

IOSH Incident Investigator's Toolkit

Two Day Training Course: 11-12 June 2024

Venue: STC Insiso, 37 Waterloo Quay, Aberdeen. AB11 5BS

Introduction

This two-day course is aimed at all members of staff who undertake or supervise any aspect of incident investigation on behalf of their organisation. It is designed to provide students with the knowledge required to perform robust investigations into work related incidents.

Learning Objectives

Course participants will become familiar with the use of proven investigation techniques and develop the necessary skills to carry out an incident investigation that will stand external scrutiny and generate the information required to feed any subsequent root cause analysis.

Course Content and Competencies

The training is designed to develop competencies in the following areas:

Input	Description
Scene Management	Examination of the incident scene and the gathering, recording and preservation of physical evidence.
Equipment	Assessing the relevance of Personal Protection Equipment, Tools, Machinery, Parts and Materials to the incident.
Personnel Profiles	Human factors and the role of individuals relative to the planning, supervision and performance of the activity or activities that led to the incident.
Documents	Recovery, review and retention of relevant documents.
Change Evaluation	Considering the potential relevance of previous incidents and events to the incident currently under investigation.
Sequence of Events	Building a chronological sequence of events to organise evidence / supporting data and identify knowledge gaps / investigative opportunities.
Barrier Evaluation	Assessing what barriers were effective, failed or missing.
Witness Interviews	Carrying out structured witness interviews and noting statements.

Course Delivery

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

Delivery includes the use of PowerPoint, digital recordings and printed course materials as well as references to case studies, structured role play exercises and regular group feedback sessions.

Timetable

Day 1 – Wednesday 09 October	
Time	Subject
08.30-09.00	Introductions
09.00-09.20	Incident investigation
09.20-09.35	BREAK
09.35-10.15	Scenario introduction & course handouts
10.15-11.15	SID grid & 4 step process
11.15-11.30	BREAK
11.30-12.10	Scene management
12.10-13.00	LUNCH
13.00-14.00	Equipment
14.00-14.40	Personnel profiles
14.40-14.55	BREAK
14.55-15.25	Human factors
15.25-16.10	Change evaluation

Day 2 – Thursday 10 October	
Time	Subject
08.30 – 08.45	Brief day 1 recap and discussion
08.45 – 09.30	Documents
09.30 – 09.45	BREAK
09.45 – 10.30	Barrier evaluation
10.30 – 11.15	Investigative interviewing part 1
11.15 – 11.30	BREAK
11.30 – 12.15	Investigative interviewing part 2
12.15 – 12.45	LUNCH
12.45 – 13.15	Obtaining witness statements
13.15 – 15.15	Role play exercises
15.15 – 15.25	BREAK
15.25 – 16.00	Assessment
16.00 – 16.30	Course closure and assessment feedback