Incident Investigations, Policies, and Analysis Practice Test (Sample)

Study Guide

Everything you need from our exam experts!

Table of Contents

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- **Practice answering questions under realistic conditions,**
- **Improve accuracy and speed,**
- **Review explanations to strengthen weak areas, and**
- **Approach the exam with greater confidence.**

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here’s how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don’t just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There’s no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. What distinguishes an accident from an incident?

A. Accidents involve injuries

B. Incidents are always minor

C. Whether the event was preventable

D. Accidents require reporting

2. A job safety analysis breaks a job into basic steps and identifies the _____.

A. Hazards associated with each step

B. Root causes

C. Costs

D. Personnel assignments

3. In the Sequence of Events: Why Method, what is Step 1?

A. Identify the actual or potential injury, damage, or near miss.

B. Identify the root cause

C. Define the problem

D. List the possible causes

4. What is Step 3 in Change Analysis?

A. Identify, locate, and describe the change.

B. Specify what was and what was not affected.

C. Identify the distinctive features of the change.

D. List the possible causes.

5. What is the effect of intimidation and blaming on the interview process?

A. It will result in an ineffective interview process

B. It will improve accuracy

C. It will speed up conclusions

D. It will encourage openness

6. Which items should be attached to an incident investigation report?

A. Witness statements, sketches of the scene, and photos

B. Personal notes, rumors, and gossip

C. Previous incident reports not related

D. Financial records of the project

7. Which phrase describes the outcome of focusing on root causes?

A. Improved workplace morale and productivity

B. Increased downtime

C. More blame

D. Less learning

8. Which device is used to document the location of the incident?

A. GPS

B. Tape measure

C. Camera

D. Graph paper

9. The Why Method continues until which condition is achieved?

A. The question 'Why?' can no longer be asked

B. All hazards are eliminated

C. All workers agree on the cause

D. A formal report is completed

10. Which technique is listed as a method for solving problems in incidents?

A. Why Method

B. Fishbone Diagram

C. Failure Mode Effects Analysis

D. Quality Circle

Answers

1. C
2. A
3. A
4. A
5. A
6. A
7. A
8. A
9. A
10. A

Explanations

1. What distinguishes an accident from an incident?

A. Accidents involve injuries

B. Incidents are always minor

C. Whether the event was preventable

D. Accidents require reporting

In incident investigations, the key idea is whether the event could have been prevented with the safety measures and controls in place. If an event could have been prevented, it's treated as an incident, including near-misses, because it reveals gaps in defenses that we want to fix. If the event could not have been prevented—an outcome that occurred despite the safeguards—it's considered an accident. This focus on preventability shifts attention from just what happened to what could have been avoided, guiding improvements in safety controls and procedures rather than judging by injuries or damage alone. So the distinguishing factor is preventability: that is what sets an incident apart from an accident.

2. A job safety analysis breaks a job into basic steps and identifies the _____.

A. Hazards associated with each step

B. Root causes

C. Costs

D. Personnel assignments

Breaking a job into basic steps and identifying the hazards associated with each step is the core aim of a job safety analysis. By examining each step, you can anticipate what could go wrong and specify protective measures before work begins, focusing on safety risk reduction at the task level. Root causes come from incident investigations, costs from budgeting, and personnel assignments from planning, so the emphasis here is on hazards tied to each step.

3. In the Sequence of Events: Why Method, what is Step 1?

A. Identify the actual or potential injury, damage, or near miss.

B. Identify the root cause

C. Define the problem

D. List the possible causes

The main idea is to establish what happened and what could have happened so you have a clear starting point for the investigation. Step one is identifying the actual or potential injury, damage, or near miss. This defines the event you're analyzing and sets the scope, so you can accurately map the sequence of events and then ask why to drill down to root causes. If you jump ahead to naming root causes, listing possible causes, or simply defining the problem without anchoring it to a specific event, you risk analyzing the wrong issue or missing critical boundaries of the investigation. By starting with the concrete event or near-miss, you create a precise foundation for the rest of the Why method.

4. What is Step 3 in Change Analysis?

A. Identify, locate, and describe the change.

B. Specify what was and what was not affected.

C. Identify the distinctive features of the change.

D. List the possible causes.

In Change Analysis, the third step is to identify, locate, and describe the change. This means precisely naming what changed, where the change occurred, and the observable characteristics that define it. Establishing a clear description and exact location is essential before you assess impacts or investigate causes, because you can't analyze effects or root causes without a well-defined change. After this step, you would typically move on to determine the scope of impact (what was and wasn't affected), capture distinctive features as part of the description, and then explore potential causes. Keep in mind that listing possible causes relies on having a solid, well-located description of the change to anchor the investigation.

