

## ACCIDENT INVESTIGATION SYLLABUS

**Description:** Training will inform employees of the general process of accident investigation. They will be informed on the purpose, causes, and reasons for the investigation.

**Course start time:** 7:30am – 4:00pm CBT Lab hours

**Course Length:** Approximately 15-20 minutes including test. (Course is 8 minutes in length)

**Presentation Method:** CBT – Computer Based Training

**Audience:** Any employee needing knowledge at the general awareness level of the accident investigation process.

**Subjects covered (topics):**

|                        |                        |                       |
|------------------------|------------------------|-----------------------|
| Introduction           | What is an accident    | Seven Common Causes   |
| Accident Investigation | Record the Facts       | What to Record        |
| Details                | Interviewing           | Taking Statements     |
| Taking Notes           | Problem Solving        | Investigation Report  |
| Job Safety Analysis    | When OSHA Investigates | Examples of Accidents |

**Objectives:** Upon completion of the course, trainees will have a general awareness knowledge of the following:

1. What is considered an accident
2. Basic causes of an accident
3. The investigation processes
4. The investigation reports
5. How to determine recommendation based on the cause of the accident.

**Test Information:** Test consist of 10 questions and will require 70% or higher to pass the course.