

COURSE EQUIVALENCY APPLICATION FORM

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:

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

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

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

*Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744*



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 & Goal of Investigation</p> <ul style="list-style-type: none"> • 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>Investigation Methodology</p> <ul style="list-style-type: none"> • Explain who should be part of an investigation • 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 • Describe various methodologies used in investigation 		

<p>Managing an Incident Scene</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 information at an incident scene • Demonstrate taking measurements on scene • Demonstrate creating a scene diagram • Demonstrate basic interviewing skills 		
<p>Root Cause Analysis</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 • 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>Investigation Report</p> <ul style="list-style-type: none"> • 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.) 		



<ul style="list-style-type: none">• Differentiate between verbal and written reporting		
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