
Course Syllabus:

SAF-002 Accident & Incident Investigation

Overview

OSHA strongly encourages employers to investigate all incidents resulting in injury, as well as close calls (sometimes called "near misses"), in which a worker might have been hurt if the circumstances had been slightly different. In the past, the term "accident" was often used when referring to an unplanned, unwanted event. To most people, "accident" suggests an event that was random, and which could not have been prevented. Since nearly all worksite fatalities, injuries, and illnesses are preventable, OSHA suggests using the term "incident" investigation.

Goals

This course will focus on the procedure for conducting an effective accident or incident investigation. The course addresses the following elements:

- Organizing Accident & Incident Investigations
- Gathering & Organizing Information
- Evaluating the Information
- Implementing Corrective Actions

Lesson Topics

Module 1 – Introduction

Introduction
Course Overview
Course Objectives
Navigation
WBT Library
Glossary
Learning Assessments
Additional Information

Module 2 – Organizing Accident & Incident Investigations

Investigate Promptly
Definitions
Incident Ratio Model
Investigation Participants
Accident Investigation Team
Investigation Procedure
Accident Investigation Kit
Module 2 - Learning Assessment



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Materials

Computer (PC, laptop)
Internet Connection: High Speed

Requirements

You should print and maintain a copy of this course syllabus and overview on file at your facility. It is recommended that you provide a copy of this document in the event of a regulatory agency (e.g., OSHA) inspection.

Evaluation

Upon completion of the course of instruction, a comprehensive examination will be offered. In order to earn a Certificate of Completion, you must receive at least 80% on the exam. The exam is comprised of at least 10 questions, randomly selected from a database of questions and address each of the lesson topics covered in the course.

Lesson Topics – cont'd

Module 3 – Gathering & Organizing Information

- Collecting Facts
- Injured Workers
- Physical Evidence
- Photos & Sketches
- Samples
- Eyewitness Accounts
- Perceptions
- Interview Witnesses Alone
- Interviewing
- Interviewing – Do's
- Interviewing – Don'ts
- Open Ended Questions
- Other Information Sources
- Module 3 - Learning Assessment

Module 4 – Evaluating the Information

- Accident Causes
- MORT Model
- Tasks
- Materials
- Environment
- Personnel
- Management
- Root Cause Analysis
- Module 4 - Learning Assessment

Module 5 – Implementing Corrective Actions

- Recommendations
- Human Error
- Written Reports
- Learning Assessment
- Module 5 - Learning Assessment

Final Exam Preparation

- Certification Exam Code