**IOSH Incident Investigator’s Toolkit**

**Two Day Training Course**

**Venue: Comet, 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:

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| **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**

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| **Day 1** | |  | **Day 2** | |
| **Time** | **Subject** | **Time** | **Subject** |
| 08.30-09.00 | Introductions | 08.30 – 08.45 | Brief day 1 recap and discussion |
| 09.00-09.20 | Incident investigation | 08.45 – 09.30 | Documents |
| 09.20-09.35 | BREAK | 09.30 – 09.45 | BREAK |
| 09.35-10.15 | Scenario introduction & course handouts | 09.45 – 10.30 | Barrier evaluation |
| 15.15-11.15 | SID grid & 4 step process | 10.30 – 11.15 | Investigative interviewing part 1 |
| 11.15-11.30 | BREAK | 11.15 – 11.30 | BREAK |
| 11.30-12.10 | Scene management | 11.30 – 12.15 | Investigative interviewing part 2 |
| 12.10-13.00 | LUNCH | 12.15 – 12.45 | LUNCH |
| 13.00-14.00 | Equipment | 12.45 – 13.15 | Obtaining witness statements |
| 14.00-14.40 | Personnel profiles | 13.15 – 15.15 | Role play exercises |
| 14.40-14.55 | BREAK | 15.15 – 15.25 | BREAK |
| 14.55-15.25 | Human factors | 15.25 – 16.00 | Assessment |
| 15.25-16.10 | Change evaluation | 16.00 – 16.30 | Course closure and assessment feedback |