



M&A Safety Services

512 Viaulet Road
Youngsville, Louisiana 70592
Main: 337-451-4685
Fax: 337-451-5847
www.masafetyservices.com

Incident Investigation

Course Outline

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 3-4 hours – Course length shall vary depending on the number of delegates.
Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objectives

-) Delegates will be able to properly and effectively investigate incidents
-) Delegates will gain the knowledge to list immediate steps to take to secure the incident area
-) Delegates will determine steps to include in the initial investigation
-) Delegates will demonstrate good witness interviewing techniques

Course Design

-) Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

-) Requires a minimum score of 75% or better.
-) Delegates will have no more than thirty (30) minutes to complete the exam.
-) Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.

Course Content Summary

-) Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)



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Definitions

-) Incident
-) Near Miss
-) Incident Investigation
-) Root Cause

Introduction

-) Which Incidents Should Be Investigated?
-) Incident Components

OSHA 1960.29 Requirements

Why Investigate?

-) Prevent injuries and illnesses
-) Save lives
-) Save money
-) Demonstrate commitment to health and safety
-) Promote positive workplace morale
-) Improve management

Aims of the Investigation

-) What Happened?
-) What was the root cause?
-) How do we prevent recurrence?

The Investigation Process

-) Who is involved?
-) What information is collected?
-) Gathering Evidence
 - o Interviewing
 - o Fact Gathering
-) Determining the root cause/Handout
-) Documenting the findings
-) Implementing corrective actions

Group table top exercises/Incident Investigation Exercise

-) Final Analysis



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Practical Session

None

Training Center Provided Material

Course Materials

Student Requirements

None