KOENIG SOLUTIONS · COURSE OUTLINE

Accident Investigation: Root Cause & Witness Interviews

Learn to investigate workplace accidents, identify root causes, conduct witness interviews and write effective investigation reports.

5 Days	5	33	3
DURATION	MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course examines accident and incident theories, including causation factors, unsafe acts versus unsafe conditions, and the links between risk assessment and safety culture. It then covers a six-step investigation methodology, addressing scene protection, note taking and scene photography, before moving into root cause analysis and its connection to prevention and regulatory due diligence. Interviewing techniques are addressed, covering interview preparation, building rapport and obtaining witness statements. The course concludes with report writing, focusing on structure, effective writing skills and using reports to support recurrence prevention.

WHO THIS COURSE IS FOR

HSE Team Leaders | **Safety Officers** | **Accident Investigators** | **Incident Investigation Teams** | **Workplace Supervisors**

LEARNING OBJECTIVES

- Explain accident and incident causation theories and factors
- Differentiate unsafe acts from unsafe conditions
- Describe the links between risk assessment and incident investigation
- Apply the six-step accident investigation process
- Identify requirements for scene protection and examination
- Analyse incidents to determine root cause versus basic cause
- Plan and conduct witness interviews to obtain statements
- Develop investigation reports that support recurrence prevention

COURSE SYLLABUS

5 Modules, 33 Topics

DAY 1

01

Incident and Accident Theories

TOPICS

- Incident & Accident Analysis Overview, exploring Accident Theory
- Identify Accident and Incident Causation Factors
- What are the necessary conditions for an accident to happen?
- **Unsafe Acts vs. Unsafe Conditions:** Avoiding the “Blame Game”
- Role of the HSE Team Leader and A Trained and Prepared Workforce During an Investigation
- Links between Risk Assessment and Incident Investigation
- Factors that contribute towards establishing a good safety culture?
- Case Studies - organisations who survived and those who failed

DAY 2

02

Investigation Methodology

TOPICS

- Six-Step Accident Investigation Process
- Scene Protection and Examination - Who should be involved at this stage?
- Listen and Learn, and Learn to Look and Listen More
- The Importance of Note Taking vs. Reliance on Memory
- Scene Photographs (+video) and Sketching - equipment required
- Case Studies

DAY 3

03

Root Cause Analysis

TOPICS

- What is the “Root Cause” and Why is it important?
- **Basic vs. Root Cause:** Getting from “effect” to “cause”
- What questions to ask to confirm “Root Cause”?
- From Root Cause to Prevention
- Consider the Human Error Issues
- Help to Establish and Maintain Regulatory Due Diligence
- The Role of Policies, Equipment and Training on Accident Prevention
- Case Studies

DAY 4

04

Group Exercise

Interviewing Techniques, Facts, Evidence & Witness Statements

TOPICS

- Purpose and Preparation for the Interview
- Who Conducts the Interview?
- Where to Conduct an Interview?
- Building Rapport with the Witness
- Obtaining Witness Statements
- Forms and Format
- Inculpatory and Exculpatory Statements

DAY 5

05

2 Class exercises

Report Writing & Practical Exercises

TOPICS

- Forms, Format and Structure
- Effective Writing Skills - simple, self-explanatory and straightforward
- Writing the Report - the aim is to persuade and seek action
- Help to Prevent Recurrence - cost savings (human and financial)

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
04	**Interviewing Techniques, Facts, Evidence & Witness Statements**	**Group Exercise:** Obtaining Statements
05	**Report Writing & Practical Exercises**	CLASS EXERCISE ■ Accident Investigation based on case study ■ Produce the outline of a suitable report from the above

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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