5. What is the effect of intimidation and blaming on the interview process?

A. It will result in an ineffective interview process

B. It will improve accuracy

C. It will speed up conclusions

D. It will encourage openness

Intimidation and blaming in interviews destroy psychological safety, which is essential for collecting accurate information. When people feel threatened or judged, they tighten up, give guarded or evasive responses, and withhold details that matter. This skepticism and defensiveness distort what's shared and can lead to missing root causes or context, making the interview process ineffective overall. In such an environment, data quality suffers, findings become biased, and conclusions take longer because you have to chase inconsistencies and verify partial information. By contrast, a nonjudgmental, respectful approach invites openness, fosters trust, and yields more complete, truthful responses. That's why intimidation and blaming do not improve accuracy or speed; they undermine the interview's purpose.

6. Which items should be attached to an incident investigation report?

A. Witness statements, sketches of the scene, and photos

B. Personal notes, rumors, and gossip

C. Previous incident reports not related

D. Financial records of the project

Evidence that supports reconstructing the event and its causes should be attached. Items like witness statements, sketches of the scene, and photos provide verifiable, time-stamped documentation that helps recreate what happened from multiple perspectives. Witness statements capture what people observed and when; scene sketches show how things were arranged and how factors related spatially; photos preserve conditions as they existed at the moment, reducing memory bias and aiding in identifying contributing factors. Together, these attachments support objective analysis, help corroborate facts, and form a solid basis for root-cause analysis and recommended corrective actions. Personal notes, rumors, and gossip are not reliable or verifiable and can bias the investigation, so they don't belong in the report. Previous incident reports that aren't directly related don't contribute to understanding the current event and can confuse the narrative; relevant historical patterns may be cited if appropriate, but the attachment should centers on the current investigation. Financial records of the project aren't part of the incident analysis unless there's a direct, documented link to costs or accountability, and they're generally kept separate to avoid mixing financial data with the factual investigation findings.

7. Which phrase describes the outcome of focusing on root causes?

A. Improved workplace morale and productivity

B. Increased downtime

C. More blame

D. Less learning

Focusing on root causes means addressing the underlying drivers of problems rather than just fixing what symptoms show up. When those core issues are resolved, issues recur less often, which smooths operations and reduces chaos. That stability lets people work more efficiently and with greater confidence, which shows up as higher morale and increased productivity. If downtime were to increase, that would indicate problems aren't being prevented or fixed effectively, which runs contrary to the aim of root-cause work. A blame-oriented culture tends to erode morale and learning, whereas concentrating on root causes supports learning from failures and continuous improvement. Less learning would undermine the purpose of investigating root causes, since the whole point is to understand and prevent recurrence. So the outcome best described by focusing on root causes is improved workplace morale and productivity.

8. Which device is used to document the location of the incident?

A. GPS

B. Tape measure

C. Camera

D. Graph paper

Documenting the exact location of an incident relies on capturing geographic coordinates. A GPS device provides precise latitude and longitude (often with a timestamp), giving objective, map-ready location data that can be shared, stored, and referenced later in reports or GIS systems. This makes the location verifiable and easy to plot, even if the site is large or hard to describe verbally. Tape measures record distances and dimensions, not where the site sits on a map. A camera captures images of the scene but doesn't inherently provide precise location data unless separate metadata is obtained, which is not as reliable or universally available. Graph paper is about manual plotting and layout, not automatic geographic coordinates.

9. The Why Method continues until which condition is achieved?

A. The question 'Why?' can no longer be asked

B. All hazards are eliminated

C. All workers agree on the cause

D. A formal report is completed

Asking "Why?" repeatedly aims to uncover the underlying cause by peeling back layers of contributing factors. It continues until you reach a point where you can no longer find a deeper cause within the process, meaning the question "Why?" can no longer be asked in a meaningful way. That stopping condition fits the idea that you've arrived at a root cause or a fundamental system condition that cannot be explained further by the investigation. The other options describe outcomes or goals that may accompany the process (eliminating hazards, achieving agreement, completing a report) but they are not what ends the questioning.

10. Which technique is listed as a method for solving problems in incidents?

A. Why Method

B. Fishbone Diagram

C. Failure Mode Effects Analysis

D. Quality Circle

The main idea here is a straightforward way to uncover the root cause by continuously asking "why." The Why Method uses an iterative, questions-and-answers approach: start with the incident, ask why it happened, then take the answer and ask why again, repeating until you reach the underlying cause. This forces investigators to look beyond symptoms and into the causal chain, producing a clear, actionable explanation of what happened and why. It's well-suited to incident investigations because it's simple to apply, doesn't require complex tools, and yields a direct path to corrective actions. A Fishbone Diagram helps organize potential causes into categories and is great for brainstorming and visualizing relationships, but it doesn't inherently drive the line of reasoning to a single root cause. Failure Mode Effects Analysis focuses on identifying potential failures and their effects ahead of time to prevent them, which is proactive rather than the post-incident root-cause-solving approach. A Quality Circle is a group-based problem-solving activity that fosters collaboration, but it's a broader process rather than a specific technique for drilling down into the root cause of an incident.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://incidentinvestpoliciesanalysis.examzify.com

We wish you the very best on your exam journey. You've got this!