



TRAINING AND PROJECTS

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Course Title: Conduct an Investigation into Workplace Incidents

SAQA ID: 120335

NQF Level: 3

Credits: 5

Course Description:

This course focuses on equipping learners with the skills to conduct thorough and systematic investigations into workplace incidents. These investigations are crucial for identifying root causes, preventing recurrence, and improving overall workplace safety. The course covers the procedures for gathering and analyzing evidence, interviewing witnesses, and compiling incident reports. It also emphasizes compliance with occupational health and safety legislation and organizational policies.

Course Objectives:

By the end of this course, learners will be able to:

- Understand the importance of investigating workplace incidents.
- Apply techniques to identify the causes of incidents.
- Conduct interviews with witnesses and gather physical evidence.
- Compile accurate and comprehensive incident investigation reports.
- Recommend corrective actions to prevent future incidents.

Benefits of Completing this Course:

- Gain practical skills in workplace incident investigation.
- Improve workplace safety by identifying hazards and preventing future incidents.
- Ensure compliance with legal requirements related to incident reporting.
- Enhance your ability to manage safety risks in the workplace.
- Receive a recognized qualification that supports career advancement in occupational health and safety.

Who Should Attend:

- Safety officers and workplace supervisors responsible for incident reporting and investigations.
- Employees tasked with maintaining health and safety in the workplace.
- HR personnel and managers who oversee workplace safety and compliance.
- Individuals pursuing a career in occupational health and safety or risk management.



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Assessment:

Assessment will be based on the learner's ability to:

- Demonstrate knowledge of incident investigation processes.
- Apply techniques for gathering and analysing evidence.
- Conduct interviews with relevant parties following an incident.
- Compile detailed investigation reports that include findings and recommendations.
- Participate in discussions and practical activities simulating workplace incidents.

Specific Outcomes and Assessment Criteria:

By successfully completing this SAQA Unit Standard, learners will demonstrate competency in the following:

1. Understanding the Importance of Incident Investigations:

- Explain the purpose and benefits of investigating workplace incidents.
- Understand the impact of incidents on safety, productivity, and legal compliance.
- Assessment Criteria: Written test covering the importance of incident investigations.

2. Gathering and Analysing Information:

- Identify relevant information sources, including physical evidence, documentation, and witness statements.
- Use appropriate techniques to collect, organize, and analyze incident data.
- Assessment Criteria: Practical scenario requiring the collection and analysis of evidence related to a simulated incident.

3. Conducting Interviews:

- Conduct interviews with witnesses and others involved in or affected by the incident.
- Use effective communication techniques to gather accurate and detailed information.
- Assessment Criteria: Practical demonstration of conducting a witness interview.

4. Compiling an Incident Report:

- Compile a clear, accurate, and complete incident investigation report.
- Include findings, root causes, and recommendations for corrective actions.
- Assessment Criteria: Submission of an incident report based on a case study or simulated incident.



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5. **Recommending Corrective Actions:**

- Analyse findings to identify necessary corrective actions to prevent recurrence.
- Propose practical and effective safety measures for implementation.
- Assessment Criteria: Written or practical assessment of the proposed corrective actions.

By completing this course, learners will have the knowledge and skills to conduct comprehensive investigations into workplace incidents, contributing to improved safety and prevention of future incidents.