


# Incident Investigations

<b>Objectives</b>	<p>At the end course, participants will understand and be able to apply and demonstrate skills in:</p> <ol style="list-style-type: none"> <li>1. The legal requirements applicable to WHS accident and incident investigation</li> <li>2. Incident notification and reporting</li> <li>3. Identifying causative factors for accidents and incidents using accident causation models</li> <li>4. Interviewing witnesses and/or take statements</li> <li>5. Investigating accidents and incidents using ICAM Analysis</li> <li>6. Develop and communicate ICAM investigation report</li> </ol>	
<b>Agenda</b>	<p style="text-align: center;"><b>Day 1</b></p> <p>Initial response to incident Causation models theory 5 'Whys' and Incident trees Incident timeline</p>	<p style="text-align: center;"><b>Day 2</b></p> <p>PEEPO Data Collection chart ICAM Analysis ICAM Report Preparation Report Communication</p>
<b>Practical Exercises</b>	<p>Participants will work through simulated business case study and incident scenario to lead the ICAM investigation in a simulated pathway. In addition, learners will be provided</p>	
<b>Learning Materials</b>	<p>Comprehensive Workshop Notes Presentation Slides Practical Tailored Syndicate Exercises ICAM Investigation report template and investigations checklist Mentoring / Coaching Sessions</p>	
<b>Certification</b>	<p>A Certificate of Completion will be issued to all participants that complete the program supporting CPD and any HR requirements.</p>	
<b>Support</b>	<p>2 X 20 mins coaching / mentoring sessions<sup>1</sup> per participant</p>	
<b>Duration</b>	<p>2 days running between 8:30 AM to 4:30 PM with breaks for morning &amp; afternoon tea and a lunch break</p>	
<b>Participants</b>	<p>Number of participants per course: 10</p>	
<b>Cost</b>	<p>For costing enquiries please email <a href="mailto:contact@veritas-asiapacific.com">contact@veritas-asiapacific.com</a></p>	

<sup>1</sup> Coaching / Mentoring sessions will be supported via TEAMS environment. Sessions are not transferable between participants and must be scheduled and completed within 4 weeks of attending the program.