

OHSCompliance Practical Checklist

Incident Investigation South Africa: Root Cause and Corrective Action Guide

Prepared by: OHSCompliance

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How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

Client audit readiness:

- Capture scene facts, witness information and immediate controls before details fade.
- Separate immediate causes from root causes.
- Assign corrective actions with owners, deadlines and close-out evidence.
- Feed lessons into HIRA reviews, inspections, training and supervisor briefings.

Documents to prepare:

- Incident report: Records what happened, where and who was involved. Owner: Supervisor or incident lead. Update: As soon as possible.
- Witness notes: Preserves evidence before memories change. Owner: Investigation team. Update: As soon as practical.
- Corrective action register: Tracks action from finding to close-out. Owner: Manager or OHS coordinator. Update: As soon as possible.
- HIRA review note: Shows the risk assessment responded to the incident. Owner: Risk owner. Update: After investigation.

Related service: OHS Compliance Audits South Africa

<https://ohscompliance.co.za/> | info@ohscompliance.co.za | +27 63 901 4111 / WhatsApp

Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure