



INCIDENT INVESTIGATION (Including Root Cause Analysis)

SAQA US: 120335
 NQF Level: 3, SAQA Credits: 5
 SAIOSH CPD Credits: 5
 Duration: 2 Days

Course description

The Incident Investigation (Including Root Cause Analysis) course is designed for individuals involved in health and safety, risk management, and those responsible for investigating workplace incidents. This course is essential for developing the skills needed to thoroughly investigate incidents, determine root causes, and implement corrective measures to prevent future occurrences.

Course outcome

Students will be able to:

- Explain the specified requirements pertaining to conducting an investigation into workplace incidents.
- Prepare to gather data for the investigation.
- Gather and evaluate data.
- Perform post-investigation functions.

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 Identify 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 Perform 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

THEORETICAL ASSESSMENT

Formative Assessment (Open book test)
Summative Assessment (Closed book test)

PRACTICAL ASSESSMENT

Physical on-site Incident Investigation assessment.
(Including the completion of all relevant documentation)

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