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COURSE BROCHURE

Advanced Workplace Incident Investigation and Report Writing Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Workplace Incident Investigation and Report Writing Training Course

Workplace incident investigation and report writing is a 2-week advanced training course for incident investigators, HSE advisers and supervisors who lead investigations, and each participant completes an incident investigation report pack. Organisations face rising expectations from boards, clients and workforces that every serious event produces credible causes and actions that prevent recurrence. Jupiter Prime Training delivers this workplace incident investigation and report writing course for investigators across sectors.

Why Workplace Incident Investigation and Report Writing Matters Now

Three forces shape this subject today. Contractor-heavy sites and complex automated plant generate evidence that disappears within hours unless scenes are controlled. Workforces and unions expect fair, non-blaming inquiries, while clients and insurers read investigation reports closely. An organisation whose reports name real systemic causes fixes weaknesses before the next event; one whose reports stop at operator error sees the same incident return. The course aligns with the incident and corrective action requirements of ISO 45001 occupational health and safety management systems and borrows deviation thinking from IEC 61882 hazard and operability HAZOP studies.

Who Gains Most from Workplace Incident Investigation and Report Writing

- Specialists who lead or sit on formal investigation panels
- HSE advisers who coach line managers through event inquiries
- Supervisors who secure scenes and gather first accounts
- Engineers who examine failed equipment and process deviations
- Quality and assurance leads who track corrective action close-out

A site investigation panel that attends together, mixing operations, maintenance and HSE members, gains most, because it can agree one evidence standard and one report template.

Workplace Incident Investigation and Report Writing Capabilities

Participants move from collecting statements to producing reports whose causes survive challenge and whose actions measurably reduce repeat events.

- Apply scene preservation and chain of custody to physical and electronic evidence — for investigation panel leaders
- Conduct cognitive interviews with workers and contractors fairly — for HR partners and workforce representatives
- Build a validated sequence of events chart — for engineering and operations managers
- Assess human factors and barrier failures using structured causal methods — for HSE managers
- Design corrective actions ranked by the hierarchy of controls — for action owners and budget holders

- Communicate findings in a clear report and lessons learned bulletin — for senior leaders and other sites

Key Workplace Incident Investigation and Report Writing Terms

- Immediate cause — The act or condition that directly led to the event, such as an open valve or a missing guard.
- Root cause — The underlying system weakness which, if corrected, would prevent this and similar incidents from recurring.
- Chain of custody — A documented record of who held each evidence item, when and why, from collection to final disposal.
- Cognitive interview — A questioning technique that helps witnesses recall details by reinstating context and avoiding leading prompts.
- Causal factor chart — A diagram ordering events and conditions in time and marking those that contributed to the outcome.
- Hierarchy of controls — A ranking of risk controls from elimination and substitution down to procedures and personal protective equipment.

Workplace Incident Investigation and Report Writing Day by Day

Day 1: Investigation Purpose and Triggers

- Incident Classification Matrix — Deciding Investigation Depth and Team Size
- ISO 45001 Incident and Nonconformity Clause — Linking Findings to the System
- Investigation Terms of Reference — Scope, Authority and Independence
- Investigator Role Boundaries — Separating Fact-Finding from Discipline
- Near-Miss Reporting Funnel — Choosing Which Weak Signals to Investigate

Day 2: Scene Control and Evidence Preservation

- Scene Preservation Checklist — Barriers, Isolation and Release Decisions
- Physical Evidence Tagging — Chain of Custody for Failed Components
- Photographic and Sketch Records — Capturing Positions Before Clean-Up
- Electronic Data Capture — Control System Logs, CCTV and Permits
- Evidence Register — Tracking Items Through Testing and Retention

Day 3: Witness Interviews

- Cognitive Interview Technique — Improving Recall Without Leading Questions
- Interview Sequencing Plan — Who to Speak to First and Why
- Interview Notes and Statements — Accurate Wording and Witness Sign-Off
- Contractor and Multilingual Witnesses — Interpreters and Fair Treatment
- Conflicting Accounts Log — Weighing Testimony Against Physical Evidence

