



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Conduct An Investigation Into Workplace Incidents Training

Health Sciences and Social Services / Preventive Health

Unit Standard 120335 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills and knowledge to conduct thorough investigations into workplace incidents, including accidents, near misses, and dangerous occurrences. It covers the legal requirements under South African OHS legislation and enables participants to identify root causes, compile evidence, and recommend corrective actions to prevent recurrence.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	120335
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal framework for incident investigation as per South African OHS Act and relevant regulations.
- Conduct a systematic investigation using evidence gathering techniques such as interviews, site inspections, and document review.
- Analyze incident data to determine root causes and contributing factors.
- Compile a comprehensive incident investigation report with factual findings and recommendations.
- Demonstrate effective communication skills when interviewing witnesses and presenting findings.
- Evaluate the effectiveness of corrective actions to prevent recurrence of incidents.

WHO SHOULD ATTEND

- This course is designed for health and safety representatives, supervisors, managers, and any employees responsible for investigating workplace incidents in their organization.

COURSE OUTLINE

Day 1: Foundations of Incident Investigation

- Introduction to incident investigation: purpose and benefits.
- Legal framework: OHSA, COIDA Act, and relevant regulations.
- Types of incidents: accidents, near misses, dangerous occurrences.
- Immediate and root causes: unsafe acts vs. unsafe conditions.
- Initial response: securing the scene, first aid, and notification procedures.
- Evidence collection: photographs, sketches, physical evidence.
- Interview techniques: open-ended questions, active listening, and confidentiality.
- Documentation: incident report forms and evidence logs.

Day 2: Analysis, Reporting, and Preventive Action

- Root cause analysis methods: 5 Whys, fishbone diagram, fault tree analysis.
- Identifying contributory factors: human, organisational, environmental.
- Developing corrective and preventive actions (CAPA).
- Report writing: structure, clarity, factual accuracy, and confidentiality.
- Reviewing findings with management and safety committees.
- Implementing recommendations: hierarchy of controls, training, and policy changes.
- Follow-up and monitoring effectiveness of actions.
- Case studies and practical exercises: mock investigation and report presentation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 120335) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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