

# Incident Investigation and Analysis

## Purpose

This course provides an awareness and understanding of incident investigation and analysis, including why we need to investigate incidents. The stages of incident investigation are discussed: immediate actions in the event of an incident; initiating the investigation; collecting, organising and analysing data; identifying corrective and preventive actions; reporting the incident and learning from it. The module involves a significant amount of practical exercises.

## At the end of the course you will be able to

1. Demonstrate a thorough grounding in the underlying theories behind accident cause analysis
2. Apply the investigation and analysis process to determine the sequence of events and the causes of an incident
3. Critically analyse published incident and accident reports including the recommendations.

## Outline content

Introduction

- Why we investigate accidents
- The incident investigation process
- Accident cause investigation theory

Immediate actions in the event of an accident

- Emergency response/make the area safe
- Secure the scene/preserve the evidence
- Information management

Planning the investigation

- How to determine the extent of the investigation and set Terms of Reference
- Appointing the investigation team – roles, responsibilities
- Planning the investigation team activities

Collecting data

- Types of data/information available
- Interviews and witness statements
- Human Factors

Data organisation/analysis

- Defining what happened (the timeline)
- Identifying why things happened (the analysis)
- Understanding immediate, underlying and root causes

Corrective actions

- Address each cause
- Failed barriers before restart
- Interim recommendations

Concluding the analysis

- Recommendations and actions
- Reporting your findings

## Recommended prior study

Education, skills or experience equivalent to undergraduate level

Risktec module: *Principles of Risk Management*

## Who should attend

Managers, supervisors and HSE professionals who may be called on to participate in incident investigations.

## Delivery Methods

Face-to-face, Distance Learning, or Blended Learning

## Levels of Assessment

- Attendance only
- Assessment by Risktec
- Risktec Professional Qualifications
- Postgraduate Qualifications: PgCert, PgDip and MSc

## Assessment details

Postgraduate programmes: activities and assignment (total about 80 hours)

RPQ programmes: assignment (about 15 hours)

## Module details

Level	Masters/RPQ
Duration	2 days (F2F), 8 weeks (Postgraduate or RPQ DL)

## Price

For prices and further information, or to book a course, please contact **Vicky Billingham** at [training@risktec.tuv.com](mailto:training@risktec.tuv.com)

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