

OCCUPATIONAL SKILLS PROGRAMME: INCIDENT INVESTIGATION TEAM LEADER



The Incident Investigation Team Leader Skills Programme equips learners with the knowledge and practical skills required to lead workplace incident and accident investigations. The programme focuses on managing the investigation process, directing investigation teams, gathering and analysing evidence, determining root causes, preparing legally compliant reports and implementing corrective actions to prevent recurrence. It is designed to strengthen organisational safety performance through effective leadership of incident investigations.

This programme is ideal for supervisors, managers, Occupational Health and Safety Practitioners, SHE Representatives, Risk Officers, Compliance Officers and individuals responsible for leading workplace investigations following incidents, accidents or near-miss events. Learners develop the competence required to coordinate investigations that comply with legislative and organisational requirements while promoting a proactive safety culture.

The programme is designed to develop competencies in:

- Leading workplace incident and accident investigations
- Managing investigation teams and activities
- Applying incident investigation methodologies and techniques
- Collecting, preserving and evaluating evidence
- Conducting witness interviews and obtaining statements
- Identifying immediate, underlying and root causes
- Applying legal requirements relating to incident investigations
- Compiling comprehensive investigation reports
- Developing corrective and preventative action plans
- Monitoring implementation of corrective actions
- Promoting continuous improvement in workplace safety systems
- Supporting organisational compliance and risk management initiatives

Programme Code

SIITL010

Accreditation Status

- Quality Council for Trades and Occupations (QCTO)
- Occupational Skills Programme: Incident Investigation Team Leader
- Skills Programme ID: SP-250818
- NQF Level 5
- 5 Credits
- Occupational Skills Programme (OSP)

Duration

3 - 6 Months



OCCUPATIONAL SKILLS PROGRAMME: INCIDENT INVESTIGATION TEAM MEMBER

Entry Requirements

Recommended entry requirements include:

- Foundational Occupational Health and Safety knowledge
- Literacy and communication skills appropriate to NQF Level 5 learning
- Supervisory, management or safety-related responsibilities are advantageous
- Prior exposure to workplace incident reporting and investigation processes is beneficial
- Completion of an Incident Investigation Team Member programme is advantageous but not mandatory

Knowledge Modules (1)

- Incident Investigation Leadership, Legal Compliance and Root Cause Analysis Assessment

Practical Skills Modules (2)

- Lead a Workplace Incident Investigation Scenario
- Conduct Root Cause Analysis and Prepare an Investigation Report

Workplace Application Modules(1)

- Demonstrate Incident Investigation Team Leadership and Corrective Action Planning

Total Major Assessment Components

5 Major Assessment Components

- 1 Knowledge Assessment
- 2 Practical Skills Assessments
- 1 Workplace Application Assessment
- 1 Integrated Assessment

Assessment activities evaluate the learner's ability to lead investigations, analyse causes, manage investigation teams, compile reports and recommend corrective actions that improve workplace safety performance.

Career Opportunities

Successful learners may perform duties associated with:

- Incident Investigation Team Leader
- Occupational Health and Safety Practitioner
- SHE Officer
- Safety Coordinator
- Safety Manager
- Compliance Officer
- Risk Management Officer
- Operations Supervisor
- Health and Safety Committee Chairperson
- Workplace Investigation Coordinator

This programme also serves as a progression pathway towards higher-level Occupational Health and Safety, Risk Management and Compliance qualifications.

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 Leader

Issued through an accredited QCTO Skills Development Provider in accordance with QCTO Skills Programme requirements.