



# Incident Investigation

## Training for Company Investigators

OEF Solutions  
Course Overview

# Aims of the Course:



- To deliver understanding in the relevant company\* systems and HSE law and guidance.
- To enable the understanding of the contribution of human error in incident causation.
- Provide a framework and basic skills for investigating incidents.
- Enhance understanding of common causes of incidents.
- Provide a framework and basic skills for analysing incidents.
- Provide a framework and basic skills for practical report writing.
- Provide a framework and basic skills for identifying actions.

\*The course would be tailored to fit within the company's existing Safety Management System.



# Course Content:

- Requirement for Investigation;  
Legal and Best Practice.
- Understanding Human Errors and Violations;
- Components of an Investigation;
- The Witness Interview;
- Root Cause Analysis;
- Report Writing;
- Corrective Action Development;
- Exercises:–
  - Problem solving;
  - Causal Analysis;
  - Mock Incident Investigation exercise with witnesses.
- Delegate Feedback.

# Course Assessment and Durations:



## Independent Assessment of Candidates:-

- Performance in Interviews and Exercises;
- Workbook completion;
- Final written Investigation report.

## Course Durations :-

- BTech Accredited course – 4 days – Classroom with Workbook and exercises.
- Non-BTech Course – 3 days – Classroom.
- Options for short courses:-
  - Investigation Process Overview;
  - Root Cause Analysis;
  - Witness interviewing.