



INCIDENT INVESTIGATOR

PROFESSIONAL ONLINE COURSE

SGTAEC25001

About this course

Incidents don't "just happen" – they are the result of unsafe conditions, failed controls, human factors, system weaknesses and organisational gaps.

This course equips learners with the practical skills required to conduct workplace incident and accident investigations professionally, lawfully and systematically. You will learn how to secure scenes, gather evidence, interview witnesses, analyse underlying causes and compile credible investigation reports.

Using South African legislation and real workplace examples, this course enables learners to prevent recurrence, enhance accountability and help strengthen workplace safety culture.

By the end of this programme, you will not simply be completing forms – you will be able to identify true root causes and contribute to meaningful improvement.

Accreditation & Alignment

This course is aligned to:

- SAQA Unit Standard 115087 – Conduct an investigation into workplace incidents
NQF Level 3 | 3 credits

Although developed to meet US 115087 outcomes, this course is delivered at a practical NQF Level 4 complexity, incorporating:

- Root cause analysis models
- Chain-of-custody principles
- Interview techniques
- Case-based investigation practice
- Legislative reporting requirements

Learners gain competency aligned to:

- Occupational Health and Safety Act 85 of 1993
- General Administrative Regulations
- COIDA reporting compliance

Who should do this course?

This programme is ideal for individuals expected to respond to, report or investigate incidents, including:

- Supervisors and line managers
- Health & Safety Officers
- OHS / SHE Representatives
- Foremen and team leaders
- Engineers and technical personnel
- HR or disciplinary practitioners
- Risk / SHEQ coordinators
- Contractors operating under client requirements

No prior investigation experience is required.

What you will learn – Course Modules

Module 1: Why we investigate & legal framework

Purpose, reporting thresholds, regulatory duties, Section 24 requirements, and investigation roles.

Module 2: Incident types & first response

Near misses, minor, major, disabling and fatal incidents, notification and scene control.

Module 3: Evidence gathering

Planning investigations, photographs, sketches, measurements, digital records and chain-of-custody integrity.

Module 4: Interviewing witnesses

Interview preparation, questioning styles, bias avoidance, trauma-sensitive interviewing and statement taking.

Module 5: Root cause analysis

Immediate vs underlying vs root causes, supervision failures, organisational factors and causation models.

Module 6: Corrective and preventive actions

Developing effective controls, applying the hierarchy of controls and assigning accountability.

Module 7: Report writing & documentation

Report structure, presenting findings, completing internal and statutory forms, communicating outcomes.

Module 8: Case studies & practical simulation

Realistic scenarios from industry sectors such as abattoirs, construction, workshops and logistics.

Module 9: Ethics, confidentiality & conduct

Neutrality principles, privacy, professionalism and unbiased reporting.

Mode of delivery & duration

This is a 100% online eLearning programme delivered through the SAFCON Group Learning Management System.

- Study at your own pace
- Approximate duration: 10–14 hours
- Accessible on phone, tablet, laptop or PC
- Downloadable investigation templates included

You can pause and resume as needed.

Course Assessment

All assessments are completed online via the LMS and include:

- Short knowledge checks
- Scenario-based questions
- Final assessment

Learners must achieve at least 70% to be declared competent.

Results are recorded for legal compliance files and corporate training matrices.

Course Certificate

Upon successful completion, learners receive a:

SAFCON Group Training Academy

Certificate of Competence: Incident Investigator (SGEC001)

Certificate features:

- Digital PDF format
- Unique certificate number
- Accepted for audits, ISO systems, legal files, and contractor compliance

Why choose SAFCON's Incident Investigator course?

Developed by seasoned HSEQ professionals with real incident investigation experience

Focus on practical tools – not just theory

Includes templates for interviews, evidence logs and reports

Aligned to South African laws and industry expectations

Perfect pathway into Safety Officer, Risk Assessor, Legal Liability and HSE Auditor training

Suitable for individual learners and workplace roll-outs

How to Enrol

✓ **Instant Enrolment (Pay Once)**

Click Pay Now to pay securely via PayFast and receive immediate access.

Recommended for:

- Individuals
- Job seekers
- Contractors needing urgent certification

✓ **3-Month Subscription (Pay in Instalments)**

Prefer easier budgeting?

Enroll using our PayFast subscription plan, paying over 3 monthly instalments.

You receive full course access immediately.

Your certificate is released once subscription completion is confirmed.

Ideal for:

- Students
- Self-funded employees
- Anyone preferring flexible payments

Accessible, affordable – because training should be available to everyone.

✓ **Corporate / Group Bookings**

Need an invoice, VAT documentation or multiple enrolments?

Select Request Corporate Booking and our team will assist with:

- Quotation and invoicing
- Purchase orders
- Batch enrolments
- Compliance reporting

What happens after enrolment?

You will receive:

- Welcome email
- LMS login details
- Immediate course access
- Support for your learning journey

Study at your own pace, complete assessments, and download your certificate on competence.

“All courses are tax-deductible as professional training.”



Contract Information

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