



EAST CAPE MASTER BUILDERS ASSOCIATION

COURSE BOOKING FORM: Please complete the form below and fax to **(041) 365-4514**

COURSE: Accident/Incident Investigation

PORT ELIZABETH 13 November 2018	Duration: 1 day (starting 08:30am)
	Venue: Walmer Downs Training Centre William Moffet Expressway PE
	Cost: R1 100.00 (incl. VAT) p.p. (MBA members) R1 650.00 (incl. VAT) p.p. (Non-MBA members)
	Note: Learners are to bring a valid form of ID with them No lunch will be provided.

Company name:		Company and Contact Person details
Member number:		
VAT number:		
Postal address:		
Contact person - Name:		
Contact person – Tel:		
Contact person – Cell:		
Payment details:		

FULL name of delegate	ID Number	Candidate details
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Should you have any queries, please contact Training Office on the following number: Tel: (041) 365-4513 Email: training@ecmba.org.za	Banking Details: East Cape MBA Standard Bank Acc. No: 080 391 133 Code: 05 00 17
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Terms and Conditions: <ol style="list-style-type: none">1. Booking forms MUST be submitted to us three (3) days prior to the training taking place.The full course fee is payable before or on the date of the course. Certificates will only be issued after the MBA has received the full course fee.In the case of cancellation: 100% of fee is payable if cancelled within 3 working days of the course, 50% is payable if cancelled within 5 working days.All cancellations are to be submitted in writing and shall be effective as of the day received by the MBA.You will still be liable for the fee should your candidate not arrive for the training.We reserve the right to reschedule any course (conducted on MBA premises).Please make sure that the candidate is able to read & write English.Minimum of 6 delegates in order for course to proceed.
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HEALTH & SAFETY ACCIDENT/INCIDENT INVESTIGATION

Incident and accident (I/A) investigation is a critical stage in the health and safety (H&S) cycle. However, it is often overlooked and not understood, resulting in unnecessary and compounded injuries and losses to human life and property.

A key objective of the I/A process is to correctly determine the 'root' causes of incidents and accidents, thus enabling the correct measures to be implemented and recurrences and further losses to be prevented. It is important to stress that an investigation is not a 'finger-pointing' session and that you are not searching for a guilty party. The aim is to prevent a recurrence of the incident.

COURSE CONTENT

- ▶ Introduction to Incident / Accident Investigation
 - ▶ Incident and Accident Investigation Process
 - ▶ Documentation
 - ▶ Recording and Investigation of Incidents
 - ▶ Closure Phase
 - ▶ Additional Information
 - ▶ Reporting and recording Accidents
- ▶ Group Exercise – H&S Representative Incident Investigation
 - ▶ Annexure 1 forms
 - ▶ Prevention of recurrence of similar Incident
 - ▶ Remarks by Health and safety committee

DURATION

- ▶ 1 day

PRE-REQUISITES

- ▶ English proficiency

UNIT STANDARD ALIGNMENT

- ▶ (Aligned and awaiting HWSETA approval)

CERTIFICATE VALIDITY

- ▶ 2 years from issue