



WHS Training Specialists  
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## INCIDENT INVESTIGATION COURSE

### Aims

To enable participants to collect and evaluate information relating to workplace incidents and determine their causes so that work systems can be improved to ensure management can meet its responsibility to provide a safe and healthy workplace.

### Who Should Attend

Managers, Supervisors, members of Health and Safety Committees and Health & Safety Representatives.

### Objectives

On completion of this course participants should be able to:

1. Explain the legal obligations to investigate incidents and why this is an integral part of WHS risk management,
2. Explain the basic legal requirements for recording and reporting,
3. Explain how to investigate and evaluate the events of a workplace incident in order to identify the actions that should be implemented to provide a healthy and safe workplace,
4. Fill out their workplace incident documentation, prepare an incident report and make recommendations to improve health and safety procedures.

### Content

Legal Obligations	Questions and Interviewing
Reporting & Recording	Preparing the Incident Report
Investigation Method	Incident Case Studies

### Requirements

This course is designed to maximise practical application including participants investigating incidents based on their workplace and filling out their workplace incident forms. Clients are asked to provide the following documents to the trainer prior to the training day:

One copy of the organisation's WHS policies, WHS programs & WHS forms.  
One summary copy of incident statistics over a 12 month period  
Incident report forms & Incident Investigation forms  
4 incident scenarios that have occurred on the client's premises

Duration      One day