

# Managing a Major Safety Incident

2006



## One Day Workshop

When a major safety incident occurs in the workplace, the implications for an organisation can be serious – from the threat of prosecution under relevant laws to adverse media attention. Often the way in which an organisation responds to and investigates that incident can significantly improve the outcome for the organisation.

### Learning Outcomes

At the end of this program participants will:

- be aware of relevant legal issues
- be aware of how to manage communications issues
- understand what is required to manage a safety investigation effectively
- have practised conducting interviews with witnesses
- understand what is required in an investigation report.

### Designed For

Safety professionals, human resources professionals, managers and supervisors.

### Workshop time

9.00am – 4.30pm

### Workshop dates

| Brisbane       | Melbourne         | Perth             | Sydney            |
|----------------|-------------------|-------------------|-------------------|
| 29 August 2006 | 12 September 2006 | 13 September 2006 | 14 September 2006 |

### Cost

\$850 + \$85 GST per person for the workshop.

### Registration

Details of the workshop venues and how to register are listed on our 2006 Workplace Training Calendar.

### Further Information

For further information about this and other public training courses, please contact Deanna Mireles on 02 9258 6349, email [ir@bdw.com](mailto:ir@bdw.com) or visit our website [www.bdw.com](http://www.bdw.com).



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## Course Content

### Introduction and Overview

Safety Incident Issues – issues and consequences; What To Do When An Incident Occurs; Legal Professional Privilege

### Investigation

Investigating what happened; Document control including managing internal communications so as not to prejudice court proceedings; Finding out facts; Avoiding speculation and avoiding unjustified opinions.

### Preparing an Investigation Report

Why an investigation report is important; Techniques for writing an effective report.

### Interviews by inspectors

How to respond to questions; What are your rights and obligations?

### Being a Witness in a Prosecution or Other Proceeding

What is it like?

**This document will be a tax invoice for GST purposes when fully completed and you make a payment.**

ABN: 75 304 286 095

Please Select:  Sydney  Melbourne  Perth  Brisbane

## Your details

Title \_\_\_\_\_ Surname \_\_\_\_\_ First name (for badge) \_\_\_\_\_

Position \_\_\_\_\_ Company name \_\_\_\_\_

Address (for all correspondence) \_\_\_\_\_

City \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_ Dietary requirements \_\_\_\_\_

### Payment (American Express not accepted)

A cheque made payable to Blake Dawson Waldron for \$ \_\_\_\_\_ is enclosed

Please charge \$ \_\_\_\_\_ to:  Mastercard  Visa

Card number \_\_\_\_\_ Expiry Date \_\_\_\_\_ 3 Digit Verification code \_\_\_\_\_  
(last 3 digits printed on signature strip of credit card)

Name on card (please print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Payment is required prior to attendance.

#### Confirmation

We will confirm your registration and provide the address details of programs when we receive your payment. Places are limited. Please send payment with your registration. We reserve the right to reject any registration.

#### Cancellations and Disclaimer

If you are unable to attend, a colleague is welcome to attend in your place. We regret that refunds are not available. However, you may be able to transfer to another program. We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

#### Privacy

You can find our Privacy Policy on our website at <<http://www.bdw.com>>.

This document has been authorised by Blake Dawson Waldron.

The firm can be contacted by emailing [marketing@bdw.com](mailto:marketing@bdw.com)

### Please send this form and payment to:

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