



**PAN
AFRICAN**
Learning and Growth Network

(OHS) OCCUPATIONAL HEALTH AND PUBLIC SAFETY

4TH ANNUAL CONFERENCE 13-14 MARCH

**ADVANCED INCIDENT INVESTIGATIONS AND
REPORT WRITING FOR SAFETY PROFESSIONALS**
PRE CONFERENCE WORKSHOP
10-12 MARCH 2025

**SIGELEGE
BEACH RESORT**
SALIMAMALAWI.

FROM
8:00
TILL 4PM



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ATTENDANCE REG.
OPTIONS

• **MK1,500,000**
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• **MK1,000,000**
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CONFERENCE + WORKSHOP

WORKSHOP FEES INCLUDE
DELEGATE TABLET GADGET
FEES EXCL. VAT



OCCUPATIONAL HEALTH AND PUBLIC SAFETY CONFERENCE OVERVIEW

Occupational Health and Safety defines a set of regulations and procedures that aim to prevent injury or accident in the workplace and public places. In some circumstances, Health and Safety training is a legal obligation that every employer must abide by, and the appropriate training must be provided to the relevant employees. This Occupational Health and Public Safety conference is designed to share best practices with companies working to achieve world-class safety. Attendees will hear from industry experts and who will offer insights into how to develop and sustain a safety culture.

Specifically focused on providing information on the latest trends, lessons learned, case studies and best practices in workplace and public safety, the event is a valuable platform new business development in the environmental health and safety community. The content is designed for safety leaders in manufacturing, construction, distribution, transportation, utilities, and other industrial sectors. The 2025 conference will include prompt keynote presentations, oral presentations, panel discussions, group work, workshops and exhibitions. The organizing committee is enthusiastic about this forthcoming conference including plenary lectures, presentations, symposia, and workshops on the relevant topics and various programs for participants from all over the country and beyond. We invite you to associate with us at the Occupational Health 2025, where you will be sure to have significant involvement with researchers and scholars from Malawi and beyond.

WHO SHOULD ATTEND?

- Chief Executive Officers
- Safety officers and Engineers
- SHEQ managers and EAP Officers
- Occupational Health Safety officers
- Health and Safety Consultants
- Hazard Control Directors
- Injury Prevention Specialists
- Corporate Safety Directors
- Occupational health professionals
- Product Safety Engineers
- Risk Control Specialists
- Safety Health and Environment Officers
- Human resources managers
- Risk management personnel
- Supervisors and managers
- Health and safety committee members
- Employee representatives
- Workplace health and safety coordinators
- Industrial hygienists
- Environmental health specialists
- Safety trainers and educators
- Compliance officers
- Health and safety consultants
- Workers' compensation representatives
- Legal professionals specializing in OHS
- Union representatives (if applicable)
- Employee Wellness Officers.
- Mine Examiners and Chief Safety Officer
- Health and Safety Practitioner
- Safety Compliance Officer
- Executives and business owners with OHS responsibilities.
- Portfolio Manager and Wellness Committee members

PROPOSED PROGRAM DAY ONE

07:00-07:45	Registration and Scene Set 07:45-0800 - Welcome and Opening Remarks
08:00-09:30	African OHS Dynamics Exploration: Navigate the evolving dynamics of occupational health in Africa, unraveling challenges and presenting innovative solutions. Cutting-Edge OHS Advancements: Navigate the cutting edge of occupational health and safety, embracing innovation as the cornerstone for enhanced OHS standards.
09:30-11:00	Road Safety as a shared responsibility: Collaboration for a safer future and the economic costs of road accidents
11:00-11:30	Morning Networking Break
11:30-13:00	Awareness Mastery: Immerse yourself in harnessing situational awareness to fortify safety amidst workplace violence challenges. Uncover proactive strategies for a secure and responsive environment.
13:00-14:00	Networking lunch break
14:00-15:00	Systems Thinking Integration: Witness the evolution of safety management through systems thinking, orchestrating optimal performance and strategic risk mitigation, transcending conventional boundaries.
15:00-16:30	Panel Discussion: Security Elevation: Explore security elevation through strategic investigations, vital for preventing recurrence and ensuring a future marked by robust workplace safety. Witness the power of investigative insights shaping a safer work landscape.

