



## Workshop on Advanced Incident, Accident Investigation and Reporting Writing

March 2 – 6, 2026, 1<sup>st</sup> Run: Lagos & Abuja

September 7 – 11, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300,000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

### Program overview:

Safety is of utmost importance in any industry in spite of our best efforts, accidents and incidents occasionally occur. These unplanned or undesired events can adversely affect a company's work operations and may include work-related injuries, occupational illnesses, property damage, spills and fires. Critically all incidents should therefore be thoroughly investigated demonstrating a proven company-wide process of efficiency and effectiveness linked to the Safety Management System (SMS). However, even a minor incident or near-miss incident also requires a thorough investigation as this may reveal significant potential for a serious future incident should the conditions be left uncorrected. This training program is designed to provide participants with confidence and necessary professionalism to enable a thorough Accident Investigation as soon as practicable after the event.

### For whom:

This program is designed for those officers who may become involved in these investigation as well as Managers wishing to have a deeper knowledge of this process and crucially how it affects the interpretation of the law, regulations and company procedures. This course is suitable to a wide range of professionals but will greatly benefit: HSE Officers, Supervisors, Inspectors, Advisors, Auditors, and Team Leaders/Managers.

### Learning objectives:

At the end of the course, participants will be able to:

- \* acquire the knowledge and skills required to investigate all adverse events;
- \* know and explain the causes of accidents and ill-health;
- \* discuss the elements that combine to form an accident;
- \* develop confidence & professionalism in investigating, interviewing & reporting;
- \* ensure all employees & contractors are aware of the SMS and 'Safety Culture'; and
- \* apply the legal requirements and company procedures in investigations and reporting.

### Course outline:

#### DAY 1 – Incident, Accident and Outline of Investigation Procedures

- What are hazards, risk, Incident “and “Accident
- Types of incidents, why do accidents happen
- Importance of Incident / Accident Investigation

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogbia Industrial Scheme, Ogbia, Ikeja – Lagos

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- Legal aspects of incident/accident investigation
- Gathering information, analyzing information
- Deciding immediate and root causes
- Identifying suitable control measures
- Planning corrective actions

## DAY 2 – Interviewing Witnesses and Gathering Information

- Preparation for the interview of witnesses and other concerned persons
- Principles of effective interviewing
  - Separation of witnesses
  - Confidentiality of information obtained
- Collecting factual information, photographs, sketches, videos, system alarms.
  - Collection of required drawings, company policies, risk assessments,
  - training records, SOPs, Safe Systems of Work, Permit-to-Work,
  - Maintenance Records, ·need and importance of all this information

## DAY 3 –Analyzing Information, Identify Control Measures

- How to analyze the data?
- Finding immediate causes of incident/accident from the data analysis
- Finding root causes of incident/accident from the data analysis
- Explanation with examples
- How to identify suitable control measures for both immediate and root causes,
  - Video Playback

## DAY 4 - Recording and Reporting of Incidents / Accidents

- Internal incident reporting system
  - Reporting event to the external agencies
- Legal requirements
  - Formats for incident reporting
  - “Do’s “and “Don’ts “of effective report writing
- Q & A session, -Mock Accident Review

## DAY 5 – Mock Accident Investigation: Practical Session

- Write down whom you will interview
- Write down the interview questions
- Write down what data you will collect
- The Accident Investigation Report.
- Your conclusion about immediate causes and root causes
- Review and Follow-up corrective action (Optional)

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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## Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

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