

### Accident/Incident Investigation

This half-day course is designed for those employees who are required to investigate workplace accidents and/or incidents. The OSH Act imposes a responsibility on anyone to report all accidents and hazards to the employer. Staff who participate in this course will become more knowledgeable and skilled in the principles of accident investigation techniques as they can carry out an appropriate investigation, and make recommendations to prevent a recurrence of a similar incident.

All accidents should be reported, regardless of how minor the injury; even 'near miss' situations, where employees were not injured. Reporting accidents, near misses and hazards helps give the employer a better understanding of the problems that are occurring. As a result of reports, the supervisor or safety and health representative may conduct an investigation to identify the factors that caused the incident or near miss and what steps need to be taken to avoid a similar problem in the future.

#### Course Contents

- Manager/supervisor responsibilities regarding the investigation process
- Common causes of an accident
- Supervisor and OSH Representative to investigate
- Gathering evidence
- Interviewing techniques
- Promoting the reporting of workplace accidents and incidents by all employees
- Writing investigation reports
- Implementing appropriate control strategies

#### Learning Outcomes

When participants have completed the course they will be able to:

- Discuss the legal implications for accident/incident investigations;
- Discuss the concepts relating to primary and secondary causal factors of an accident;
- Keep a central record of all reported occupational safety and health accidents and incidents; and

Ensure the relevant Safety and Health Representative(s) is informed when an accident occurs in their area of responsibility.