



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

Specialist Incident Investigation Techniques for Workplace Incidents

Health Sciences and Social Services / Preventive Health

Unit Standard 244518 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with advanced skills to systematically investigate workplace incidents using specialist techniques. Participants will learn to gather and analyze evidence, identify root causes, and formulate effective corrective actions to prevent recurrence, thereby enhancing workplace safety and compliance with South African health and safety legislation.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	244518
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply specialist incident investigation techniques to gather, preserve, and analyze physical and documentary evidence.
- Analyze incident data to determine root causes and contributing factors using recognized methodologies.
- Evaluate the effectiveness of existing control measures and recommend improvements based on investigation findings.
- Demonstrate the ability to compile comprehensive investigation reports that meet legal and organizational requirements.
- Implement corrective and preventive action plans to mitigate identified risks and prevent recurrence.
- Apply relevant South African occupational health and safety legislation and standards during the investigation process.

WHO SHOULD ATTEND

- Health and safety practitioners, incident investigators, risk managers, and supervisors responsible for conducting formal incident investigations in high-risk work environments.

COURSE OUTLINE

Day 1: Foundations of Incident Investigation

- Overview of OHS Act, regulations, and SAQA requirements
- Types of incidents: accidents, near misses, dangerous occurrences
- Incident investigation process: 6-step model
- Investigator competencies and ethics
- Scene management and evidence preservation
- Gathering initial information and interviewing witnesses

Day 2: Evidence Collection and Analysis Techniques

- Evidence types: physical, documentary, electronic, testimonial
- Evidence handling, chain of custody, and documentation
- Root cause analysis: 5 Whys, Fishbone diagram, Fault Tree Analysis
- Human factors and ergonomic considerations
- Timeline construction and event sequencing
- Case study: applying analysis techniques

Day 3: Reporting, Recommendations, and Prevention

- Report structure: executive summary, findings, conclusions, recommendations
- Writing clear, objective, and actionable recommendations
- Presentation skills for investigation findings
- Legal considerations and confidentiality
- Follow-up and tracking of corrective actions
- Continuous improvement through lessons learned

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 **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa

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 244518) 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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