

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY: <i>*Course completion/certificate must be dated within 3 years of application date</i>
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The following must accompany this Equivalency Form:

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*

Course Description:

This 2-day course introduces a variety of basic investigative skills required to conduct basic occupational health and safety-related investigations. Topics covered include scene management, evidence collection, incident documentation, cause analysis, and report preparation. Fundamentals of Investigation is a prerequisite for the AMTA's Collision Investigation and Workplace Investigation training courses.

Outcome	Identify and describe content	Location of content in materials provided
<p>Purpose of Investigation</p> <ul style="list-style-type: none"> • Explain the purpose and goal of the incident investigation • Describe investigation • Explain risk and liability in the context of investigation • Describe how incident investigation impacts an organization's reputation • Describe the impact of information and misinformation on the investigative process • Explain how investigation helps identify opportunities for organizational improvement • Explain an employer's legislated responsibilities with respect to incident investigation • Identify the circumstances under which an investigation must be conducted 		
<p>Incident Response</p> <ul style="list-style-type: none"> • Describe common methodologies used in investigation • Describe the preparation required to initiate and incident investigation • Explain who should be part of an investigation 		

<ul style="list-style-type: none"> • Describe the knowledge, skills, and ethics appropriate for an investigator • Describe the main steps/phases of an investigation • Describe how to work with specialists and external investigators 		
<p>Investigating the Incident</p> <ul style="list-style-type: none"> • Describe scene control and maintaining scene integrity • Explain various scene hazards and the process of mitigating them • Work with third parties to secure incident scenes • Explain what evidence is and the process of collecting, securing, and maintaining continuity of same • Describe methods for collecting and handling information at an incident scene • Demonstrate taking measurements on scene • Demonstrate creating a scene diagram • Demonstrate basic interviewing skills 		
<p>Identifying Cause</p> <ul style="list-style-type: none"> • Explain “sequence of events” and its importance in root cause analysis • Explain the process of root cause analysis • Recommend corrective action • Discuss how root cause analysis is used to prevent further incidents • List at least three (3) methods of root cause analysis • Conduct a 5-Why root cause analysis 		
<p>Reporting Findings</p>		

<ul style="list-style-type: none">• Explain what must be contained in a final investigation report• Explain the responsibility of the employer to provide reports to the other parties and the nature of third-party reporting• Identify an employer’s legislated responsibilities with respect to incident reporting, including specific requirements related to:<ul style="list-style-type: none">○ Dangerous goods○ Environmental incidents• Describe best practices related to report writing (e.g., format, use of language, etc.)• Differentiate between verbal and written reporting		
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Additional Notes:
