

# Managing a Major Safety Incident

2007



## 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 the 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 resource professionals, managers and supervisors.

### Workshop time

9.00am – 4.30pm

### Workshop dates

Sydney	Melbourne	Brisbane	Perth
7 June 2007	5 June 2007	6 June 2007	12 June 2007

### Cost

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

### Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax (02) 9258 6999.

### Further Information

For further information about this and other public training courses, please contact Anita Gilbert on (02) 9258 6983, email [ir@bdw.com](mailto:ir@bdw.com) or visit our website

**[www.bdw.com/workplacetraining](http://www.bdw.com/workplacetraining)**



# Managing a Major Safety Incident

## Course Content

This program covers:

- the legal framework
- the importance of a management plan
- how to manage communication issues
- rights and roles of stakeholders
- how to investigate what has caused the incident
- conducting interviews
- preparing an internal investigation report
- understanding legal professional privilege and its impact on procedures
- dealing with investigations conducted by authorities such as Workcover.

Please select:

SYDNEY (7 June)     MELBOURNE (5 June)     BRISBANE (6 June)     PERTH (12 June)

**This document will be a tax invoice for GST purposes when fully completed and you make a payment.** (ABN: 75304286095)

### 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 \_\_\_\_\_

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:**

**Deanna Mireles**  
**BLAKE DAWSON WALDRON**

**Locked Bag N6**  
**PO Grosvenor Place**  
**Sydney NSW 1217**

**f > (02) 9258 6999**

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