Accredited Africa Training Institute for Capacity Development
Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa
Tel: +27 12 004 8389 · Mobile: +27 65 077 6310
Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Workplace Safety Health and Environmental Incident Investigation

Health Sciences and Social Services / Preventive Health

Unit Standard 259617 · NQF Level 2 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to conduct thorough investigations into workplace safety, health, and environmental incidents. Participants will learn to identify root causes, gather evidence, and compile reports that support corrective and preventive actions, ultimately fostering a safer work environment.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	259617
Accreditation	SAQA Accredited · NQF Level 2 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Plan and prepare for an incident investigation by securing the scene and gathering necessary resources.
- Collect and preserve evidence through interviews, documentation, and physical inspection.
- Analyze evidence to identify root causes and contributing factors using recognised techniques.
- Compile a factual investigation report with clear findings and recommendations.
- Present investigation findings to relevant stakeholders and recommend corrective actions.
- Evaluate the effectiveness of implemented corrective measures to prevent recurrence.

WHO SHOULD ATTEND

- This course is designed for health and safety officers, supervisors, managers, and any employees responsible for investigating workplace incidents or near misses.

COURSE OUTLINE

Day 1: Incident Investigation Fundamentals

- Introduction to workplace safety, health, and environmental incidents
- Legal framework: OHS Act, relevant regulations, and SAQA unit standard requirements
- Types of incidents: accidents, incidents, and near misses
- Incident investigation process: initial response, scene security, and evidence preservation
- Evidence collection: physical, documentary, and electronic
- Witness interviewing techniques
- Root cause analysis tools: 5 Whys, fishbone diagram, and change analysis
- Reporting and corrective action planning

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 **3 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	**R 9,400.00**
1	In-House	R 12,700.00	**R 12,700.00**
1	On-Campus (Pretoria)	R 14,100.00	**R 14,100.00**

UPCOMING SESSIONS

Start	End	Method	Venue
03 Dec 2026	03 Dec 2026	On-Campus	Pretoria, South Africa
04 Dec 2026	04 Dec 2026	On-Campus	Dar es Salaam, Tanzania
07 Dec 2026	07 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
07 Dec 2026	07 Dec 2026	On-Campus	Blantyre, Malawi
08 Dec 2026	08 Dec 2026	On-Campus	Kinshasa, DRC
09 Dec 2026	09 Dec 2026	On-Campus	Abu Dhabi, UAE
09 Dec 2026	09 Dec 2026	On-Campus	Bangkok, Thailand
10 Dec 2026	10 Dec 2026	On-Campus	Nairobi, Kenya

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 259617) and click **Get A Quotation**. 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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