

2 DAY COURSE ON: PRELIMINARY INCIDENT INVESTIGATION

COURSE OUTCOMES - After attending this course, learners will:

- Understand why incidents must be investigated
- Have reasonable knowledge of applicable legislation (OHS Act)
- Be able to write an incident report and make recommendations
- Be able to conduct an incident Investigation
- Understand the impact of certain regulations of the OHS Act on incident investigations

COURSE CONTENTS:

- MODULE 1: The importance of an accident investigation
- MODULE 2: Addressing the legal obligation that the state and the employer have to ensure that incidents are investigated with the intention of attempting to eliminate or eradicate incidents
- MODULE 3: Incident Reporting
- MODULE 4: How to approach an Incident Investigation
- MODULE 5: Written Reports and Explanations
- MODULE 6: How to Carry Out an Incident Investigation
- MODULE 7: Who Qualifies to Carry Out an Investigation
- MODULE 8: An Overview of Legislation
- MODULE 9: An Example of an Incident Report

DURATION: 2 Days

TARGET GROUP: This course has been designed to assist the new employee, current employee, supervisors, managers and new Health and Safety representatives, risk managers and shop stewards to become familiar with the Health and Safety legislation incorporated in an organisation.

CERTIFICATION: After attending this course, learners will receive a certificate of attendance.

This course is based on the following Unit Standard:

Title: Conduct an investigation into workplace safety, health and environmental incidents

Unit Standard: 259617

TERMS AND CONDITIONS:

- A deposit of 50% must be paid on reservation of courses. The remainder 50% will be paid on the day of completion of the course.
- A minimum of 5 people must be booked for training to be cost effective.
- ID copies of learners must be submitted with learner registration.
- An additional travelling fee will be charged at AA Rates for all training conducted at client premises.
- Top-up training as per Competency requirements – Learners who are found to be not competent will be given re-training and a re-assessment on full course costs, terms and conditions.