



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Incident Reporting and Investigation

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

## Course Description

Safety professionals have a responsibility to protect workers from injury and illness. Incident investigation is used to find the root cause of an accident or incident. This is an important activity for injury/illness prevention. A company's incident rate can determine workers' compensation cost, regulatory compliance activities, and company profits.

## Target Audience

This course is intended for:

- Owners (Small and Midsize Companies)
- Safety Supervisors (e.g., in Construction, Medical, Utilities, Manufacturing, Retail, etc.)
- Safety Officers
- Safety Committee Members
- Insurance Agents
- Risk Managers
- Human Resources
- Shift Supervisors
- Managers

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Analyze the difference between an accident and incident.
- Analyze the 3 causes of an incident.
- To help determine the root cause of an incident.
- To develop an incident/accident investigation kit.
- Review OSHA recordkeeping rules.
- Evaluate resources available for incident investigation.



## Course Topics

### Module 1

- Why Investigate Incidents?
- Accident, Incidents, and Incident Rates
- Predictive Reporting
- Injury and Illness Recording

### Module 2

- Incident Causation Models
- Human Error
- Single Factor Theory Multi Factor Theory
- Domino Theory
- Swiss Cheese Model
- 3 Cause Factor Theory

### Module 3

- Incident Investigation Procedures
- Creating A Team
- Developing A Toolkit
- Worksite Investigation

### Module 4

- Root Cause Analysis
- Presentation of Findings

### Module 5

- Implementing Corrective Actions

## ACTIVITIES INCLUDED