



Learners accredited with this unit standard, namely, conduct an investigation into workplace safety, health and environmental incidents

Learners will be able to complete the required reports and process any physical evidence which may have been collected

This Multimedia Training Programme Includes:



Detailed subject notes and illustrations



Progress quizzes keep learning on track



An overhead slide presentation providing supplementary information



Videos illustrate best practices, case studies, and operational examples



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Accident/incident investigation

UNIT STANDARD NUMBER: 259617

UNIT STANDARD LEVEL (NQF): 02 (3 credits)

FIELD: Health Sciences and Social Services

Duration

Full Training (Novice): 1 Day

Recertification Training/Evaluation: 1 Day

Remedial Training: 1 Day

Students

Minimum of 2

Course outline

- Objectives
- Legislation
- Occupational Health and Safety Act, 85 of 1993
- Section 8 General Duties of Employers to their Employees
- Section 14 General Duties of Employees
- Section 24 Report to inspector regarding certain incidents
- General Administrative Regulations
- Regulation 8 Reporting of incidents and occupational diseases
- Regulation 9 Recording and investigation of incidents
- Causes of Accidents
- What is an accident?
- Lack of Control
- Personal and Job factors
- Unsafe Act and Unsafe Conditions
- Accident / Incident
- Costs
- Accident Investigation and Analysis
- Cases to be investigated
- When is the right time to investigate accidents?
- Accident / Incident Analysis
- Case Study
- Annexure 1 Report forms
- Employers Report of an accident WCI 2(e)
- Internal Investigation Report Form
- Report Writing

Requirements for conducting an investigation

We take learners through the introduction, legal requirements, the extent and scope of an investigation, hazards and risks, basic investigation process and incident investigation documentation.

Prepare to gather data for the investigation/gather and evaluate data

We discuss the purpose, scope and extent of data, gathering data and teamwork.

Perform post-investigation functions

We take learners through reporting, clearing up, post-investigation activities and post-course activities.

Each learner will receive

- A learner workbook including progress quizzes
- Logbook and checklist example templates
- A portfolio of evidence of practical and theoretical evaluations

Assessment methods

We conduct a formative theoretical assessment at the beginning of the course to gauge the learner's initial understanding (novices only). At the end of the training, a summative theoretical, as well as a practical application assessment is conducted, and the learner is found competent, and if not, additional developmental areas are identified and suggested.