Day 4: Timeline Reconstruction

- Sequence of Events Chart — Ordering Actions, Conditions and Decisions
- Timeline Gap Analysis — Locating Missing Minutes and Unknowns
- Permit and Shift Handover Records — Reconstructing Who Knew What
- Change History Review — Recent Modifications Behind the Event
- Timeline Validation Session — Testing the Sequence with Witnesses

Day 5: Causal Analysis Methods

- Five Whys Limits — When a Single Chain Misleads Investigators
- Fishbone Diagram — Grouping Contributing Causes by Category
- Causal Factor Charting — Separating Immediate and Underlying Causes
- Fault Tree Logic — AND and OR Gates for Equipment Events
- Method Selection Guide — Matching Technique to Incident Severity

Day 6: Human Factors in Incidents

- Slips, Lapses and Mistakes — Classifying Unsafe Acts Accurately
- Violation Types — Routine, Situational and Optimising Shortcuts
- Performance Influencing Factors — Fatigue, Workload and Task Design
- Just Culture Decision Tree — Fair Accountability After an Event
- Organisational Factors Layer — Supervision, Resourcing and Procedures

Day 7: Barrier and Systemic Causes

- Barrier Failure Analysis — Which Defences Were Absent or Defeated
- Safety Management System Gaps — Linking Causes to System Elements
- Contractor Interface Causes — Selection, Briefing and Oversight Weaknesses
- Repeat Incident Search — Matching Causes Across Earlier Reports
- Root Cause Statement Writing — Testable, Specific and Evidence-Based

Day 8: Recommendations and Corrective Actions

- Hierarchy of Controls — Ranking Recommendations by Strength
- SMART Corrective Action Wording — Owners, Scope and Verification
- Action Prioritisation Grid — Risk Reduction Against Effort
- Management Response Meeting — Accepting, Modifying or Rejecting Actions
- Action Close-Out Verification — Evidence That Fixes Actually Work

Day 9: Report Structure and Lessons Learned

- Investigation Report Template — Summary, Facts, Analysis and Actions
- Executive Summary Writing — One Page for Senior Decision Makers
- Plain Language Editing — Removing Blame, Jargon and Speculation
- Safety Alert and Lessons Learned Bulletin — Sharing Across Sites
- Learning Review Session — Turning Findings into Crew Briefings

Day 10: Practising the Incident Investigation Report Pack

- Scenario Evidence Pack — Applying Scene Control and Evidence Register
- Role-Play Witness Interviews — Applying Cognitive Interview Technique
- Team Timeline and Causal Chart — Applying Sequencing and Barrier Analysis
- Peer Report Critique — Testing Root Cause Statements and Actions
- Incident Investigation Report Pack — Final Report, Action Plan and Alert

Applying Workplace Incident Investigation and Report Writing After the Course

- Reopen one recent closed report and test its root cause statements against the causal factor chart method
- Brief supervisors on the scene preservation checklist and run a short evidence capture drill

Workplace Incident Investigation and Report Writing Questions FAQ

What is workplace incident investigation and report writing and why does it matter now?

It is the disciplined process of finding why a workplace event happened and documenting it so actions prevent recurrence. It matters now because clients, insurers and workforces scrutinise reports that stop at blaming individuals.

Which roles gain most from workplace incident investigation and report writing training?

Investigators, HSE advisers and supervisors who lead inquiries gain most. Engineers and assurance leads also benefit, because they learn how equipment evidence and action tracking feed a credible report.

How does workplace incident investigation and report writing training differ from a root cause failure analysis course?

It covers the whole inquiry, from scene control and interviews to the final report, rather than equipment failure mechanisms alone. You balance human factors, barriers and writing alongside causal methods.

What do you bring back from workplace incident investigation and report writing training?

You bring back an incident investigation report pack built on a realistic scenario, with an evidence register, timeline, causal chart, ranked actions and a lessons learned bulletin you can reuse as a template.

Workplace Incident Investigation and Report Writing: The Way Forward

The incident investigation report pack first informs how the next serious event at a participant's site is scoped and staffed. Investigation panel leaders, HSE advisers and action owners use it to apply one evidence standard and one report format. After its first live use, review which recommendations were closed and whether repeat events fell, then refine the template.