

Incident Investigation & Reporting

Course Syllabus

Course Title	Incident Investigation & Reporting
Subtitle	Root Cause Analysis · Contributing Factors · Corrective Actions
Duration	8 hours · estimated completion time
Delivery	Self-paced online (on-demand)
Access	Online learning platform; complete on your own schedule
Audience	EHSRs and CMEHSOs assigned to BEDC projects
Governing Spec	Spec 01 35 27 (EHS Requirements)
Standards	BEDC EHS Standards
Regulatory Basis	29 CFR 1904 · 12 NYCRR Part 801

Course Description

This eight-hour, self-paced online course prepares Environmental, Health & Safety Representatives (EHSRs) and Construction Manager EHS Officers (CMEHSOs) to investigate and report incidents on BEDC projects in full compliance with federal, state, city, and contract requirements. Participants work through the complete investigation lifecycle: understanding the regulatory and contractual framework, classifying events correctly, meeting every notification and reporting clock, preserving the scene and evidence, conducting root cause analysis, identifying contributing factors, interviewing witnesses, developing durable corrective actions, and producing a defensible report submitted through ePMIS.

The course is delivered online and on-demand, allowing participants to complete the material at their own pace. It is grounded in BEDC's own taxonomy, timelines, and contract specifications (Spec 01 35 27 and BEDC EHS Standards) and layers those requirements on top of the federal OSHA and New York State PESH baselines.

Overall Course Objectives

Upon successful completion of this course, participants will be able to:

1. Navigate the four layers of authority — federal, state, city, and contract — that govern incident reporting on BEDC projects.
2. Classify events accurately using BEDC's taxonomy and apply the correct reporting and investigation path.
3. Meet all seven notification and reporting clocks, including the BEDC 14-day and 60-day windows.
4. Preserve the scene, secure evidence, and manage witnesses in the critical first 30 minutes.
5. Conduct root cause analysis using the 5 Whys, Fishbone, and Causal Factor Tree methods, mapped to BEDC's taxonomy.
6. Identify contributing factors and develop SMART corrective actions that prevent recurrence.

- Write a defensible investigation report and submit it through the ePMIS workflow.

Intended Audience & Prerequisites

This course is intended for EHSRs and CMEHSOs assigned to BEDC projects, as well as project staff with incident-investigation responsibilities. Participants should have a working familiarity with their site EHS program and the BEDC EHS Standards. No prior formal investigation training is required.

Course Outline & Estimated Time

The course is self-paced; estimated times are a guide only. Participants may pause and resume at any point, and progress is saved automatically.

Module	Title	Est. Time
—	Course Introduction & Orientation	15 min
1	Legal, Contract & BEDC Framework	60 min
2	Event Classification	30 min
3	Notification & Reporting Timelines	45 min
4	Initial Response & Scene Preservation	45 min
5	Root Cause Analysis	60 min
6	Contributing Factors	45 min
7	Witness Interviewing	30 min
8	Corrective Actions	30 min
9	Writing the Investigation Report	30 min
—	Final Assessment	30 min
Total estimated time		8 hours

Module Breakdown

Each module includes its learning objectives and the key topics covered.

Module 1: Legal, Contract & BEDC Framework (60 min)

Learning Objectives

- Identify the four layers of authority that govern incident reporting on BEDC projects.
- State the OSHA, PESH, and BEDC reporting timelines that apply to your role.
- Describe your responsibilities as an EHSR or CMEHSO under Spec 01 35 27 and BEDC Standards
- Recognize when 29 CFR 1910.119 PSM imposes additional incident investigation requirements.
- Locate the BEDC Standards and contract clauses that govern incident investigation.

Topics Covered

Four layers of authority (Federal OSHA, NY State PESH, NYC Capital Construction, BEDC); 29 CFR 1904

recording and reporting; OSHA direct-reporting triggers; 12 NYCRR Part 801; OSHA recommended practices; and the BEDC EHS Standards; the EHSR / CMEHSO role; the PSM exception under 1910.119(m).

Module 2: Event Classification (30 min)

Learning Objectives

1. Distinguish between Proactive, Near Miss, and Incident events using BEDC's definitions.
2. Identify the eleven incident sub-types BEDC tracks and reports on.
3. Apply correct classification to events you encounter in the field.
4. Explain how classification drives the reporting path, investigation depth, and corrective-action threshold.

Topics Covered

BEDC's three top-level categories; proactive events; near miss as a leading indicator; the eleven incident sub-types; why classification drives the investigation; classification practice.

