

DAY 1

Incident and Accident Theories

- Incident & Accident Analysis Overview, exploring Accident Theory
- Identify Accident and Incident Causation Factors
- What are the necessary conditions for an accident to happen?
- Unsafe Acts vs. Unsafe Conditions: Avoiding the ***“Blame Game”***
- Role of the HSE Team Leader and A Trained and Prepared Workforce During an Investigation
- Links between Risk Assessment and Incident Investigation
- Factors that contribute towards establishing a good safety culture?
- Case Studies – *organisations who survived and those who failed*

DAY 2

Investigation Methodology

- Six-Step Accident Investigation Process
- Scene Protection and Examination - *Who should be involved at this stage?*
- Listen and Learn, and Learn to Look and Listen More
- The Importance of Note Taking vs. Reliance on Memory
- Scene Photographs (+video) and Sketching – *equipment required*
- Case Studies

DAY 3

Root Cause Analysis

- What is the ***“Root Cause”*** and Why is it important?
- Basic vs. Root Cause: Getting from ***“effect”*** to ***“cause”***
- What questions to ask to confirm ***“Root Cause”***?
- From Root Cause to Prevention
- Consider the Human Error Issues
- Help to Establish and Maintain Regulatory Due Diligence
- The Role of Policies, Equipment and Training on Accident Prevention
- Case Studies

DAY 4

Interviewing Techniques, Facts, Evidence & Witness Statements

- Purpose and Preparation for the Interview
- Who Conducts the Interview?
- Where to Conduct an Interview?
- Building Rapport with the Witness
- Obtaining Witness Statements
- Forms and Format
- Inculpatory and Exculpatory Statements
- Group Exercise (*Obtaining Statements*)

DAY 5

Report Writing & Practical Exercises

- Forms, Format and Structure
- Effective Writing Skills – *simple, self-explanatory and straightforward*
- Writing the Report – *the aim is to persuade and seek action*
- Help to Prevent Recurrence – *cost savings (human and financial)*
- Class exercise - *Accident Investigation based on case study*
- Class exercise - *Produce the outline of a suitable report from the above*