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## **Certified Accident and Incident Investigator Advanced Practitioner Course**

**Master the art of effective investigations**



# Astutis.

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[www.astutis.com](http://www.astutis.com)

Certified Accident and Incident Investigator Advanced Practitioner Course

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# Why Certified Accident and Investigation Training is a Smart Investment for your Businesses



**A foreword on protecting your workforce and strengthening your organisation, by Steve Terry, MD Astutis**

**In today's fast-paced business environment, ensuring workplace safety is not just a regulatory necessity but a strategic imperative. Investing in certified accident and investigation training is one of the smartest moves your business can make.**

First and foremost, safety is paramount. Certified training equips your employees with the skills to identify potential hazards and implement preventive measures proactively. This isn't just about responding to accidents but preventing them before they happen. When accidents do occur, your trained personnel can manage the situation more effectively, minimizing the impact on your business and your workforce.

Regulatory compliance is another compelling reason for this investment. Industries are governed by stringent safety regulations, with agencies like the Health and Safety Executive setting high standards. Certified training ensures that your businesses meet these regulations, avoiding the hefty fines and legalities that come with non-compliance. Staying on the right side of the law not only saves money but will also protect your company's reputation.

The cost savings from investing in accident investigation training can be substantial. Preventing accidents reduces expenses related to workers' compensation, medical costs, and legal fees. Additionally, businesses with robust safety programs often enjoy lower insurance premiums. These savings can be reinvested into the



company, driving further growth and innovation.

The quality of investigations improves dramatically with certified training. Accurate data collection and thorough root cause analysis become standard practice, enabling businesses to implement effective corrective actions. This leads to fewer repeat incidents and a safer workplace overall.

Our Certified Accident and Incident Investigation Practitioner Course, developed and delivered by our partner Bond Solon, not only equips your employees with core investigation skills, but also supports with core investigation skills, formulating investigation plans as well as briefing senior management and collaborating with other agencies.

The courtroom skills elements of the course prepare investigators for potential legal proceedings, highlighting the importance of handling questioning and serving as credible witnesses. This holistic approach ensures that your business not only prevents incidents but also responds effectively, thereby safeguarding its operations and reputation.

In conclusion, investing in certified accident and investigation training is a strategic decision that benefits every aspect of a business. It enhances safety, ensures regulatory compliance, reduces costs, and supports overall operational excellence.

For companies looking to secure their future and demonstrate a genuine commitment to their employees and customers, this training is not just an option—it's a necessity.



## Before You Start

### Is the course right for you?

**This course is specifically tailored for Health & Safety Managers and senior professionals responsible for workplace safety.**

It is also suitable for individuals and employees with fact-finding or investigative responsibilities and ideal for both new and experienced investigators.

Whether you are looking to advance your career, the skills of your workforce or ensure compliance within your organisation, this course will provide you with valuable insights and practical expertise.

### What does this course offer?

#### **Welcome to the Certified Accident and Incident Investigator Advanced Practitioner Course.**

This program offers a comprehensive and practical approach to equipping Health & Safety professionals with the essential skills and knowledge required to investigate workplace incidents in a structured, ethical and objective manner to not only identify 'what' happened but more importantly 'why'.

Delivered either through live virtual sessions or on-site in a classroom environment, this course is designed to provide participants with the essential tools and techniques required to effectively manage investigations per legal and regulatory best practices.

Better incident investigation directly contributes to a safer workplace for all. Therefore, supporting Health & Safety professionals to develop the skills needed to conduct effective investigations, will directly assist management in reducing the risk of prosecution, financial penalties, and negative publicity in the aftermath of on-site incidents.



 Virtual

 On-Site

## Course Programme

The training period is spread approximately over 3 months. The live virtual classroom delivery is divided across 6 days of tutor guided learning. The course also necessitates pre-course and post-course learning activities, along with time for reflection study.

## Course structure

### Core Investigation Skills (Modules 1-4)

- ▶ Provide participants with a comprehensive overview of how to investigate effectively.
- ▶ Participants will learn the different types of investigation, their role as the investigator and the need to adopt the correct investigative mindset.
- ▶ The need to formulate a clear Investigation Plan supported by a logical investigative strategy.
- ▶ The importance of the 'Golden Hour' principle during the initial response.
- ▶ Understanding all sources of evidence to help build 'the big picture' and ensuring information is assessed objectively and in a structured manner.
- ▶ How to brief senior management whilst investigating.
- ▶ Working with other agencies who may also be investigating the incident.
- ▶ The need to create an investigator's 'Policy File' to show the decisions made and why.

### Investigative Interviewing (Modules 5-8)

- ▶ Participants will learn the different types of interviews and the core principles of investigative interviewing.
- ▶ The practical need for gaining initial accounts in the immediate aftermath.
- ▶ The PEACE model, questioning skills and the funnelling technique.
- ▶ Management of formal interviews and dealing with union representatives and other support mechanisms.
- ▶ Interviewing role plays to practice techniques.

### Causation, Human Factors and Report Writing (Modules 9-10)

- ▶ Understanding the difference between cause and blame.
- ▶ Understanding Individual, Job/Workplace and Organisational/Management factors that could have contributed to the incident.
- ▶ Using root-cause analysis theory to combine evidence and indirect human factors to gain an accurate 'big picture'.
- ▶ Creating a balanced, objective and defensible Investigation Report.



