

Workplace Accident Investigation

Introduction

Accidents in the workplace can be very costly. It is only with a full understanding of what happened, how it happened and why it happened, can formulate effective remedial and preventive actions. This course is to equip the delegates with the knowledge on how to investigate the root cause of incidents, and how to draft the Accident Investigation Report.

Who should attend

Human Resources Managers and staff with responsibilities for functions within the workplace that relate to Accident and Incident Investigation.

Course Outline

- Principles of Accident Investigation
- Basic Concepts of Causes of Accident
- Accident Reporting and Scope of Investigation
- Accident investigation Techniques and Stages
- Practical Exercises and Case Study
- How to draft the Accident Investigation Report



Date & Time

9th March 2021(Sat) 9:15am-12:45pm

Language :	Cantonese with English terminology
Delivery :	Online training with Zoom
Fee per delegate:	HKD980 *Special Offer: HKD1800 for delegates enrol "Understanding the ECO & Handling Work Injury Cases Effectively" at the same time, and can enjoy HKD100 early bird discount if the payment is settled on or before 16 th February, 2021
Certificate :	Participants who successfully complete this course and have 80% attendance will be issued an Electronic Certificate of Attendance

Enrolment :

Please make cheque payable to "**CED School of Business Limited**" and send it together with this form to:

CED School of Business

Unit 20, 19/F One Midtown, 11 Hoi Shing Road, Tsuen Wan, N.T., HK

Trainer: Mr FUNG

Registered Safety Officer, QHSE Manager of a sizable construction company

Mr Fung, a registered safety officer, possess a Bachelor Degree in OSHE and has more than 15 years of experience in working in the construction industry and undertaking senior positions in multi-national companies and large-scale public services organizations. He possesses a deep understanding of legal requirements and practice knowledge on accident investigation and formulation of preventive measures. He is now working as a QHSE Manager of a sizable construction company. His clients include: Bank of Communications, Hong Kong Arts Development Council, Shinryo, MTR, CLP, Le Meridien Cyberport, FedEx, Club Dining, The Peninsula Hotels, Macao Water Supply Company Limited, Galaxy Macau, Hong Lok Yuen Aged Sanatorium Centre Limited, Sik Sik Yuen, Hong Kong Society for the Aged, etc.

Enquiry: Tel: 27703033 , Email: training@ced.edu.hk

Enrolment Form

<input type="checkbox"/> HKD980	Workplace Accident Investigation (9 Mar 2021, 9:15am-12:45pm)
<input type="checkbox"/> HKD1800	Workplace Accident Investigation + Understanding the ECO & Handling Work Injury Cases Effectively
<input type="checkbox"/> HKD1700	Workplace Accident Investigation + Understanding the ECO & Handling Work Injury Cases Effectively (Settle payment by 16 Feb)

Applicants should fill in all details in block letters and e-mail to: training@ced.edu.hk

Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1. Fax 2. Email 3. Website 4. Seminar 5. Facebook 6. LinkedIn 7. Advertisement 8. Business Manager 9. Others : (Please specify) _____

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions Signature : _____ Date : _____