Assure Training Course – Syllabus:

Basics
- navigating the system
- assigned, submission & approval
- email notifications
- dashboard reports
- creating reports
- printing records

Incidents

How to locate
- email/system

Processing/completing investigation
- investigation questions
- work related?
- immediate causes
- root causes
- recommendations
- submission for approval

DSE

Processing
- common issues/solutions
- identifying issues & resolving
- conclusions
- submission for approval

Risk Assessments

Principles
- hazards, risks, controls
- guidance available
- creation
- actions
- submission for approval

Times	Timetable
0930-1045hrs **or** **1330-1445hrs**	**Session 1**
1045-1100hrs **or** **1445-1500hrs**	**Break**
1100-1200hrs **or** **1500-1600hrs**	**Session 2**