

Prerequisites: This course shall have no formal prerequisite.

Course Length: 3-4 hours – Course length shall vary depending on the number of delegates.
Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objectives

- Delegates will be able to properly and effectively investigate incidents
- Delegates will gain the knowledge to list immediate steps to take to secure the incident area
- Delegates will determine steps to include in the initial investigation
- Delegates will demonstrate good witness interviewing techniques

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

- Requires a minimum score of 75% or better.
- Delegates will have no more than thirty (30) minutes to complete the exam.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.

Course Content Summary

- Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)

Course Outline

Definitions

- Incident
- Near Miss
- Incident Investigation
- Root Cause

Introduction

- Which Incidents Should Be Investigated?
- Incident Components

OSHA 1960.29 Requirements

Why Investigate?

- Prevent injuries and illnesses
- Save lives
- Save money
- Demonstrate commitment to health and safety
- Promote positive workplace morale
- Improve management

Aims of the Investigation

- What Happened?
- What was the root cause?
- How do we prevent recurrence?

The Investigation Process

- Who is involved?
- What information is collected?
- Gathering Evidence
 - Interviewing
 - Fact Gathering
- Determining the root cause/Handout
- Documenting the findings
- Implementing corrective actions

Group table top exercises/Incident Investigation Exercise

- Final Analysis

Practical Session

- None

Training Center Provided Material

- Course Materials

Student Requirements

- None