



TRAINING
SOLUTIONS

INCIDENT INVESTIGATION

COURSE DESCRIPTION

Being able to do a proper incident investigation is a critical skill in a company that is serious about improving their SHE management system.

DURATION

2 days

COURSE CONTENT

Specific Outcome 1: Explain the requirements pertaining to conducting an investigation into incidents occurring in the working environment.

1. To confirm understanding of the legal requirements for an investigation into incidents occurring in the working environment.
2. To confirm understanding of the reason, range and scope of the investigation and that it is consistent with specified requirements.
3. To confirm knowledge of relevant hazards and risks, in accordance with specified requirements, likely to be encountered in the learner's area of responsibility.
4. To confirm knowledge of basic investigation techniques as prescribed in specified requirements.
5. To confirm the required knowledge and skill in completing the necessary documentation according to specified requirements.
6. The importance of conducting an investigation into workplace incidents is explained in terms of the consequences to the business operation of the organisation.

Specific Outcome 2: Gather information for the investigation.

1. Verify the reason, scope and range of the gathering of information.
2. Choose which documentation, people, tools and materials are required to conduct the investigation.
3. Gather relevant information for an investigation.
4. Explain the importance of gathering information about incidents in the working environment in relation to the consequences thereof.
5. Gather information in such a way as to foster teamwork and avoids conflict.

Specific Outcome 3: What to do after the investigation.

1. Submit accurate reports, in the required format to the designated personnel, on time and according to requirements.
2. Explain the importance of recording and reporting incidents in terms of their effect on health, safety, environment and production.
3. Understand the tools and equipment available to you during the investigation process according to specified requirements.
4. Explain the importance of post-investigation activities in terms of the consequences to health, safety, environment and production.



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