



Incident Investigations in the Workplace

Cost per Person: \$ 495.⁰⁰

Course Itinerary

Dates: Saskatoon June 14-18, 2004

Regina Oct 4-8, 2004

Times	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1030	Travel Time	Incident Types	Interviewing Skills Witness Statements	Recommendations Risk Management	Scenario #3 - Concluded
1030-1045		Coffee			
1045-1200	1100 - 1200 Course Registration	Legal Issues	Incident Analysis	Testimony	Written Exam
1200-1245		Lunch - Provided			
1245-1430	Scene Management Incident & Loss Theory	Photography Workshop Scenario #1	Report Writing Scenario #2	Scenario #3 – Practical Exam	Course Wrap-Up & Travel Time Home
1430-1445	Coffee				
1445-1630	Incident and Loss Theory (Continued)	Scene Sketches & Measured Drawings Workshop Scenario #1	Scenario #2	Scenario #3 – Practical Exam	

Incident Investigations in the Workplace – Course Description

Scene Management

- The First 30 Minutes
- Emergency scene management
- Investigative considerations

Incident and Loss Theory

- Risk Evaluation
- Severity & Probability
- Substandard Acts, Practices & Conditions

Incident Types

- Minor & Major Injury or Exposure
- Refuse to Work
- Dangerous Occurrence
- No-Loss Incidents

Photography Workshop

- Chain of Custody
- Basic Photography
 - Lighting and Composition
 - Exposure,
 - Film types
 - Digital Primer
 - Lens Selection & Angles of View

Scene Sketches and Measured Drawings

- Preparing sketches & diagrams

Legal Issues

- Continuity
- Recent changes in legislation

Interviewing Skills

- Conducting witness interviews
- Statement admissibility

Incident Analysis

- Determining causal factors

Report Writing

- Formatting, Focus, and Goals

Testimony

- Expert testimony
- Opinion evidence
- Testifying basics

Recommendations

- Action Items
- Remedial Items
- Controlling Risk

NOTE:

In addition to the classroom lectures and practical sessions, there are a few assignments due throughout the course, and a practical assignment as a final evaluation. Participants should be prepared to commit themselves to a few short evening “homework” assignments during the week. A final written test will be conducted on the last day of the course. The criterion for successful completion is 70%.



Invoice

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Quantity	Model Number / Description	Unit Price	Amount
1	<i>Incident Investigations in the Workplace</i> <input type="checkbox"/> Saskatoon - June 14-18, 2004 <input type="checkbox"/> Regina - October 4-8, 2004	\$ 495.00	\$ 495.00
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