



REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN INCIDENT INVESTIGATION

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

Name of Qualification: Professional Certificate in Incident investigation

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1. **Duration of the course :** 5 days
 2. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 5 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

Course description

Upon completion of the course, the successful learner will understand how to adopt a detailed but simple approach to incident investigation procedures and techniques.

By the end of the course, the learner will be able to:

- explain the:
 - specified requirements pertaining to conducting an investigation into workplace incidents
 - relevant standards for an investigation into workplace incidents
 - extent of the investigation
 - relevant hazard and risk control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements, in preparing for data gathering
 - importance of identifying the causes of the incident being investigated and the consequences of non-compliance with any of the required steps.
- describe the:
 - relevant hazards and risks likely to be encountered during the investigation
 - purpose of conducting investigations into workplace incidents.
 - prepare to gather data for the investigation
- verify the:
 - purpose and extent of the investigation
 - persons, tools, equipment and material as fit for purpose and available.
 - gather and evaluate data, according to the requirements for the intended type of investigation
 - determine the prevailing conditions at the scene of the incident by using accepted data-gathering methods
 - identify the causes of an incident through the interpretation of variances
 - perform post-investigation functions
 - report the findings, recommendations and remedial action
 - deal with the identified sub-standard acts and conditions reported appropriately
 - evaluate and record remedial action accordingly
 - explain the consequences of non-compliance with any of the above.