



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Incident Investigation

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0238 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to conduct effective incident investigations in the workplace. Participants will learn to identify root causes, implement corrective actions, and prevent recurrence, thereby fostering a safer working environment. The course aligns with South African health and safety legislation and best practices.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0238
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the legal and organizational requirements for incident investigation.
- Apply systematic investigation techniques to gather and preserve evidence at an incident scene.
- Analyze incident data to identify root causes and contributing factors.
- Evaluate findings to develop effective corrective and preventive actions.
- Compile a comprehensive incident investigation report with clear recommendations.
- Implement follow-up procedures to monitor the effectiveness of corrective actions.

WHO SHOULD ATTEND

- This course is designed for health and safety officers, supervisors, managers, and any employees responsible for investigating workplace incidents.
- It is also suitable for individuals seeking to enhance their incident investigation competencies as part of their professional development.

COURSE OUTLINE

Day 1: Foundations of Incident Investigation

- Introduction to incident investigation: definitions and objectives.
- Legal framework: OHS Act, regulations, and standards.
- The incident investigation process: overview.
- Types of incidents: accidents, incidents, near misses.
- Human factors and error types.
- The role of the investigator: skills and ethics.
- Case study: learning from past incidents.
- Group discussion: barriers to effective investigation.

Day 2: Planning and Scene Management

- Pre-investigation planning: scope, resources, team.
- Scene security and safety: first actions.
- Evidence identification and preservation.
- Photography and sketching techniques.
- Witness identification and interviewing basics.
- Documenting observations: logbooks and forms.
- Practical exercise: mock scene assessment.
- Group activity: developing an investigation plan.

Day 3: Data Collection and Analysis Techniques

- Data collection: documents, records, interviews.
- Interview techniques: open-ended questions, active listening.
- Root cause analysis: 5 Whys, Fishbone diagram.
- Change analysis and barrier analysis.
- Human factors analysis: error types, performance.
- Systematic cause analysis techniques.
- Practical exercise: applying root cause analysis to a case.
- Group discussion: common analysis pitfalls.

Day 4: Reporting and Corrective Actions

- Report writing: structure, clarity, objectivity.
- Developing findings and conclusions.
- Corrective action planning: SMART criteria.
- Hierarchy of controls: elimination to PPE.
- Presenting recommendations to management.
- Legal considerations in reporting.
- Practical exercise: drafting a report from a case study.
- Role-play: presenting findings to a safety committee.

Day 5: Implementation, Review, and Continuous Improvement

- Action tracking and verification.
- Trend analysis: identifying patterns.
- Integrating lessons learned into policies and procedures.
- Management review and continual improvement.
- Auditing the investigation process.

- Case study: multi-incident analysis.
- Final assessment: comprehensive investigation simulation.
- Course wrap-up and Q&A;

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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 AATICD-0238) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za