



BASIC INCIDENT INVESTIGATION

SAQA US: 120335
NQF Level: 3
SAQA Credits: n/a
SAIOSH CPD Credits: 2
Duration: 1 Day

Course description

The Basic Incident Investigation course is designed for individuals involved in health and safety, risk management, and those responsible for investigating workplace incidents.

Course outcome

By the end of the course, the student will be able to explain the:

- The importance of incident investigation for workplace safety.
- The skills to conduct thorough incident investigations.
- Applying of root cause analysis techniques to identify underlying factors.
- The effective interview and data collection methods.
- The ability to write comprehensive incident investigation reports.
- Implementing of corrective and preventive actions to address root causes.
- Understanding of legal and regulatory requirements related to incident reporting and investigations.

Course Content

MODULE 1: REQUIREMENTS

1.1 The Need for Safety, Health and Environmental Protection

1.1.1 Early Days

1.1.2 The "Industrial Revolution" And After

1.2 Legal and Organisational Requirements

1.2.1 Standards

1.2.3 The Constitution of the RSA – Act 108, 1996

1.2.4 Occupational Health and Safety Act 85, 1993

1.2.5 Responsibilities

1.2.6 Liabilities

1.2.7 Other Legal Requirements

1.2.8 Regulations

1.2.9 Other legislation

1.2.10 Summary of Legal Requirements

1.2.11 OHS Act

1.3 Example of Code of Practice

1.3.1 Safety code of practice for freight lifting

1.3.2 Handling the load

1.3.3 General housekeeping for freight lifting

1.3.4 Stacking Of Articles/General Safety Regulation 8

1.3.5 Important factors for packing and securing

MODULE 2: PREPARE TO GATHER DATA

2.1 Requirements for an investigation

2.1.1 Records to be kept

2.1.2 Reporting incidents

2.1.3 Investigating accidents or incidents

2.1.4 The aims of an investigation

2.1.5 Methods of gathering data

2.2 Prepare to Gather Data

2.2.1 Resources

MODULE 3: GATHER DATA

3.1 Accidents in the Workplace

3.1.1 Basic Causes of Accidents

3.1.2 Effects

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3.2 Occupational Safety

- 3.2.1 Identifying Hazards and risks
- 3.2.2 Common Hazards
- 3.2.3 General Housekeeping
- 3.2.4 Workplace Procedures
- 3.2.5 How to Work Safely
- 3.2.6 Contingency plans

3.3 Gather information

- 3.3.1 Preserve the incident scene
- 3.3.2 Preparing for an investigation
- 3.3.3 Levels of observation
- 3.3.4 Hints for procedure at the scene of an incident
- 3.3.5 Gather accurate and relevant information
- 3.3.6 Methods for gathering data
- 3.3.7 Recording Evidence
- 3.3.8 Investigation Checklist
- 3.3.9 Inspect the scene of the incident
- 3.3.10 Interview witnesses and take statements
- 3.3.11 Process physical evidence
- 3.3.12 Gather documents

3.4 Evaluate the information

3.5 Root Cause Analysis

- 3.5.1 Immediate cause (Substandard Acts or Substandard Conditions)
- 3.5.2 Lack of Control (Root Cause)
- 3.5.3 Explaining Root Cause Analysis

3.6 5 WHY Principal

- 3.6.1 How to Get Started with “5 Whys”

3.7 Post-investigation functions

MODULE 4: REPORTING

4.1 Recording Incidents

- 4.1.1 Incident reports
- 4.1.2 Keeping minutes and records
- 4.1.3 Company Policy
- 4.1.4 Section 24 incidents
- 4.1.5 Procedure for reporting
- 4.1.6 Report Writing
- 4.1.7 Identify the cause of the incident
- 4.1.8 Make suggestions for remedial action
- 4.1.9 Submit Reports
- 4.1.10 Procedure for reporting

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