



# INCIDENT INVESTIGATIONS

## Course Format – 1 Day

The course ensures all participants leave with the skills and toolbox to prepare for and conduct investigations, then make appropriate, effective recommendations, complete an investigation report and follow up to ensure recommended controls are in effect. Maximum number of participants per session – 15.

## Course Objectives

The goal of this course is to ensure students understand the five main points of the theoretical part of investigations:

- Benefits of an effective investigation
- Differences between fact-finding and fault-finding
- Why we investigate
- When and what to investigate
- How to use incident investigation to prevent incidents

## Course Outline

### Module 1: Why Incident Investigations are Important

- Benefits of Incident Investigation
- Legal Requirements

### Module 2: Preparing for Incident Investigations

- Policies and Procedures
- Incident Investigation Kit

### Module 3: Conduction an Incident Investigation

- Step 1: Manage the Scene
- Step 2: Gather Information
- Step 3: Analyze Information

### Module 4: Making Effective Recommendations

### Module 5: Completing Incident Investigation Reports and Following Up

- Incident Investigation Reports
- Follow Up

### Final Review

### Appendix A – Glossary of Terms

### Appendix B – Incident Investigation Report Templates



## FOR MORE INFORMATION:

440 ch Wilsey Rd, Suite 204, Fredericton, NB, E3B 7G5 · P 506.458.8034 · Toll-free 877.762.7233 · F 506.444.0177  
[www.safetyservicesnb.ca](http://www.safetyservicesnb.ca) [www.servicesdesecuritenb.ca](http://www.servicesdesecuritenb.ca)