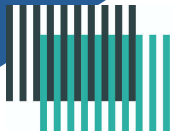


investigation 

# Incident Investigator's Toolkit



PORT SKILLS  
& SAFETY

**Develop the skills required to perform a structured and thorough investigation into any safety or quality incident, HR investigation, internal inquiry or equipment failure.**

The course is built around an operational scenario to facilitate a variety of inputs and practical exercises that cumulatively deliver a highly realistic investigative experience.

## Who should attend

This course is designed for members of staff who undertake any aspect of incident investigation on behalf of their organisation, and for Root Cause Analysis practitioners keen to enhance their evidence gathering skills.

**“Everyone who attended said they now felt fully equipped to investigate incidents properly and confidently. We quickly started to see results with fewer repeat incidents than before.”**

Mark McKenna

HSE Director, Anadarko Petroleum Corporation

## Learning outcomes

- Familiarity with the use of proven investigation techniques.
- Development of the skills necessary to carry out a professional incident investigation on behalf of the organisation.

## Location

At client premises or at STC INSISO's own custom training venue

## Duration

2 days



STC INSISO delivers ECITB and IOSH accredited training programmes worldwide

## Course Content

1

**Significant Investigation Data (SID) Grid** – developing a chronological sequence of events designed to help the investigator establish and understand what took place.

2

**Scene management** – examination of the incident scene and the gathering, recording and preservation of physical evidence.

3

**Equipment** – assessing the relevance of personal protection equipment, tools, machinery, parts and materials to the incident.

4

**Personnel profiles** – human factors and the role of individuals relative to the planning, supervision and performance of the activity that led to the incident.

5

**Documents** – recovery, review and retention of relevant documents.

6

**Change evaluation** – considering 'what changed' or 'what was done differently' that contributed to the incident.

7

**Barrier evaluation** – understanding the relationship between a hazard and a target & where barriers designed to mitigate the risk either failed or were missing.

8

**Witness interviews** – carrying out structured witness interviews and noting statements.