

# Accident Investigation

## OVERVIEW:

An accident defined is – ‘an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage’.

The Occupational Health and Safety Act of Trinidad and Tobago 2004 fully came into effect in August 2007. What does this mean to an employer? It means you are now bounded by law, under the General Duties clause of the act to “**Ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees**” section 6 (1).

In spite of our best efforts, accidents occasionally occur. While many seem to happen for obvious reasons, there may be things that contribute to an accident which are not always apparent. That's why it is vital to conduct a thorough Accident Investigation.

If there were to be an accident on the premises of an employer, whether it is an employee or a visitor, the employer is required to conduct an accident investigation with the main reasons being:

- to find out the cause of accidents and to prevent similar accidents in the future
- to fulfill any legal requirements with relation to the act
- to determine the cost of an accident
- to determine compliance with applicable safety regulations
- to process workers' compensation claims

Part VIII section 46 through 52 goes into great detail on what is the legal requirement of the employer.

## LEARNING OBJECTIVES

The Lok Jack GSB is hosting a one day seminar on conducting An Accident Investigation, where some of the key topics covered in this workshop will be:

- Who should conduct the accident investigating?
- Should the immediate supervisor be on the team?
- Why look for the "root cause"?

- What are the steps involved in investigating an accident?
- What should be looked at as the cause of an accident?
- How are the facts collected?
- What should I know when making the analysis and conclusions?
- Why should recommendations be made?
- What should be done if the investigation reveals "human error"?
- How should follow-up be handled?

## TARGET GROUPS:

- HSE professionals
- Supervisors
- Shop Stewards
- Safety Practitioners
- Safety Committee Members
- Managers
- Students of HS& E

## DETAILS:

**Date:** December 7<sup>th</sup>, 2009

**Registration:** November 26<sup>th</sup>, 2009  
**Deadline**

**Time:** 8:30a.m. – 4:30 p.m.

**Cost:** \$2,000.00 (cost inclusive of training materials, refreshments & Certificate)

**Venue:** Arthur Lok Jack Graduate School of Business  
Max Richards Drive, Uriah Butler Highway,  
North West, Mount Hope

**Contact:** Tamara Edwards / Brent Cassim - Ph: 662-9894 ext 157 / 330

Email: [openenrolment@gsb.tt](mailto:openenrolment@gsb.tt)

Dates : December 7th, 2009

**STUDENT REGISTRATION FORM**

Contacts: Fax # 662-1411  
Ph # 645-6700 x 157, 330 (Tamara / Brent)

**SECTION 1 - Personal Data**

**Name:** Surname ..... First Name ..... Other .....

**Date of Birth** ..... / ..... / ..... M  F   
DD MM YR Sex

**Job Title:** .....

**Organization:** .....

**Address:** .....

**Work Tel:** ..... **Home Tel:** ..... **Mobile Tel:** .....

**Fax:** ..... **E-mail:** .....

**SECTION 2 - Dietary Preference**

**MEAL PREFERENCE**

Please choose one (1) of the following  Chicken  Fish  Vegetarian

**Please list any allergies:** .....

**SECTION 3 - Payment Details**

**Payment Options:** Linx, Certified Cheques and Company Cheques

**Make cheques payable to:** Arthur Lok Jack Graduate School of Business

**Please provide details below for invoicing**

**Name:** ..... **Designation:** .....

**Company:** .....

**Address:** .....

**Tel:** ..... **Fax:** .....

**E-Mail** .....

**Note:** All payments to be made five (5) days in advance; Registration is **ONLY** confirmed upon receipt of this form.

**SECTION 4 - Terms & Conditions**

Refunds will be issued under the following conditions:

- 5 days prior to start date - 100%
- 4 days or less prior to start date - 50%
- Fees are non-refundable once course has started

Arthur Lok Jack Graduate School of Business reserves the right to cancel/postpone courses. Registrants will be advised accordingly.

**I hereby certify that all statements on this registration form are true and correct and agree to the terms & conditions**

.....  
Print Name Signature COMPANY STAMP/AUTHORIZATION