PROPOSED PROGRAM DAY TWO

07:45-08:00	Recap and opening remarks
08:00-09:30	Disease Impact Revelation: Gain profound insights into the impact of occupational diseases on health and safety initiatives, unveiling hidden challenges and discovering mitigation strategies.
09:30-11:00	Mental Health Advocacy: Champion mental health advocacy to reduce stigma in occupational health and safety, reshaping workplace culture for the better
11:00-11:30	Morning Networking Break
11:30-12:00	Keynote: Women's Empowerment Blueprint: Explore transformative strategies redefining workplace well-being and safety, fostering inclusivity and equality.
13:00-13:30	Visionary OHS Policy Crafting: Craft a visionary OHS policy, aligning organizational goals with safety benchmarks for workplace excellence.
13:30-14:30	Networking Lunch

15:00-16:30

Panel Discussions and Breakout Sessions (one of the below topics)

- Safety Culture Cultivation: Unearth strategic solutions for overcoming OHS challenges, cultivating a robust safety culture for excellence, reshaping the industry's safety landscape.
- Comprehensive workplace safety: elevate workplace safety, converging secure transport, and accident prevention and machinery integrity into a comprehensive safety net.

15:50-16:00

Closing remarks and end of conference

16:00-16:30

Afternoon networking refreshments

WHY ATTEND?

The 2025 conference will act as one of the best opportunities to reach the largest assemblage of participants from Malawi and beyond. The exclusive event fosters in-depth discussions, sharing best practices, and strategic collaborations crucial for organizational excellence. Here are compelling reasons to attend:

- In-Person Connections: Harness the energy of face-to face interactions with leaders, innovators, and decision-makers for transformative discussions and genuine connections that transcend virtual interactions.
- Leadership Impact: Explore the profound impact of leadership on organizational culture, the role of technology and innovation in health and safety, and the integration of systems thinking for peak performance and risk mitigation success.
- Knowledge Sharing: Engage in diverse workshops, seminars, and expert-led sessions to gain insights into leadership, management, and strategic planning, shaping your organization's future.
- Innovation Embrace: Inspire creative thinking and innovative problem-solving through peer-to-peer learning opportunities, fostering a fresh perspective on organizational challenges.
- Strategic Planning Focus: Utilize the in-person time for strategic planning sessions with your leadership team, refining your organization's goals and initiatives in a private meeting space.
- Professional Growth: Invest in personal and team development, gaining enhanced skills, knowledge, and a renewed sense of purpose beyond day-to-day challenges.
- Industry renowned speakers, researchers, practitioners, the introduction of the most recent techniques, tactics, and the newest updates in Occupational Health and Public Safety are hallmarks of this conference. Learn what is being achieved in other countries hear from innovators, think the unthinkable, understand how pricing is changing, share best practices in our workshops

SPONSORSHIP AND EXHIBITION PACKAGES AVAILABLE:

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SPONSORSHIP CONTACTS

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10-12 MARCH 2025
PRE CONFERENCE WORKSHOP
**ADVANCED INCIDENT INVESTIGATIONS AND
REPORT WRITING FOR SAFETY PROFESSIONALS**

"If You Think Safety Is Expensive - Try an Accident"

INTRODUCTION

In spite of all our best efforts, accidents and incidents occasionally occur. These unplanned or undesired events can adversely affect a company's work operations and may include work-related injuries, occupational illnesses, property damage, spills and fires. Critically, all incidents should therefore be thoroughly investigated demonstrating a proven company-wide process of efficiency and effectiveness linked to the Safety Management System (SMS). The more serious the incident the more extensive the investigation.

