



ACCIDENT PREVENTION, INVESTIGATION AND REPORT WRITING

OBJECTIVES

- To list down accident prevent programs;
- To identify minor and major accidents including near misses;
- To identify the goal of accident investigation;
- To identify the direct, indirect, and root causes of accidents;
- To identify basic steps in accident investigation
- To write accident investigation report correctly.

COURSE CONTENT

What is an accident?

- Types of accident

Accident prevention programs

- Management commitment
- Employee involvement
- Safe work practices
- Workplace hazard assessment

Accident investigation

- What to investigate and why
- Being prepared (policies/procedures, team, investigation kit)
- What to do first (providing medical care, dealing with the immediate risk)
- How to conduct an Investigation
 - a) Secure and evaluate the accident scene
 - b) Collect evidence and gather facts
 - c) Interview witnesses
- Analyze and find the "root cause"
- Write report and follow Up

ADMINISTRATIVE DETAILS

Date : June 29-30, 2026

Time : 9.00am – 5.00pm

Venue: FMM Selangor & Kuala Lumpur Branch

Fees : FMM Members – RM 1,350.00 per participant

Non-Members – RM 1,566.00 per participant

(inclusive of 8% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

TRAINER PROFILE

Encik Abdul Rahim Jasmin holds a Diploma in Safety Engineering Technology from the United States as well as being a certified Program Leader from Kepner Tregoe Incorporated, United States and a Registered Safety Officer from DOSH, Malaysia. He is also an approved DOSH CISHO's course trainer. In the past, he has worked as a Production/Warehouse Executive with Nestle, Production Executive with Carlsberg Brewery and Production Superintendent/Industrial Engineer with Goodyear. En. Abdul Rahim has more than 16 years hands-on experience in Environmental, Safety and Health where he was the Environmental, Safety and Health Manager in a large multinational manufacturing company in Perak. has presented various safety and health papers in seminars and convention organized by DOSH, DOE and FMM. He has conducted numerous in-house and public courses on safety and health related courses for Supervisors, Engineers, Executives and Managers in many areas.

WHO SHOULD ATTEND

Safety committee members, managers, supervisors, workers and contractors who may be involved in accident prevention program and investigation.

For further inquiries please contact:

Siti Nazihah /Azrini

FMM Institute Selangor & Kuala Lumpur Branch

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Visit us at: www.fmm.edu.my / www.fmm.org.my

Get **10% DISCOUNT** if you send 3 or more participants for the same programme!



REGISTRATION FORM

ACCIDENT PREVENTION, INVESTIGATION AND REPORT WRITING

June 29-30, 2026 (Monday - Tuesday)

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | COID: (475427W_SELANGOR)

Email: siti_nazihah@fmm.org.my/ azrini@fmm.org.my

Tel: 03-5569 2950/4471/4171

Please register the following participant(s) for the above programme:

1. Name	Designation	Email
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Nationality	IC/Passport No.	Phone No.
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2. Name	Designation	Email
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Nationality	IC / Passport No.	Phone No.
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(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

We will be claiming from HRD Corp and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

Submitted by:

Name:

Designation:

Email:

Company:

FMM Membership No. :

My Corporate Identity No.:

Company Address:

Tel No.:

Fax No.:

Date: