

## ABI9010 ABIOSH INTERNATIONAL CERTIFICATE IN INCIDENT/ACCIDENT INVESTIGATION (ICIN)



### INTRODUCTION

The ABIOSH International Certificate in Incident and Accident Investigation is a 6 (Six) Day intensive course that prepares those who will be involved in an Incident and Accident Investigation Team for effective investigative activities. It should be emphasized that no-one should investigate incidents without appropriate Accident Investigation Training. All incidents whether a 'Near Miss' or an actual 'Injury Related Event', should be investigated. Near Miss Reporting and Investigation allows you to identify and control hazards before they cause a more serious incident.

Accident/Incident Investigations are a tool for uncovering hazards that either were missed earlier, or have managed to slip out of the controls planned for them. It is useful only when done with the aim of discovering every contributing factor to the Accident/Incident to 'Foolproof' the condition and/or activity and prevent future occurrences. In other words, **your** objective is to identify root causes, not to primarily set blame.

This course teaches the principles of Incident/Accident Investigation. They are practically based, enabling delegates to understand how to conduct an investigation, from the examination of the scene, to submitting the Report. The course contains practical discussions to highlight the possible pitfalls in both the processing and recording of information. These sessions are challenging but constructive, aimed at achieving an understanding of how vitally important identifying safety management system failure is. The course is delivered from the basis of a reasoned approach to Business/Operational/Service Management.

Part 2 deals with effective problem solving and identifying the causes of the Incidents/Accidents; Direct root causes using Root Cause Analysis. This is a perfect first course

in effective problem solving for anyone and a required course for anyone who participates in a Root Cause Analysis. The course is designed to be entirely complementary to any Internal Accident Reporting and Investigating Procedures or Systems already in place in your organisation. It can easily be extended to incorporate training in these local arrangements.

## LEARNING OUTCOMES:

- Identify the Legal and Organizational specific requirements regulating the Reporting and Investigation of Workplace Incidents, in order to determine applicable governance procedures. Explain the Legal and Organizational specific requirements for an Investigation into Workplace Incidents, in order to follow the prescribed requirements.
- Explain the procedures to be followed when an Incident occurs in the Workplace, in order to facilitate 'Effective Management' of the Incident.
- Explain the consequences on '*non-compliance*' with Legal and Organizational specific requirements in terms of impact on Safety, Health and Environment in the Workplace.
- Explain the purpose, type and extent of information required in accordance with prescribed requirements.
- Identify and select resources required to conduct Investigations in accordance with prescribed requirements.
- Gather information in accordance with the prescribed procedures.
- Explain the need for gathering accurate and relevant information about Workplace Incidents in terms of impact on the quality of the Investigation.
- Complete Reports in the required formats in accordance with prescribed requirements.
- The Students will learn Root Cause Analysis. They will work several '*Instructor Led*' exercises that build upon each other, to learn how to identify causes and to recognise the difference between actions and conditions.
- The Students will be exposed to a new way of thinking about a problem, and learn a step-by-step method to solve any problem the Workplace can present.

- Each module builds upon the progression of effective solution generation in an approach that complements required methodology.

## **COURSE MODULES**

### **ICIN 1**

#### **Part 1: INCIDENT/ACCIDENT INVESTIGATION**

- Element 1: Workplace Hazard and Risks
- Element 2: Definition of Accidents and Incidents
- Element 3: Management System Failures
- Element 4: The Incident Model
- Element 5: Selection of Investigation Team
- Element 6: Roles and Responsibility of the Team
- Element 7: Timing of Meeting
- Element 8: Initial Team Approach
- Element 9: Collecting Facts and Information
- Element 10: Required Facts
- Element 11: Sequence of Events
- Element 12: Incident Emergency Response Critiques
- Element 13: Causes of the Incidents; Direct and Root Causes in brief
- Element 14: Building the Incident Tree
- Element 15: Potential Incident severity
- Element 16: Incident Reporting/Writing; Presentation and Follow Up
- Element 17: Crisis Management (Crisis Analysis: Classification of Crises)

#### **PAR 2: ROOT CAUSE ANALYSIS**

- Element 1: Problem Types
- Element 2: Problem Definition – What, When, Where
- Element 3: The importance of “WHO”
- Element 4: Causes and Time Lines
- Element 5: Whys and Beyond
- Element 6: Cause and Effect Charts
- Element 7: The Need for Evidence

- Element 8: Solution Brainstorming
- Element 9: Solution Qualification
- Element 10: Selecting Effective Solutions

## **ICIN 2: PRACTICAL APPLICATION**

### **TARGET AUDIENCE**

- Regulators
- HSE Personnel
- Safety Representatives
- Engineers
- Project Engineers
- Maintenance
- Logistics Specialists
- Customer Service Personnel
- Healthcare Case Managers
- Healthcare Process Improvement Specialists
- Designers Engineers
- Safety Representatives
- Operators
- Administrators
- Maintenance Trades
- Graduates
- Continuous Improvement Personnel
- Business Analysts
- IT Professionals
- Human Resources Personnel
- Supply Chain Specialists
- Risk Managers
- Insurance Professionals

### **COURSE INFORMATION**

Prerequisite: Pre HSE knowledge required.

Duration (Full Course): 6 Days for ABIOSH Certificate.

### **ASSESSMENTS**

**ICIN 1. Confirmation by test either written exam or an e project to confirm knowledge and competency**

**ICIN 2. Practical:** Project work that involves Investigating an Accident in Candidates' Workplace and Writing a Report.

