Australian Government

BSBWHS505 Investigate WHS incidents

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBWHS505 Investigate WHS incidents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, conduct and report on investigations of work health and safety (WHS) incidents that have resulted in, or have the potential to result in, injury or damage.

It covers conducting an initial assessment of the situation; establishing the scope and legal parameters of the investigation; conducting a systematic analysis to identify underlying causes and actions for prevention; and reporting on the outcomes of the investigation appropriate to the potential severity of the incident, which may include accessing specialist expertise.

This unit applies to individuals required to investigate incidents in relation to prevention of future incidents.

The unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Ensure initial responses to the incident are carried out according to requirements	1.1 Prepare and implement a workplace procedure for **incident investigation**
	1.2 Ensure site of the incident is safe and secured and that the **immediate needs** of those involved in the incident are met
	1.3 Ensure **WHS legislative requirements** are met
	1.4 Ensure other actions are performed to meet requirements of relevant workplace policies, procedures, processes and systems
2 Develop an investigation plan	2.1 Apply knowledge of **WHS legislation** and workplace policies, procedures and systems to assist with identifying **duty holders** and ensure requirements of WHS legislation and workplace policies, procedures, processes and systems are met by the investigation plan
	2.2 Form an appropriate investigation team
	2.3 Define the scope and purpose of the investigation and ensure they are appropriate to the scope and nature of the incident
	2.4 Ensure participation of, and consultation with **individuals and parties** as part of the planning process, specifying agreed processes for all phases of the investigation
	2.5 Identify, document and obtain necessary resources to conduct the investigation, including expert advice if required
	2.6 Identify, address and document **barriers to investigation**
	2.7 Ensure planning includes agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes
3 Collect information and data	3.1 Identify and access sources of information and data
	3.2 Inspect incident site, equipment and other evidence, and document outcome of inspection
	3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy
4 Analyse information and data gathered to identify	4.1 Ensure investigation team understands, identifies and applies the

ELEMENT	PERFORMANCE CRITERIA
immediate and underlying causes and practical prevention measures	**conceptual basis for the analysis**
	4.2 Construct **timeline of events** leading up to the incident
	4.3 Investigate key events, conditions and/or circumstances that together resulted in the incident
	4.4 Develop actions, interventions and practical measures to prevent the re-occurrence of the incident and to address **root causes**
	4.5 Detail recommended actions, interventions or measures, and plans for their implementation and evaluation
5 Compile and communicate investigation report	5.1 Prepare a report on the investigation, using objective language
	5.2 Cite evidence and basis for conclusions and recommendations
	5.3 Communicate the report to relevant individuals and parties

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	1.1, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2, 4.2, 4.5, 5.1, 5.2	• Documents procedures, plans and outcomes using appropriate organisational formats and industry specific terminology • Develops reports using structure, format and language appropriate for purpose and audience
Oral communication	1.2, 1.4, 2.4, 3.3, 4.1, 5.3	• Uses appropriate language and non-verbal features to provide support, give instructions or request information • Listens closely to extract main ideas and to evaluate responses for accuracy and validity
Numeracy	2.7, 3.1, 4.3, 4.5	• Extracts and evaluates the mathematical information embedded in sources of incident information and data • Performs calculations in relation to resource requirements, timelines and evaluation measures
Navigate the world of work	1.1-1.4, 2.1	• Accepts responsibility for developing, implementing or modifying workplace procedures applicable to investigation contexts • Understands and keeps up to date with changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.2, 2.4, 3.3, 4.1, 5.3	• Identifies and uses appropriate conventions and protocols when communicating with parties involved in various investigation stages • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction • Takes a leadership role in helping develop team understanding of investigation requirements
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 3.1, 3.3, 4.3, 4.4, 4.5, 5.1	• Uses logical planning processes, and an increasingly intuitive understanding of context, to identify relevant information and risks, and to identify and evaluate alternative strategies and resources for investigation processes • Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses analytical processes to decide on a course of action, establishing criteria for deciding between

| | | options, seeking input and advice from others when necessary |
| | | • Uses digital systems and tools for data collection and analysis, and communication and reporting of incidents |

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Incidents include:	• accidents
	• incidents as referred to in WHS legislation
	• major-to-minor incidents resulting in:
	• major-to-minor injuries and diseases
	• major-to-minor damage to property, equipment, work processes or the environment
	• near misses, where no injury or damage occurs
The incident analysis must be based on:	• adopting an open-minded and objective approach
	• analysing policies, procedures, processes and systems in place at the time of the incident
	• focusing on the 'how', 'what' and 'why' of the incident
	• not focusing on individual behaviour or fault
	• using applicable models of causation and occurrence.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS505 Investigate WHS incidents	BSBWHS505A Investigate WHS incidents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes available from the IBSA website:
http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes

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