

INCIDENT INVESTIGATION

Facilitator Guide



Timings	Facilitator Notes	Resources
2 hours	Discuss learning outcome and assessment criteria	Slide 1 Slide 2
	DISCUSS <i>Refer Student Notes - Legislative requirements</i> Discuss legislative requirements: • Dangerous incident • Serious injury or illness	Slide 3
	DISCUSS <i>Refer Student Notes - Notification Procedures</i> Discuss notification procedures: • Duty to notify of notifiable incidents • Duty to preserve incident sites ASK Ask participants for examples of what a non-notifiable incident might be EXPLAIN Explain to participants that if they are unsure if an incident is notifiable or non-notifiable to contact WHSQ for clarification	Slide 4
	DISCUSS <i>Refer Student Notes - Record of incident</i> • Record of the incident • Recording and investigation non-notifiable incidents • How to record a non-notifiable incident • Who needs to record non-notifiable incidents	Slide 5
	DISCUSS <i>Refer Student Notes - First Response</i>	Slide 6
	DISCUSS <i>Refer Student Notes - Incident investigation principles</i> Discuss incident investigation principles and the combination of causes:	Slide 7

	• The work methods / systems of work • The environment where the work is being conducted • The equipment being used by the workers at the time • The way in which the organisation is structured • The climate that is in existence at the time of the incident • The worker themselves • Training	
	DISCUSS <i>Refer Student Notes - What should the WHSO look for?</i> Discuss what the WHSO should look for: • Environment where work is being conducted • The equipment and/or plant used by the workers • The work methods/safe systems of work • The way in which the organisation is structured • The workplace climate at time of incident • The worker ASK Ask participants why environmental conditions may be important?	Slide 8
	DISCUSS <i>Refer Student Notes - Reasons for conducting an incident investigation</i>	Slide 9
	DISCUSS <i>Refer Student Notes - Procedures used to conduct an incident investigation</i> Discuss procedures including: • Action plan • Notification • Collect information at the scene • Determine the facts • Identify causal factors • Written investigation report • Statistical records	Slide 10

	DISCUSS <i>Refer Student Notes - Interviewing and communication skills</i>	Slide 11
	DISCUSS <i>Refer Student Notes - Preventative procedures and measures</i>	Slide 12
	DISCUSS <i>Refer Student Notes - Classification system for injuries and illnesses in the workplace</i> <i>Refer Student Notes – Example register of injuries</i> • Recording of work injuries • Collation of information • Other sources of statistical information	Slide 13
	ACTIVITY <i>Assessment Activity 4(a)</i> Present participants with the Incident Investigation Scenario. Outline how the 'Checklist for identifying casual factors' Part 1 & Part 2 will need to be completed by the participants. <i>Assessment Activity 4(b)</i> Have participants complete the 'Incident Investigation Report' using the supplied scenario.	-

Version	Date	Author
1	30/06/2018	WHSQ