

# INCIDENT INVESTIGATION & REPORTING

## COURSE AIM

To provide delegates with the knowledge and skills necessary to effectively undertake incident investigation & reporting and to understand analysis various techniques of incident analysis.

## TARGET GROUP

This course is designed for Managers, leaders, foremen, site managers, base managers, yard manager, HSE Managers, HSE supervisor, HSE engineers, HSE coordinators, HSE officers...

## COURSE CONTENT

On completion, delegates will be able to demonstrate competence in the theory and practice of the following:

- Definition Accident / Incident,
- Elements:
- Circumstances,
- Causes,
- Nature,
- Consequences,
- Contributing factors,
- Accident investigation process:
- Securing the scene,
- Collecting facts: Interviewing skills,
- Developing sequence of events,
- Determining the causes: Root cause analysis,
- Analysis of investigation findings,
- Recommendation Corrective Action and Improvement,
- Writing report,
- Practical exercise:
- Conducting investigation,
- Compiling report

## COMPETENCY

Delegates are required to pass an assessment of practical skills and a written or verbal examination of theory.

## PRE REQUISITE

There are no pre-requisites for this course, although it is an advantage to have supervisory and management experience.

## METHOD OF TRAINING

The course is a mixture of theory, practical workshop and workbook written assessment and attendee participation. Where appropriate the clients own forms and procedures will be used.

## COURSE DURATION

One (1) day.

## RATIO OF THE TRAINING

60% Theory / 40% Practical

## VALIDITY OF CERTIFICATE

2 years



**SAFETY  
FIRST**