : Establish Key Facts - Step 5 : Telephone Contact to Key Persons - What Happens Next? <p>ACTIVITY: Serious Incident Case Study</p>	25 minutes
Knowledge Check	<p>HANDOUT the knowledge check and have participants</p> <p>Allow time to run through answers and collect the</p>	20 minutes + 10 minutes debrief
Summary	<p>ASK:</p> <p>Circle around the room and ask participants to share one they gained from the training - either from the material, or share by others</p>	5 minutes
Evaluations and Farewell	Ensure participants complete evaluations of the workshop.	5 minutes