



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Incident & Accident Investigation

Overview

Learners will gain knowledge and skills to be able to successfully conduct incident & accident investigations into the workplace. Learners will be able to effectively communicate findings of an investigation to management and know how to follow up on corrective measures put into place to avoid similar accidents in the workplace.

Objectives

- Secure and control a scene in relation with the nature of the scene
- Identify the nature of the scene in relation to the crime committed
- Record information in a given case study
- Deal with persons at the scene in a given scenario
- Identify search methods in relation to the type of crime committed

Course Prerequisites

Communication at ABET Level 3 & Mathematical at ABET Level 3

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions.

Training & Evaluation

Training on a 70% theoretical and 30% practical basis.

Who should attend?

HR Personnel, Supervisors, Junior, Middle and Senior Management, SHE Appointed employees and Employees appointed as Incident Investigators at work.

Course Outline

This course consists of the following 4 modules

Module 1	Introduction to Health & Safety; Legislative history; The Constitution; Understanding the Act and Regulations
Module 2	Department of Labour/Legislation; The OHS Act 85 of 1993; Important Sections of the Act
Module 3	What is an Accident?; Introduction to Incident and Accident Investigations; The Incident and Accident objectives and process; Investigation Kit; Who should do an Investigation?; High Risk Conditions; Iceberg Theory; Unsafe Acts; Unsafe Conditions; Root Cause Analysis; The Five Why's
Module 4	Witness Accounts; Interview Process; Fact Finding; Analysis & Recommendations; Human Errors; Occurrences to be Reported; Write a Report; Department of Labour Annexure 1 Form (Accidents and Diseases); Health and Safety Committee Meetings; Accident / Incident Report Form; Investigation Forms

Additional Information

Duration	1 Day
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • SAIOSH Accredited (2 CPD credits/points) • Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire • Certificate - Recognised by the Department of Labour • Note: Certificate is valid for a period of 2 years from date of issue