



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Incident / Accident Investigation

Overview

The Incident / Accident Investigation course equips learners with the knowledge and practical skills required to conduct effective workplace incident and accident investigations in accordance with South African health and safety legislation. Proper investigation of incidents and accidents is critical to identifying root causes, preventing recurrence, and ensuring legal compliance.

This course enables delegates to secure and manage incident scenes, gather and analyse evidence, interview witnesses, compile investigation reports, and recommend corrective and preventative measures. Learners are also trained to communicate investigation findings to management and participate in follow-up actions to improve workplace safety performance.

Course Objectives

On completion of this course, delegates will be able to:

- Understand legal requirements relating to incident and accident investigations
- Secure and control an incident scene safely and appropriately
- Identify and classify Incidents / Accidents in the workplace
- Collect, record, and analyse relevant information and evidence
- Conduct effective witness interviews and fact-finding
- Apply root cause analysis techniques to identify underlying causes
- Compile accurate investigation reports and recommend corrective actions

Course Prerequisite

- Communication: ABET / NQF Level 3 or equivalent
- Mathematical Literacy: ABET / NQF Level 3 or equivalent
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

Language of Delivery

English

Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Role plays and simulated investigations
- Practical exercises and case studies
- Video and slide presentations
- Written questions and knowledge checks

Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course

Who should attend?

This course is suitable for employees involved in workplace investigations, including:

- Health & Safety (SHE) Representatives
- Supervisors and Line Managers
- Human Resources Personnel
- Junior, Middle, and Senior Management
- Employees appointed as Incident / Accident Investigators
- Members of Health & Safety Committees

Course Outline

This course consists of the following 5 modules

Module 1	Health & Safety Legislation and Investigation Requirements • Introduction to Occupational Health & Safety • Legislative background and constitutional considerations • Overview of the OHS Act (Act 85 of 1993) • Employer and employee responsibilities • Legal requirements for Incident / Accident reporting
Module 2	Understanding Incidents and Accidents • Definitions and classifications of incidents and accidents • Differences between near misses, incidents, and accidents • Objectives of Incident / Accident investigations • High-risk conditions and activities • Legal consequences of failing to investigate

Module 3	Investigation Principles and Root Cause Analysis • Incident / Accident investigation process • Securing and controlling the incident scene • Investigation roles and responsibilities • Unsafe acts and unsafe conditions • Iceberg Theory • Root cause analysis methods • The Five Why's technique
Module 4	Evidence Gathering and Witness Interviews • Investigation kits and tools • Evidence identification and preservation • Information recording techniques • Interviewing witnesses and involved persons • Human error and contributing factors • Fact-finding versus fault-finding
Module 5	Reporting, Corrective Actions, and Follow-Up • Analysis of findings and formulation of recommendations • Writing investigation reports • Department of Labour documentation: • Annexure 1 (Accidents and Diseases) • Incident / Accident report forms • Role of Health & Safety Committees • Monitoring corrective and preventative actions

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training) • SAIOSH Accredited (2 CPD Credits/Points)	• Electronic Certificate (on successful completion) • Electronic Delegate Feedback Questionnaire