



# ISO 45001:2018

## Occupational Health & Safety Incident and Accident Investigation



### Course Information

<b>Course Name</b>	ISO 45001:2018 Incident and Accident Investigation
<b>Course Designer</b>	World Wide Industrial and Systems Engineers
<b>Course Category</b>	Occupational Health & Safety
<b>Course Duration</b>	2 days
<b>Cost of Course</b>	Refer to Training Schedule

### Course Overview

The purpose of incident investigation is to identify the root cause(s) of incidents in order to take corrective action and to implement the necessary controls to prevent further occurrences of such events. Effective recording, reporting and investigation of nonconformity, is an important part of an effective occupational health and safety program.

## ISO 45001:2018 – Occupational Health & Safety – Incident and Accident Investigation

<p><b>Who Should Attend?</b></p>	<p>Organisations should establish, implement and maintain procedure(s) to record, investigate and analyse incidents. The results of incident investigations shall be documented and maintained. All delegates that are responsible for the investigation and reporting of an incident.</p>
<p><b>Course Objectives</b></p>	<p>By the end of the course, the learner will be able to:</p> <ul style="list-style-type: none"> <li>• determine underlying Health and Safety deficiencies and other factors that might be causing or contributing to the occurrence of incidents</li> <li>• identify the need for corrective action;</li> <li>• identify opportunities for preventive action;</li> <li>• identify opportunities for continual improvement;</li> <li>• communicate the results of such investigations.</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Describing responsibilities for incidents</li> <li>• Explaining the legislative requirements applicable to the investigation and reporting of incidents</li> <li>• Explaining when, how and why to report workplace incidents</li> <li>• Explaining why incident investigations should be performed</li> <li>• Explaining when an incident investigation should be performed</li> <li>• Explaining who should perform the incident investigation</li> <li>• Identifying the different types of workplace incidents</li> <li>• Identifying the causes of incidents</li> <li>• Reporting the findings of the investigation</li> <li>• Analysing the facts of the investigation</li> <li>• Writing the incident report</li> <li>• Making recommendations in order to take corrective action</li> <li>• Communicating and following up the recommendations of the incident</li> <li>• Evaluating and monitoring the effectiveness of the corrective action</li> <li>• Outline the steps of incident investigation</li> </ul>

## Course Content

<p><b>Course Modules</b></p>	<ol style="list-style-type: none"> <li>1. Purpose of investigations</li> <li>2. Definitions and terminology</li> <li>3. Legal responsibilities (OHS Act and MHS Act)</li> <li>4. Chief Directorate OHS- Mines</li> <li>5. Powers and rights of inspections (OHS Act and MHS Act)</li> <li>6. Incident Investigation overview</li> <li>7. Type of workplace incidents (incl. loss control and near misses)</li> <li>8. Incident ratio, study and probability</li> <li>9. Incident cost and incident reduction and prevention</li> <li>10. Investigators</li> <li>11. Employee involvement</li> <li>12. Time frame for formal investigations</li> <li>13. Reporting procedures for occupational injuries and diseases</li> <li>14. Correct recording of incidents</li> <li>15. The six key questions (who, what, where, when, why and how)</li> <li>16. Preparing the investigation kit</li> </ol>
<p><b>Certification</b></p>	<ul style="list-style-type: none"> <li>• Certificate of competence</li> <li>• Certificate of attendance</li> </ul>
<p><b>Assessments</b></p>	<ul style="list-style-type: none"> <li>• There will be an assessment at the end of the course.</li> <li>• Delegates have to complete the assessment with a minimum score of 60% to receive a certificate of competence.</li> <li>• Delegates who score between 40% and 59% will get a second attempt at the assessment.</li> <li>• Delegates who score lower than 40% or fail the second attempt, will need to repurchase the course.</li> <li>• Delegates will receive an attendance certificate regardless of a pass or fail.</li> </ul>

## About WWISE

<p><b>Who are we?</b></p>	<p>World Wide Industrial &amp; 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 and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients</p>
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to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, 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. The service range includes:

- ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, 22301 and 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and environmental, quality management solutions into a single management system to comply with various environmental, quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of the 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