



10
CEP

2-DAY PROFESSIONAL COURSE

ACCIDENT INVESTIGATION AND INCIDENT REPORTING FOR MANAGERS AND OSH PRACTITIONER



Find the cause. Document the facts. Prevent recurrence.

TRAINER
TS. CHM. DR. MOHD AKHIR BIN AHMAD



BUILD THE SKILLS TO INVESTIGATE WITH CONFIDENCE



LEARNING OUTCOMES

- 01 Recognise legal accident-reporting duties and JKKP forms.
- 02 Collect evidence using the 4P Method.
- 03 Distinguish immediate causes from root causes.
- 04 Apply 5-Whys and Fishbone analysis tools.
- 05 Prepare investigation reports and prevention plans.



COURSE HIGHLIGHTS

- 01 Incident Causation Fundamentals
- 02 Regulatory Compliance & Reporting
- 03 Evidence Collection & Scene Management
- 04 Multi-Level Causal Analysis
- 05 Analytical Tools & Root Cause Analysis
- 06 Strategic Mitigation & Risk Control
- 07 Corrective Action & Prevention (CAPA)
- 08 Investigation Report Writing

INVESTIGATION PATHWAY



SCENE →



EVIDENCE →



ROOT CAUSE →



CAPA



COURSE INFORMATION

DATE

2 DECEMBER -
3 DECEMBER 2026



LOCATION

11A, Jalan Puchong Permai 2,
Taman Puchong Permai,
47100 Puchong, Selangor.



PRICE (PER PAX)

NEW PARTICIPANTS

RM 1,944

Include 8% SST

EX-STUDENT

RM 1,620

Include 8% SST



ENQUIRIES & REGISTRATION



03-5892 6806



matrix@matrixhse.com



11A, Jalan Puchong Permai 2,
Taman Puchong Permai, 47100 Puchong, Selangor.

TRAINING PLAN

Course Title : Accident Investigation and Incident Reporting for Managers and OSH Practitioner
 Duration : 09.00AM – 05.00PM
 Training Venue : Client Training Room / Matrix HSE Training Room

Training Objectives

- Upon completing this program, the participants will be able to:
- State the legal duties and forms required for reporting workplace accidents
- Use the 4P Method (People, Paper, Place, Parts) to collect evidence
- Explain the difference between immediate causes and root causes
- Show how to use the 5-Whys and Fishbone tools to find the real cause
- Create clear reports and action plans to stop accidents from happening again

Course Schedule

No.	Topic	Instructional Strategy	Duration
DAY 1			
1.	Registration		09:00AM – 09:30AM
2.	Topic 1: Incident Causation Fundamentals ▪ Basic definitions of accidents and near misses. ▪ Understanding the Bird Triangle and Domino Theory. ▪ Focusing on prevention rather than finding fault.	Slide presentation	09:30AM – 11:00AM
3.	Topic 2: Regulatory Compliance & Statutory Reporting ▪ Understanding OSHA 1994 and NADOPOD regulations. ▪ How to use government forms JKPP 6, 7 and 8. ▪ Managing internal and external notification paths.	Slide presentation	11:00AM – 12:00PM
4.	Topic 3: Evidence Acquisition & Scene Management ▪ Checking People, Paper, Place and Parts. ▪ Best ways to talk to witnesses and victims.	Slide presentation	12:00PM – 13:00PM
LUNCH BREAK			13:00PM – 14:00PM
5.	Topic 3 (Cont'd) Evidence Acquisition & Scene Management ▪ Securing the area to protect physical evidence.	Slide presentation	14:00PM – 15:00PM
6.	Topic 4: Multi-Level Causal Analysis ▪ Identifying direct hazards and unsafe actions. ▪ Finding the underlying management issues. ▪ Finding the underlying management issues.	Slide presentation	15:00PM – 16:30PM
7.	Q&A and Discussion		16:30PM – 17:00PM
End of Day 1			

TRAINING PLAN

Course Title : Accident Investigation and Incident Reporting for Managers and OSH Practitioner
 Duration : 09.00AM – 05.00PM
 Training Venue : Client Training Room / Matrix HSE Training Room

Training Objectives

- Upon completing this program, the participants will be able to:
- State the legal duties and forms required for reporting workplace accidents
- Use the 4P Method (People, Paper, Place, Parts) to collect evidence
- Explain the difference between immediate causes and root causes
- Show how to use the 5-Whys and Fishbone tools to find the real cause
- Create clear reports and action plans to stop accidents from happening again

No.	Topic	Instructional Strategy	Duration
DAY 2			
1.	Day 1 Recap and Q&A Session		09:00AM – 09:30AM
2.	Topic 5: Analytical Methodologies & Root Cause Analysis (RCA) Tools Asking "Why?" repeatedly to reach the source. Sorting causes into the 5M categories. Using diagrams to visualize failure paths.	Slide presentation	09:30AM – 11:00AM
3.	Topic 6: Effective Witness Interviewing & Human Factors Turning investigation findings into safety fixes. Applying the hierarchy of safety controls. Writing reports and tracking improvements.	Slide presentation	11:00AM – 12:00PM
4.	Topic 7: Corrective Action & Prevention (CAPA) Turning investigation findings into actionable, measurable safety controls. Setting clear deadlines and assigning responsible persons for fixes.	Slide presentation	12:00PM – 13:00PM
LUNCH BREAK			13:00PM – 14:00PM
5.	Topic 7 (Cont'd) Corrective Action & Prevention (CAPA) Checking and auditing safety fixes to make sure they actually work. Preventing similar accidents from happening in other departments or branches.	Slide presentation	14:00PM – 15:00PM
6.	Topic 8: Investigation Report Writing Structuring formal executive-ready incident investigation reports. Presenting findings clearly to management, safety committees and regulatory bodies (DOSH/JKKP). Sharing post-incident lessons learned into organizational safety culture and continuous improvement.	Slide presentation	15:00PM – 16:30PM
7.	Q&A and Discussion		16:30PM – 17:00PM
End of Day 2			