

CONDUCT SAFETY & HEALTH INVESTIGATIONS

“Identify Root Causes, Prevent Recurrence, and Promote a Safer Workplace.”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► **Available delivery methods:** In-House Training

Introduction

Effective safety and health investigations are critical in identifying the causes of workplace incidents, accidents, and near misses. This course empowers participants with the skills and techniques to conduct thorough investigations, determine contributing factors, and recommend corrective actions that improve safety performance and compliance. It provides a structured approach to fact-finding, analysis, documentation, and legal considerations in the investigation process.

Objectives

- By the end of this course, participants will be able to:
- Understand the legal and organizational requirements for incident investigation
 - Apply systematic investigation techniques (e.g., ICAM, TapRooT®, 5 Whys)
 - Collect, document, and analyze evidence
 - Conduct interviews and prepare witness statements
 - Identify root causes and contributing factors
 - Prepare clear and compliant investigation reports
 - Recommend preventative actions and improvements

Why Attend

Workplace incidents, if not properly investigated, are likely to reoccur. This course helps ensure you are not just reporting what happened—but understanding why it happened and how to prevent it.

Target Audience

- Safety officers and HSE professionals
- Supervisors and team leaders
- Human resources and compliance officers
- Union representatives or WHS committee members
- Incident response team members

Individual Benefits

- Develop competency in structured investigation techniques
- Gain confidence in dealing with incidents professionally
- Contribute effectively to legal and internal compliance processes
- Enhance problem-solving and analytical skills

Organizational Benefits

- Reduce repeat incidents and improve risk mitigation
- Ensure compliance with safety legislation and audit requirements
- Strengthen safety culture and employee confidence
- Improve operational performance and reduce costs

Instructional Methodology

- Case-based learning and scenario analysis
- Group exercises and mock investigations
- Incident simulations and interviewing practice
- Templates, checklists, and reporting tools
- Facilitated discussions and guided feedback

Course Outline

5-DAY DETAILED COURSE OUTLINE (CUSTOMIZABLE)

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: Fundamentals of Incident Investigation

Module 1: Introduction to WHS Incident Reporting Requirements (07:30 – 09:30)

Module 2: Roles & Responsibilities in the Investigation Process (09:45 – 11:15)

Module 3: Types of Workplace Incidents and Reporting Triggers (11:30 – 01:00)

Module 4: Investigation Planning and Initial Actions (02:00 – 03:30)

Day 2: Data Collection and Witness Interviews

Module 1: Securing the Scene and Gathering Physical Evidence (07:30 – 09:30)

Module 2: Interviewing Techniques and Witness Management (09:45 – 11:15)

Module 3: Creating Accurate Incident Timelines (11:30 – 01:00)

Module 4: Practical Exercise – Simulated Interviews (02:00 – 03:30)

Day 3: Root Cause Analysis Techniques

Module 1: Using 5 Whys and Fishbone Diagrams (07:30 – 09:30)

Module 2: Introduction to ICAM and TapRoot® Models (09:45 – 11:15)

Module 3: Determining Direct, Contributing, and Root Causes (11:30 – 01:00)

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

Day 4: Report Writing and Recommendations

Module 1: Structuring an Effective Incident Report (07:30 – 09:30)

Module 2: Writing Clear Findings and Corrective Actions (09:45 – 11:15)

Module 3: Legal Considerations and Confidentiality (11:30 – 01:00)

Module 4: Report Review – Group Peer Critique (02:00 – 03:30)

Day 5: Simulation, Review, and Final Assessment

Module 1: Full Incident Simulation – Group Task Assignment (07:30 – 09:30)

Module 2: Group Investigation and Reporting Exercise (09:45 – 11:15)

Module 3: Presentation of Findings and Recommendations (11:30 – 01:00)

Module 4: Final Review, Feedback, and Certification Ceremony (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Competency in Safety & Health Investigations** upon successful completion of both theoretical and practical components. This certificate supports legal defensibility and internal compliance roles in safety investigation procedures.

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