

Safety Report Writing

Introduction

Safety Report Writing course has been designed to meet the general health and safety needs of organisations and the local standards with regards report writing and analysing the data, providing a standard reports that can be applied throughout the organisation.

Course Objectives

The aim of the programme is to increase participants' awareness and knowledge of health and safety report writing issues, ensuring they can play an active role in achieving a standard health and safety reports. The qualification is designed to allow individuals to develop their knowledge to meet the needs of individual organisations and local standards. It is an ideal tool in developing workers' skills and knowledge and will benefit the organisation by providing competent, in-house safety and health assistance.



Learning Outcomes

1. Understanding the inspection report criteria
2. Be able to carry out a risk assessment
3. Understanding the accident investigation techniques
4. Be able to complete the observation report
5. Be able to write effective documents such as letters, memos, minutes, agendas and emails.

Who should attend?

All employees, supervisors, manager's safety officers and engineers who have the responsibility of managing health and safety.

What You Will Study?

1. Effective Workplace Safety Inspections
2. Risk Assessment Method
3. Accident Investigation strategy
4. Accident Investigation Report
5. Interviewing witnesses
6. Practical Reporting and Forms
7. Business Writing
8. Readers' Expectations
9. Readers' Expectations
10. Writing Style
11. The Structure of a Report
12. Report components

Assessment Method

Practical assessment -Written exam – multiple choice

Course Duration 40 hrs

RRC Middle East is
ISO 9001 certified



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