However, even a minor incident or near-miss incident also requires a thorough investigation as this may reveal significant potential for a serious future incident should the conditions be left uncorrected. While incidents seem to happen for obvious reasons, there may be things that contribute to an accident which are not always immediately apparent. Attendance on this Health and Safety training course on Advanced Accident Investigation and Reporting will provide you with the confidence and necessary professionalism to enable a thorough Accident Investigation as soon as practicable after the event.



COURSE HIGHLIGHTS:

- Why and Who conducts an Investigation
- Investigation Methodology, the Essential Six-Step Process
- Characteristics of an Effective Incident/Accident Analysis Program
- The Two Major Components that contribute to the Cause of an Incident
- Why Investigations must be Constructive, Professional, Credible and Timely
- Safety Management Systems on Promoting a Pro-Active Safety Culture

OBJECTIVES: YOU WILL LEARN TO:

- Develop the knowledge and skills required to investigate all adverse events
- Understand the causes of accidents and ill-health
- Understand the elements that combine to form an accident
- Develop confidence & professionalism in investigating, interviewing & reporting
- Ensure all employees & contractors are aware of the SMS and 'Safety Culture'
- Apply the legal requirements and company procedures



ORGANIZATIONAL IMPACT

This training will provide solutions for the organization's workforce to adopt a systematic approach to determining why an accident or incident has occurred and the steps you need to take to make sure it does not happen again.

- Confident and professional team able to conduct a thorough Accident Investigation as soon as practicable after the event
- Strategies for reducing Human Error
- A clear understanding of how and why things went wrong
- Building a safer organisations by considering all causal factors, both direct and indirect
- Identify any deficiencies in your Risk Control Management System

PERSONAL IMPACT

Attendance of the course enable participants to confidently answer the statement *“What happened, and what can we do to prevent this from happening again?”*

- Provide you with the tools necessary to properly complete Advanced Accident Investigations
- Identify the complete range of benefits of Accident Investigations
- Fully understanding the six steps of Accident Investigations and Reporting
- How to establish rapport with witnesses and obtain factual statements
- How to produce and present a professional Final Accident Report

WHO SHOULD ATTEND?

This training is suitable for those officers who may become involved in these investigation as well as Managers wishing to have a deeper knowledge of this process and crucially how it affects the interpretation of the law, regulations and company procedures. This training course is suitable to a wide range of professionals but will greatly benefit:

- HSE Officers
- Supervisors
- Inspectors
- Advisors
- Auditors
- Team Leaders/Managers



**Dibuseng Rachel
Maduane-Makobe
OHSEQ Trainer, Auditor
& Consultant**

Dibuseng's experience in the OHSEQ fraternity spans 20 years in Occupational Health, Safety, Environmental & Quality Management Systems, conducting and facilitating Training and Workshops, Auditing and Management Systems Implementation. She is currently an accredited Facilitator/Accredited with the Health and Welfare SETA (HWSETA), Accredited Facilitator for NEBOSH, Approved Auditor for CAIA (Chemical Allied Industries Association) Responsible Care Audits and has delivered training courses and workshops ranging from risk assessments, ISO implementation and auditing, OHSE Inspections, OHSE Audits, Safety Management Training, Supervisors Training, Legal Liability, Safety for Senior Executives, Behavior-Based Safety (BBS) and many other OHSE related training courses locally and in the African continent. She is a seasoned Assessor and Auditor in OHSE Management Systems. She has also held senior positions in her previous

