



**Workshop on Advanced Incident, Accident Investigation and Reporting Writing**

March 10 – 14, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 1 – 5, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250,000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

**Program overview:**

Safety is of utmost importance in any industry in spite of our best efforts, accidents and incidents occasionally occur. These unplanned or undesired events can adversely affect a company's work operations and may include work-related injuries, occupational illnesses, property damage, spills and fires. Critically all incidents should therefore be thoroughly investigated demonstrating a proven company-wide process of efficiency and effectiveness linked to the Safety Management System (SMS). However, even a minor incident or near-miss incident also requires a thorough investigation as this may reveal significant potential for a serious future incident should the conditions be left uncorrected.

This training program is designed to provide participants with confidence and necessary professionalism to enable a thorough Accident Investigation as soon as practicable after the event.

**For whom:**

This program is designed for those officers who may become involved in these investigation as well as Managers wishing to have a deeper knowledge of this process and crucially how it affects the interpretation of the law, regulations and company procedures. This course is suitable to a wide range of professionals but will greatly benefit: HSE Officers, Supervisors, Inspectors, Advisors, Auditors, and Team Leaders/Managers.

**Learning objectives:**

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

- \* acquire the knowledge and skills required to investigate all adverse events;
- \* know and explain the causes of accidents and ill-health;
- \* discuss the elements that combine to form an accident;
- \* develop confidence & professionalism in investigating, interviewing & reporting;
- \* ensure all employees & contractors are aware of the SMS and 'Safety Culture'; and
- \* apply the legal requirements and company procedures in investigations and reporting.

**Course outline:**

**DAY 1 – Incident, Accident and Outline of Investigation Procedures**

- What are hazards, risk, Incident “and “Accident
- Types of incidents, why do accidents happen
- Importance of Incident / Accident Investigation
- Legal aspects of incident/accident investigation
- Gathering information, analyzing information
- Deciding immediate and root causes
- Identifying suitable control measures
- Planning corrective actions

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## DAY 2 – Interviewing Witnesses and Gathering Information

- Preparation for the interview of witnesses and other concerned persons
- Principles of effective interviewing
  - Separation of witnesses
  - Confidentiality of information obtained
- Collecting factual information, photographs, sketches, videos, system alarms.
  - Collection of required drawings, company policies, risk assessments,
  - training records, SOPs, Safe Systems of Work, Permit-to-Work,
  - Maintenance Records, -need and importance of all this information

## DAY 3 –Analyzing Information, Identify Control Measures

- How to analyze the data?
- Finding immediate causes of incident/accident from the data analysis
- Finding root causes of incident/accident from the data analysis
- Explanation with examples
- How to identify suitable control measures for both immediate and root causes,
  - Video Playback

## DAY 4 - Recording and Reporting of Incidents / Accidents

- Internal incident reporting system
  - Reporting event to the external agencies
- Legal requirements
  - Formats for incident reporting
  - “Do’s “and “Don’ts “of effective report writing
- Q & A session, -Mock Accident Review

## DAY 5 – Mock Accident Investigation: Practical Session

- Write down whom you will interview
- Write down the interview questions
- Write down what data you will collect
- The Accident Investigation Report.
- Your conclusion about immediate causes and root causes
- Review and Follow-up corrective action (Optional)

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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## Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

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