

ACCIDENT / INCIDENT INVESTIGATION & ROOT CAUSE ANALYSIS

"Identify Root Causes, Prevent Recurrence, and Promote a Culture of Safety and Accountability"

Schedule

Date	Venue	Fees
04 - 06 Aug 2026	Manama, Bahrain	USD 2495 per delegate
28 - 30 Oct 2026	Dubai, UAE	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Accidents and incidents in the workplace, whether minor or severe, provide critical opportunities for learning and prevention—if investigated thoroughly and objectively. Beyond compliance, effective investigation helps organizations uncover underlying weaknesses and implement long-term controls.

This 3-day course equips participants with the skills, tools, and methodologies to conduct structured accident/incident investigations and perform accurate root cause analyses. Participants will learn how to gather evidence, analyze contributing factors, and develop corrective actions that drive continuous improvement and a stronger safety culture.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and importance of effective incident investigation
- Use a step-by-step methodology for investigating workplace accidents and near-misses
- Apply root cause analysis tools such as the 5 Whys, Fishbone Diagram, and Fault Tree
- Conduct interviews, collect physical and testimonial evidence, and prepare reports
- Differentiate between direct, contributing, and root causes
- Recommend and monitor corrective and preventive actions (CAPAs) effectively

Why Attend

- Avoid recurring incidents by identifying true causes—not just symptoms
- Ensure legal compliance and reduce liability through professional investigations
- Build stronger safety systems and preventive measures
- Improve documentation and reporting of incident findings
- Gain hands-on experience using proven RCA tools and techniques

Target Audience

This program is designed for:

- HSE officers and safety professionals
- Operations and plant supervisors
- Maintenance and engineering personnel
- Risk managers, auditors, and HR investigators
- Anyone involved in workplace accident reporting, investigation, or resolution

Individual Benefits

Key competencies that will be developed include:

- Structured investigation and data collection techniques
- Effective interviewing and fact validation
- Application of root cause analysis frameworks
- Report writing and recommendation presentation
- Confidence in managing sensitive or serious incident cases

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced incident investigation capability
- Stronger preventive actions and improved workplace safety
- Better legal preparedness and audit trail maintenance
- Reduction in repeat incidents, injuries, and downtime
- Increased employee trust and safety culture maturity

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Concept Briefings - Investigation lifecycle, evidence handling, and reporting
- Case Studies - Real-world industrial and office-based incident reviews
- Workshops - RCA tools application, interview simulation, and timeline reconstruction
- Peer Exchange - Group discussion on common pitfalls and improvement tactics
- Tools - Investigation templates, checklist packs, and RCA flowcharts

Course Outline

DETAILED 3-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Incident Investigation

Module 1: Why Investigate? Legal, Ethical, and Operational Drivers (07:30 – 09:30)

- Types of incidents and definitions (accidents, near misses, unsafe acts)
- Regulatory requirements and internal policy drivers

Module 2: Investigation Framework and Preparation (09:45 – 11:15)

- Securing the scene, forming the investigation team
- Collecting physical evidence, initial interviews, and documentation

Module 3: Event Chronology and Immediate Cause Identification (11:30 – 01:00)

- Reconstructing the sequence of events
- Recognizing unsafe acts, conditions, and barriers

Module 4: Workshop – Initial Investigation Simulation (02:00 – 03:30)

- Teams respond to a mock incident, secure scene, and gather evidence

Day 2: Root Cause Analysis Tools and Techniques

Module 1: Understanding Cause Classifications (07:30 – 09:30)

- Direct, indirect, contributing, and root causes
- Human error, organizational failure, and latent conditions

Module 2: Using the 5 Whys Technique (09:45 – 11:15)

- How to ask deeper questions and avoid assumption bias
- When and where to stop the "why" chain

Module 3: Fishbone (Ishikawa) and Fault Tree Analysis (11:30 – 01:00)

- Applying cause categories: People, Process, Equipment, Materials, Environment
- Using logical deduction to map causality

Module 4: Workshop – Root Cause Mapping Exercise (02:00 – 03:30)

- Teams analyze case evidence and apply 5 Whys and Fishbone

Day 3: Reporting, Recommendations, and Prevention

Module 1: Writing the Investigation Report (07:30 – 09:30)

- Report structure, language, and evidence referencing
- Visuals: timelines, diagrams, photos, and appendices

Module 2: Corrective and Preventive Action Planning (09:45 – 11:15)

- Creating SMART recommendations linked to root causes
- Assigning ownership, deadlines, and follow-up

Module 3: Communicating and Closing Investigations (11:30 – 01:00)

- Stakeholder briefing, worker feedback, and training inputs
- Closing actions and learning dissemination

Module 4: Final Exercise – End-to-End Case Simulation (02:00 – 03:30)

- Teams complete a full investigation, report, and RCA presentation

Certification

Participants will receive a Certificate of Completion in Accident / Incident Investigation & Root Cause Analysis, validating their ability to conduct structured investigations, apply root cause techniques, and contribute to safety improvement initiatives.

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