



London TDM

Health, Safety, and Environment (HSE) Training

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 16 November 2025 To 20 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

The "Incident Reporting and Safety Documentation" course is designed to equip professionals with the essential skills and knowledge for effective incident reporting and safety documentation within their organizations. Participants will learn best practices and procedures to enhance workplace safety and compliance through interactive sessions and practical exercises.

Objectives

- Understand the fundamentals of incident reporting and safety documentation.
- Identify and analyze incidents effectively to prevent recurrence.
- Prepare clear, concise, and compliant incident reports.
- Implement a safety documentation system that supports organizational safety goals.
- Enhance communication and collaboration among safety teams.

Course Outlines

Day 1: Introduction to Incident Reporting

- Overview of incident reporting and its importance.
- Types of incidents and their classification.
- Regulatory requirements and standards.
- Identifying responsible personnel for reporting.
- Workshop: Analyzing real-life incident cases.

Day 2: Incident Investigation Techniques

- Steps in the incident investigation process.
- Data collection and analysis methods.
- Utilizing root cause analysis tools.
- Developing corrective and preventive actions.
- Practical exercise: Conducting a mock investigation.

Day 3: Effective Safety Documentation

- The role of documentation in safety management systems.
- Types of safety documents and their purposes.
- Writing clear and concise documentation.
- Version control and document management.
- Group activity: Revising sample safety documents.

Day 4: Legal and Ethical Considerations

- Understanding legal implications of incident reporting.
- Confidentiality and data protection standards.
- Balancing transparency and organizational protection.
- Case studies on legal outcomes from incident reports.
- Discussion: Ethical dilemmas in reporting.

Day 5: Implementing a Safety Documentation System

- Designing a comprehensive safety documentation framework.
- Integrating technology into safety management.
- Training staff in documentation and reporting procedures.
- Evaluating and improving documentation processes.
- Final project: Developing a safety documentation plan for a hypothetical company.