Module 3: Notification & Reporting Timelines (45 min)

Learning Objectives

1. Identify the seven reporting clocks that apply to BEDC projects.
2. Walk through the notification chain from 911 to BEDC EHS to OSHA/PESH.
3. Distinguish contract clocks from regulatory clocks and apply each correctly.
4. Manage the BEDC-specific 14-day EHS DR closeout and 60-day investigation completion windows.
5. Recognize the most common timing failures and apply preventive tactics.

Topics Covered

The seven clocks at a glance; the first hour; the notification chain; DDC / BEDC contract clocks; OSHA / PESH regulatory triggers (1904.39); BEDC-specific 14-day and 60-day timelines; common timing failures; timeline exercise.

Module 4: Initial Response & Scene Preservation (45 min)

Learning Objectives

1. Apply the four priorities of initial response in the correct order.
2. Establish a secure scene perimeter and lock out involved equipment.
3. Identify when the imminent-danger exception allows you to move evidence — and how to document it.
4. Capture the four categories of evidence: physical, documentary, environmental, and testimonial.
5. Identify and separate witnesses without making the process feel adversarial.

Topics Covered

The four priorities of initial response; securing the scene; the imminent-danger exception; four categories of evidence; documentation methods; witness management; the first-30-minutes checklist.

Module 5: Root Cause Analysis (60 min)

Learning Objectives

1. Distinguish between symptoms, contributing factors, and root causes.
2. Apply the 5 Whys, Fishbone, and Causal Factor Tree methods — and choose the right one for the

event.

3. Avoid the most common RCA pitfalls: stopping at human error, single-cause thinking, blame-based logic.
4. Map your findings to BEDC's 14-category root cause taxonomy in the format their reviewers expect.
5. Produce RCA outputs that lead to durable corrective actions, not just "more training."

Topics Covered

Symptom vs. cause; three RCA methods; 5 Whys worked example; Fishbone (Ishikawa) six categories; Causal Factor Tree; common RCA pitfalls; BEDC's root cause framework; job (system-level) and personal (individual) categories; mapping findings to categories; RCA exercise.

Module 6: Contributing Factors (45 min)

Learning Objectives

1. Distinguish contributing factors from root causes — and explain how they work together.
2. Apply the Swiss cheese model to visualize multi-factor causation.
3. Identify contributing factors using BEDC's 8-category framework.
4. Recognize that most events have 3 to 6 contributing factors that all had to align.
5. Document contributing factors in the format BEDC reviewers expect.

Topics Covered

Root cause vs. contributing factor; the Swiss cheese model; BEDC's 8 contributing-factor categories; what shows up most often; a both-together worked example; documenting contributing factors; contributing-factor exercise.

Module 7: Witness Interviewing (30 min)

Learning Objectives

1. Frame the conversation as an interview, not an interrogation.
2. Use open questions to draw out a witness's account without leading them.
3. Run a working interview structure from opening through close.
4. Apply the do's and don'ts of behavior at the table.
5. Document the interview and capture witness statements correctly.

Topics Covered

Interview vs. interrogation; asking open questions; a working interview structure; do's and don'ts at the table; documenting and wrapping up.

Module 8: Corrective Actions (30 min)

Learning Objectives

1. Apply the hierarchy of controls to select effective corrective actions.
2. Move beyond "retrain the worker" to controls that prevent recurrence.
3. Write SMART corrective actions that are specific, measurable, and time-bound.
4. Verify that a corrective action actually worked.
5. Recognize the BEDC performance gap and close it.

Topics Covered

Hierarchy of controls; applying the hierarchy; SMART corrective actions; verifying the action worked; the BEDC performance gap.

Module 9: Writing the Investigation Report (30 min)

Learning Objectives

1. Assemble a report that contains everything a BEDC reviewer expects.
2. Apply six principles for defensible report writing.
3. Turn a weak narrative into a strong, evidence-based one.
4. Submit the completed report through the ePMIS workflow.
5. Manage the 5-step, 60-day ePMIS review so every reviewer gets their full window.

Topics Covered

What a BEDC report contains; six principles for defensible writing; weak vs. strong narrative; the ePMIS submission workflow.

Assessment & Completion

- Complete all nine modules in the online platform.
- Engage with module knowledge checks and practice scenarios.
- Pass the final assessment with the required minimum score.
- A certificate of completion is issued automatically to participants who meet all requirements.

Materials & References

- Narrated module presentations and downloadable participant handouts.
- Spec 01 35 27 (EHS Requirements) and BEDC EHS Standards.
- 29 CFR 1904 and 12 NYCRR Part 801 reference extracts.
- Quick-reference checklists (first-30-minutes, reporting clocks, RCA taxonomy).

Technical Requirements

- A computer, tablet, or mobile device with a current web browser.
- A stable internet connection.
- Speakers or headphones for narrated content.
- A PDF reader to view and download course handouts.