



CONDUCT AN INVESTIGATION INTO WORKPLACE INCIDENTS

Unit Standard: 120335



Course Information



Course Name

Conduct an Investigation into Workplace Incidents

Course Level

3

Course Credits

5

Course Duration

Three days

Cost of Course

R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The course gives the delegate the necessary skills and knowledge and ability to conduct investigations into workplace incidents.

This highly interactive and practical course is designed to provide delegates with a sound knowledge of all elements that involves Occupational Health and Safety practice or profession to:

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

Conduct an Investigation into Workplace Incidents

Who Should Attend?	<ul style="list-style-type: none"> Intended for those working with investigations, such as: safety officers, health and safety committees, union representatives, if applicable employees with relevant experience.
Course Objectives	<ul style="list-style-type: none"> The fundamental objective of the course is to enable delegates to conduct thorough and quality investigations into workplace incidents.
Benefits	<p>Benefits of this course include:</p> <ul style="list-style-type: none"> Learning to conduct an investigation. Writing an investigation report. Interviewing witness. Knowledge of incident and accident scenes. Increased client confidence. Improved knowledge and understanding of accident investigation. Monitoring investigation scenes. Effective feedback on incident and accidents.

Course Content

Course Modules	<p>Course modules consist of:</p> <ol style="list-style-type: none"> 1. Explanations into the relevant standards for an investigation into workplace incidents. 2. Analysis of the extent of investigations. 3. Describing the relevant hazards and risks likely to be encountered during the investigation. 4. Describing the purpose of conducting investigations into workplace incidents. 5. Verifying the purpose and extent of the investigation. 6. Verifying the persons, tools, equipment, and material as fit for available for incident and accident investigations. 7. Explaining the relevant hazard and risk control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements in preparing for data gathering. 8. Gathering data according to the requirements for the type of investigation.
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	<ol style="list-style-type: none"> 9. Determining the prevailing conditions at the scene of the incident by using acceptable data gathering methods. 10. Methods for gathering data, including inspections of the incident scene, interviews of witnesses, gathering of documents, procedures, practices, and process evidence, drawing of plans, taking photos, collecting physical evidence for forensic analysis. 11. Evaluating data gathered to establish variances between actual and required standards and procedures. 12. Reporting findings, recommendations, and remedial action. 13. Reporting the identified sub-standard acts and conditions and ensure that they are dealt with accordingly 14. Explain the consequences of non-compliance with any of the above-mentioned.
Certification and Assessments	<p>All delegates who complete the summative assessment will be assessed, moderated, and receive an SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.</p>

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.