employment, that is, Regional Manager, General Manager. She and other co-authors have also published two University Risk Management Textbooks, which were released in March 2024, one which she co-authored and was a Chief-Editor. Being an accredited Assessor and approved Auditor since 2004, she has conducted innumerable 1st, 2nd and 3rd party audits in several companies throughout South Africa and SADC (Malawi, Zimbabwe, Mozambique to name a few) including ISO Gap-analysis audits. She has delivered various training courses across the OHSEQ fraternity as well (SAMTRAC, NEBOSH, Auditors Course, Incident Investigation, Hazard Identification and Risk Assessment, OHSE Representatives, Applied OHSE Principles and Procedures, Legal Liability, Safety for Senior Executives, OHSE Legislation) and many other related training courses. She also periodically wrote OHSE related articles in the South African Government Digest Magazine and facilitated Workshops in government on social issues affecting women in the society. She has been featured in several Business Magazines in South Africa about her journey in the OHSEQ fraternity as a black woman entrepreneur. Dibuseng holds a B. Sc. (Medical Sciences) Honors, a MSc. Biotechnology and is currently pursuing a PhD degree in Management Sciences, focusing on 8 applicable Sustainable Development Goals in the petrochemical industry with the University of South Africa

TRAINING METHODOLOGY

Participants to this Health and Safety training course on Advanced Accident Investigation and Reporting will receive a copy of a comprehensive manual, copy of all slides and handout material with a thorough explanation of all the related subjects covered by the training course outline with the presenter utilizing a variety of proven learning teaching and facilitation techniques. Delegate participation is encouraged with syndicate work, case studies and assessments.

This Health and Safety training course on Advanced Accident Investigation and Reporting is designed to enable Safety Officers and others to understand the concepts of Advanced Accident Investigation & Reporting, how to successfully and professionally perform an effective investigation and to report recommendations to management to elicit improvements in HSE and therefore prevent re-occurrence.

- All incidents (including near misses) are thoroughly and professionally investigated by a trained and confident team
- Trends are reviewed, gaps are identified & improvement plans are developed to prevent future occurrences
- Corrective action/s are determined that identify the root cause
- How to measure the strengths and weaknesses in your Safety Culture
- Corrective actions are tracked until they are completed
- Report writing techniques which will 'persuade' and 'empower' actions

REPORT WRITING & PRACTICAL EXERCISES

- Forms, Format and Structure
- Effective Writing Skills – simple, self-explanatory and straightforward
- Writing the Report – the aim is to persuade and seek action
- Help to Prevent Recurrence – cost savings (human and financial)
- Class exercise - Accident Investigation based on case study
- Class exercise - Produce the outline of a suitable report from the above

INVESTIGATION METHODOLOGY

- Six-Step Accident Investigation Process
- Scene Protection and Examination - Who should be involved at this stage?
- Listen and Learn, and Learn to Look and Listen More
- The Importance of Note Taking vs. Reliance on Memory
- Scene Photographs (+video) and Sketching – equipment required
- Case Studies

INCIDENT AND ACCIDENT THEORIES

- Incident & Accident Analysis Overview, exploring Accident Theory
- Identify Accident and Incident Causation Factors
- What are the necessary conditions for an accident to happen?
- Unsafe Acts vs. Unsafe Conditions: Avoiding the “Blame Game”
- Role of the HSE Team Leader and A Trained and Prepared Workforce During an Investigation
- Links between Risk Assessment and Incident Investigation
- Factors that contribute towards establishing a good safety culture?
- Case Studies – organisations who survived and those who failed

ROOT CAUSE ANALYSIS

- What is the “Root Cause” and why is it important?
- Basic vs. Root Cause: Getting from “effect” to “cause”
- What questions to ask to confirm “Root Cause”?
- From Root Cause to Prevention
- Consider the Human Error Issues
- Help to Establish and Maintain Regulatory Due Diligence
- The Role of Policies, Equipment and Training on Accident Prevention
- Case Studies

INTERVIEWING TECHNIQUES, FACTS, EVIDENCE & WITNESS STATEMENTS

- Purpose and Preparation for the Interview
- Who Conducts the Interview? Where to Conduct an Interview?
- Building Rapport with the Witness
- Obtaining Witness Statements
- Forms and Format
- Inculpatory and Exculpatory Statements
- Group Exercise (Obtaining Statements)

INCIDENT AND ACCIDENT THEORIES

On successful completion of this training course, Pan African Learning and Growth Network (PALGNET) Certificate will be awarded to the delegates

