

# Incident Investigation Training (BSBSOHS508A) (Group Bookings ONLY)

Incident Investigation Training will allow operating personnel, middle management and senior management to have an appreciation of and to develop relevant skills in the use of appropriate Systematic Incident Investigation (SII) techniques. Participants will be equipped with the necessary tools to conduct "in-house", or "on-the-spot" incident investigations when required.

## Fundamental Facets of the SII Process

The following facets are central to the SII methodology outlined and contained within the training program proposed to implement the SII procedure.

1. Losses are treated mainly as results of deficiencies in the Management System
2. A "no-fault" and "no-blame" approach is taken to ensure the maximum advantage is derived from incident investigation
3. The team/investigator does not produce recommendation, but rather "Judgements of Need", which are considered outside the investigation process

### Worker Awareness - ½ Day Training Fee \$1200

- Defining what the role of incident investigation is
- Legal/Legislative requirements
- Safety and preservation of incident site
- Organisational policies & procedures for reporting and investigating incidents
- Identifying role and responsibilities of the worker in incident investigation
- Components of incident investigation
- Barriers to investigation
- Benefits of incident investigation

Statement of Attendance will be issued on completion

### Senior Management - ½ Day Training Fee \$1200

- Defining what the role of incident investigation is
- Legal/Legislative requirements
- Safety and preservation of incident site
- Organisational policies & procedures for reporting and investigating incidents
- Identifying role and responsibilities of the management in incident investigation
- Consultative processes
- Barriers to investigation
- Components of incident investigation
- Benefits of incident investigation

Statement of Attendance will be issued on completion

### Supervisors and Middle Managers 2 Day Course Fee \$1800

- Defining what the role of incident investigation is
- Legal/Legislative requirements
- Safety and preservation of incident site
- Organisational policies & procedures for reporting and investigating incidents
- Incident Investigation Team, role and responsibilities
- Identifying role and responsibilities of the management in incident investigation
- Consultative processes
- Barriers to investigation
- Components of incident investigation
  - Identifying cause
  - Analysis of information
  - Recommendations for controls
  - Implementation of recommendations
  - Monitor and review
- Interviewing techniques
- Report writing
- Benefits of incident investigation
- Case studies and assessment

Certificate of attainment will be issued upon successful completion. Participants who successfully complete this competency will gain credits towards a Certificate in OHS offered by Swinburne.

### Pre-Requisites

No pre-requisites required for any of our Group courses.

### Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience or formal training. If you think you are eligible for RPL talk to your trainer upon commencement of your course.

### Cancellation Policy

Cancellation three weeks prior to program for a full refund, or two weeks prior for a refund fee less 25% unless transferred to another COHST program. Less than two weeks no refund, unless transferring to another COHST program. Swinburne University reserves the right to cancel courses at any time, and money paid is fully refunded.

### How to Book

These courses are only offered on-site and for group bookings ONLY. Minimum of 8 and maximum of 15 participants.

Please complete a Booking Form for each participant. Booking forms downloadable from [www.tafe.swin.edu.au/ahs/cohst/booking\\_forms.html](http://www.tafe.swin.edu.au/ahs/cohst/booking_forms.html)