Waterfall
SCHOOL OF BUSINESS

FACT SHEET

# OCCUPATIONAL SKILLS PROGRAMME: INCIDENT INVESTIGATION TEAM MEMBER



The Incident Investigation Team Member Skills Programme equips learners with the knowledge and practical skills required to participate effectively in workplace incident and accident investigations. The programme focuses on identifying causes of incidents, gathering and analysing evidence, contributing to investigation reports and supporting corrective actions aimed at preventing future occurrences. It is designed to strengthen workplace health and safety systems through effective incident investigation practices.

This programme is ideal for Occupational Health and Safety Representatives, supervisors, team leaders, employees, safety committee members and other workplace role players who may be required to participate in incident or accident investigations. Learners develop the ability to contribute objectively and professionally to investigation teams while complying with legal and organisational requirements.

The programme is designed to develop competencies in:
- Understanding workplace incident and accident investigation principles
- Identifying different types of workplace incidents and accidents
- Applying incident investigation methodologies and techniques
- Gathering and preserving evidence from incident scenes
- Conducting witness interviews and collecting information
- Assisting with root cause analysis activities
- Contributing to incident investigation reports
- Recommending corrective and preventative actions
- Applying legal and regulatory requirements relating to incident investigations
- Supporting organisational health and safety improvement initiatives

## Programme Code

SIITM010

## Accreditation Status

- Quality Council for Trades and Occupations (QCTO)
- Occupational Skills Programme: Incident Investigation Team Member
- Skills Programme ID: SP-250906
- NQF Level 4
- 2 Credits
- Occupational Skills Programme (OSP)

## Duration

The programme carries 2 credits and is typically delivered over:
**1 Day of facilitated learning**, followed by assessment activities and practical application exercises.

## Entry Requirements

Recommended entry requirements include:
- Basic literacy and communication skills
- Employment within, or access to, a workplace environment
- Occupational Health and Safety awareness is advantageous
- Current or prospective participation in workplace safety activities is beneficial

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The Vineyard Cnr Devon Valley & Adam Tas Road Stellenbosch, 7600 | 08:00 – 16:30, Monday - Friday

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## Knowledge Modules(1)

- Concepts, Principles and Practices of Occupational Incident and Accident Investigations Assessment

## Practical Modules (1)

- Participation in a Workplace Incident Investigation Scenario and Completion of an Incident Investigation Report

## Total Major Assessment Components

**2 Major Assessment Components**

- 1 Knowledge Assessment
- 1 Practical Skills Assessment
- 1 Final Integrated Assessment

Assessment activities evaluate the learner's ability to understand investigation principles, gather and analyse evidence, identify causes and contribute to incident investigation reports and corrective action recommendations.

## Career Opportunities

Successful learners may perform duties associated with:

- Incident Investigation Team Member
- Occupational Health and Safety Representative
- Safety Committee Member
- Safety Coordinator Assistant
- Workplace Safety Practitioner Support Role
- Compliance and Risk Support Officer
- Supervisor involved in Incident Investigations

This programme also serves as a progression pathway towards the **Incident Investigation Team Leader (SP-250818)** programme and other Occupational Health and Safety learning pathways.

## Type of Certificate Awarded

Upon successful completion of the programme and all assessment requirements, learners will receive a:
**Statement of Results and Skills Programme Certification for Incident Investigation Team Member**
Issued through an accredited QCTO Skills Development Provider in accordance with QCTO Skills Programme requirements.

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