



INCIDENT INVESTIGATION TRAINING

ON SITE TRAINING

Who should attend? Anyone who has a responsibility for undertaking accident or incident investigations in the workplace.

The cost of getting it wrong, to both the individual and the organisation, can be extremely high, particularly under the WHS Act and Regulations. Implementing good processes to conduct accident and incident investigations in your workplace is an essential part of your Workplace Safety.

What will you learn? Attendees will gain an understanding of how to effectively conduct a workplace accident or incident investigation. The objectives/outcomes of this session are to:

- Establish an effective incident investigation program;
- Learn effective analysis tools relating to incident investigations;
- Learn how to conduct an incident investigation that identifies the contributing factors to the incident
- Minimize the recurrence of workplace incidents that are contributing to injuries and illnesses.

Allow 3 hours per Training session

Venue: On site

Cost:	Members:	Metro Area - \$1,400 per session (Ex GST)
	Non-Members	Metro Area - \$1,600 per session (Ex GST) Regional Area - Travel Expenses extra

If you require further clarification please contact Anna Farrugia on 8232 2820 or anna@pinnaclehr.com.au



INCIDENT INVESTIGATION TRAINING Booking Form

To book your session(s) for on-site training please complete the form below.
 Then fax this form to Pinnacle HR on 8224 0107 or email to anna@pinnaclehr.com.au

Contact Name Position:

Organisation

Please tick: Member Non-Member

Street Address

Phone

Fax

Email

No of sessions required:

Preferred Date Time:.....am/pm

Estimate No of Participants per session

Preferred Date Time:.....am/pm

Estimate No of Participants per session

List any issues or topics you would like addressed in the session:

.....

I hereby understand and accept the Terms of Engagement:

.....
 Signature Date

Cost: Members: Metro Area - \$1400 per session (Ex GST)
 Regional Area - Travel Expenses extra
 Metro Area - \$1600 per session (Ex GST)
 Regional Area - Travel Expenses extra

PAYMENT

Payment can be made via cheque made out to Pinnacle HR or directly credited to National Bank,
 BSB 085042, Account 639858737



TERMS OF ENGAGEMENT

CANCELLATION Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commencement. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. Pinnacle HR is registered for GST purposes and our ABN is 54 507 165 001. Pinnacle HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and Pinnacle HR reserves the right to recover any outstanding amounts.