



InterSafe

Basic Level Incident Investigation Training Course

Based on the Essential Factors Model for Incident Investigation and Analysis

Course Objectives:

This course is designed to assist participants in the development and application of knowledge and skills to;

1. Conduct a risk assessment,
2. Effectively gather information,
3. Prepare a suitable incident description,
4. Analyse information using the **Essential Factors** analysis process,
5. Identify effective points of control / recommendations.

Course Prerequisites:

It is preferable that participants have completed the 1 day Energy Concepts Course in hazard awareness. A suitable level of literacy and numeracy is assumed.

Course Delivery:

This 1 day course is normally delivered on-site using client training facilities.

Course Content:

This course is customised to complement the client's industry, policies and procedures including case studies, risk assessment matrices, and incident reporting forms.

Course Participants:

The course is designed for safety representatives, supervisors and managers.

Course Trainers:

InterSafe's primary activity is the investigation of serious incidents. The course is delivered by tertiary qualified and experienced InterSafe consultants who have investigated 100's if not 1000's of serious incidents.

Incident Investigation – The InterSafe Way

Contact **Roger Kahler** or **Phillip Byard** on **07 3895 8111** for more details.

Phone Toll Free:
1800 8111 01
anywhere in Australia

InterSafe

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905 Stanley St (PO Box 7338)
East Brisbane QLD 4169
(07) 3895 8111 ph
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Course Overview:

1. Introduction
2. Incident Models
 - a. Egocentric Model
 - b. Ergonomic Model
3. Preparation for an Investigation
4. Step 1: Problem Identification
 - a. Risk Assessment
5. Step 2: Observation and information gathering
 - a. Taking measurement
 - b. Photography
 - c. Interview s
 - i. Questioning techniques
6. Step 3: Incident Description
 - a. Hypothesis
 - b. Rules for preparing a good incident description
7. Step 4: Analysis by the Essential Factors Model
 - a. Examples
 - b. Practical exercises
8. Step 5: Recommendations
 - a. VAACS criteria for effective recommendations
 - b. Short and long term controls
9. Step 6: Action
 - a. Preparing a report
10. Step 7: Review
11. Examples of Full Incident Investigation Reports
12. Conclusion and Evaluation

Assessment for Competency:

An informal assessment for competency is conducted by;

- Completion of w ritten exercises.
- Participation in group discussion, and small group activities.
- Observation and questioning by trainer.

InterSafe is a Registered Training Organisation.

A 2 day course is available if a nationally recognised qualification is required.

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