

INCIDENT AND ACCIDENT INVESTIGATIONS

Purpose of the Course:

The purpose of incident investigation is to identify the root cause(s) of incidents in order to take corrective action and to implement the necessary controls to prevent further occurrences of such events. Effective recording, reporting and investigation of nonconformity, is an important part of an effective occupational health and safety program. Organisations should establish, implement and maintain procedure(s) to record; investigate and analyse incidents in order to:

- determine underlying Health and Safety deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- identify the need for corrective action;
- identify opportunities for preventive action;
- identify opportunities for continual improvement;
- communicate the results of such investigations.

The results of incident investigations shall be documented and maintained.

Duration:

2 days

Cost:

R6700 per person

Course Outline and Schedule:

PART A: INTRODUCTION, OVERVIEW AND IMPORTANT INFORMATION

1. Module 1: Introduction and general responsibilities



INCIDENT AND ACCIDENT INVESTIGATIONS

- Overview
- Purpose of investigations
- Definitions and terminology
- Legal responsibilities (OHS Act and MHS Act)
- Chief Directorate OHS - Mines
- Powers and rights of inspectors (OHS Act and MHS Act)

2. Module 2: Incident investigation overview

- Type of workplace incidents (Including loss control and near-misses)
- Incident ratio study and probability
- Incident cost & Incident reduction and prevention
- Investigators
- Employee involvement
- Time frame for formal investigations
- Reporting procedures for Occupational Injuries and Diseases
- Correct recording of incidents

3. Module 2: Incident investigation process

- The six key questions (Who, what, when, where, why and how)
- Preparing an investigation kit

Benefits

The qualifying learner will be capable of:

- Describing responsibilities for incidents
- Explaining the legislative requirements applicable to the investigation and reporting of incidents
- Explaining when and why to report workplace incidents
- Explaining why incident investigations should be performed
- Explaining when an incident investigation should be performed
- Explaining who should perform the incident investigation
- Identifying the different types of workplace incidents
- Identifying the causes of incidents
- Reporting the findings of the investigation
- Analyzing the facts of the investigation
- Writing the incident report
- Making recommendations in order to take corrective action
- Communicating and following up the recommendations of the incident
- Evaluating and monitoring the effectiveness of the corrective action
- Outline the steps of incident investigation

