



COURSE TITLE	: Incident Reporting and Analysis Technique (Remote Learning)		
COURSE DURATION	: 3-day(s) / 19.50-hour(s)	COURSE CODE	: IRAT-RL
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM 648.00 (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. Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- ii. Must have good internet connection; **AND**
- iii. Zoom account registered with personal email.

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. Computer/ Laptop.
- ii. Learning accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Discussion.
- iii. Case Study/ Scenario by Group.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
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COURSE TITLE: INCIDENT REPORTING AND ANALYSIS TECHNIQUE (REMOTE LEARNING)

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	BREAK	
1030 - 1130	1.00	Legal Requirements	
1130 - 1300	1.50	Incident Investigation Methodology	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1530	1.50	Workshop 1: In-House Notification	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1015	1.25	NADOPOD	
1015 - 1030	0.25	BREAK	
1030 - 1300	2.50	Case Study/Scenario by Group (Discussion via WhatsApp group itself) & Workshop 3	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1530	1.50	Incident Analysis	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY TWO	

DAY THREE

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