### Courtroom Skills (Modules 11-12)

- ▶ Understanding the possible outcomes of an incident and the legal courts/tribunals where the investigator may have to account for their investigation.
- ▶ How the system works.
- ▶ The role of the investigator as a witness.
- ▶ The 'batting order' of being questioned as a witness.
- ▶ Questioning techniques and how to handle them.
- ▶ Questioning role plays to practice techniques.



### Assessment overview

The assessment process includes self-reflection exercises. Self-reflection exercises include activities designed to help you introspect and evaluate your thoughts, actions, and experiences.

These exercises encourage you to consider your personal growth, identify strengths and areas for improvement, and gain deeper insights into your behaviours and decisions.

The aim of the assessment is to promote self-awareness and continuous learning

# Benefits for Employers

Investing in the safety and well-being of your employees is a fundamental responsibility that significantly impacts your organisation's productivity, reputation, and overall success.

The Advanced Practitioner Accident and Investigation Certified Course is a comprehensive training program designed to elevate your safety standards and equip your team with the expertise needed to effectively manage and investigate workplace accidents. Benefits of the course include:

## Enhanced Workplace Safety Culture:

- ▶ Foster an improved safety culture within the organisation.
- ▶ Equip employees with advanced investigation skills which proactively identify potential hazards, mitigate risks, and help to prevent future accidents, leading to a safer work environment for all.

## Reduced Legal, Regulatory and Financial Risks:

- ▶ Mitigate legal, regulatory and financial risks associated with workplace incidents.
- ▶ Employees professionally trained in investigative best practice can help gather accurate evidence, comply with regulatory requirements, and minimize the likelihood of costly litigation or penalties resulting from accidents.

## Improved Organisational Reputation:

- ▶ A commitment to advanced health and safety training demonstrates to stakeholders, clients, and the public that the organisation prioritises employee well-being and takes proactive measures to ensure a safe working environment.

## Course features

- ▶ Practical application of the course syllabus.
- ▶ Focused preparation on the hypothetical scenarios of a serious workplace accident.
- ▶ Interactive group discussions and collaborative study on typical scenarios.
- ▶ Comprehensive course notes and study materials.
- ▶ Multimedia-rich material to suit all learning styles and preferences.
- ▶ Dedicated tutor support from experienced practitioners.
- ▶ Ongoing support and advice for the duration of your course

### Benefits of Classroom or Virtual Classroom Learning

- ▶ Training that is customised to your industry or environment, so it is relatable and relevant to your workforce.
- ▶ Choice of convenient and suitable alternative training solutions developed to specifically suit your needs.
- ▶ Management assurance that your workforce are being properly supported and equipped with the skills and knowledge to improve the safety culture.

# Why choose Astutis?

We are Astutis, part of Wilmington plc, and **we are the leading global training provider for Health, Safety, and Environmental training and consultancy.** We deliver NEBOSH, IOSH and IEMA approved courses, as well as partnering with other training companies such as Bond Solon. Together we enable companies to assess and manage risks, protect employees and preserve the environment.



We work with organisations to develop modern and impactful training solutions helping to make workplaces safer and more sustainable. We work with **over 5,000 businesses from across the globe** including Amazon, Netflix, and Bentley.

Our reputation means everything to us, going the extra mile for our customers is how we've earned it and living by our core values is how we keep it. **Our role is to help our customers achieve the very highest health and safety standards required by law to protect their staff.**



During the last 10 years of service, we have trained

over **100,000**  
**professionals.**

# Bond Solon's approach to training

**Bond Solon, part of Wilmington plc, is a leading UK-based provider of legal training and information. Established in 1992, Bond Solon specialises in delivering high-quality training programs and consultancy services to professionals in various sectors, including health and safety.**

Their training focuses on legal skills, investigative techniques, and regulatory compliance, aiming to enhance the competency and confidence of professionals who must navigate complex legal and regulatory environments. Bond Solon's courses are renowned for their practical approach, expert instructors, and alignment with industry standards, making them an Astutis trusted partner, and a partner of choice for organisations seeking to improve their legal and investigative capabilities.

Bond Solon work closely with customers to ensure that all the training they deliver is memorable, enjoyable and of the highest quality. The training is highly interactive, avoiding lecture-based training and PowerPoint, and rather maximising delegate participation and group work.



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# Corporate customers



“Astutis delivered quality training that was beyond our expectations, ensuring that our staff achieved 100% success in completing the first time around. This success was again repeated with our second cohort, demonstrating the high level of commitment that went into designing and delivering this training. We have also had good feedback from the participants on the engagement and delivery by the trainer.”

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HEAD OF OPERATIONS  
SHELL

# Don't just take our word for it

Our customers have rated us five stars, and in 2024 we received the **Feefo Platinum Trusted Service Award** for the second year running.



**Platinum Trusted Service Award**

2024

**feefo** 

**“I had an excellent experience with Astutis.**

From the moment I enrolled in your course, I was impressed by the professionalism and dedication of your staff. The entire process was smooth and efficient, and I felt supported every step of the way.”

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KALEEM SARDAR

NEBOSH HEALTH AND SAFETY AT WORK ONLINE COURSE



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