



Accident Prevention and Investigation at Workplace

June 4 - 5, 2018 | 9.00am - 5.00pm | Concorde Hotel Shah Alam

FACILITATOR

Encik Abdul Rahim Jasmin holds a Diploma in Safety Engineering Technology from the United States. He is qualified as a Certified Program Leader from Kepner Tregoe Incorporated, United States, in addition to being a Registered Safety Officer with DOSH, Malaysia. He is also a DOSH-approved Safety and Health Officer course trainer. He has more than 16 years of hands-on experience in Environmental, Safety and Health where he was the Environmental, Safety and Health Manager in a large multinational manufacturing company. He has presented various safety and health papers in seminars and conventions organised by DOSH, DOE and FMM. He has also conducted numerous in-house and public courses on safety and health-related courses and has written a number of Safety and Health Manuals for SMIs.

OBJECTIVES

- Identify minor and major accidents including near misses
- Identify the goal of accident investigation
- Identify the direct, indirect, and root causes of accidents
- Identify basic steps in accident investigation
- Write accident investigation report correctly
- Develop accident prevention at workplace programmes

WHO SHOULD ATTEND

Safety Committee Members, Managers, Supervisors, workers and contractors who may be involved in accident prevention programme and investigation

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

CONTENTS

- **What is an Accident?**
 - Types of Accident
- **Accident Prevention Programmes**
 - Management Commitment
 - Employee Involvement
 - Safe Work Practices
 - Workplace hazard assessment
- **Accident Investigation**
 - What to Investigate and Why
 - Being Prepared (Policies/Procedures, Team and Investigation Kit)
 - What to Do First (Providing Medical Care, Dealing With the Immediate Risk)
 - How to Conduct an Investigation
 - Secure and Evaluate the Accident Scene
 - Collect Evidence and Gather Facts
 - Interview Witnesses
 - Analyse and Find the "Root Cause"
 - Write Report and Follow Up

IN-HOUSE TRAINING AVAILABLE

ADMINISTRATIVE DETAILS

Dates : **June 4 - 5, 2018**
 Time : 9.00 am – 5.00 pm
 Venue : **Concorde Hotel Shah Alam**
 8 Jalan Tengku Ampuan Zabedah C9/C
 40100 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,200 per participant
 Non Members – RM1,500 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Accident Prevention and Investigation at Workplace

June 4 - 5, 2018 (Monday-Tuesday) Concorde Hotel Shah Alam

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

For Muslims only:

- Ramadan Buffet after programme at Concorde Hotel Shah Alam
- Not joining the Ramadan Buffet (entitled for RM100.00 discount from the programme fee)

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____