



**Australian Government**

# **Assessment Requirements for BSBWHS515**

## **Lead initial response to and investigate WHS incidents**

**Release: 1**

# Assessment Requirements for BSBWHS515 Lead initial response to and investigate WHS incidents

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- lead the initial response to one work health and safety (WHS) incident that complies with legislative and organisational requirements
- prepare, record and communicate incident investigation report that addresses immediate and underlying causes of incident and recommends practical prevention measures, according to organisational and WHS legislative requirements.

During the above, the candidate must:

- systematically develop and document a plan to investigate the incident
- collect, use and document information and data relevant to incident investigation
- establish key events, conditions and/or circumstances that contributed to the incident
- identify actions required to respond to the incident, including any recommendations for changes to WHS arrangements.
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## Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- WHS laws applicable to WHS incidents and their investigation
- organisational WHS policies, procedures, processes, systems, roles and responsibilities relating to responding to and investigating WHS incidents:
  - incident response plan that meets legislative and organisational requirements
  - protocols and procedures for investigation, including preserving incident site as required
  - protocols for maintaining objectivity, confidentiality, privacy and commercial requirements during investigation of WHS incident

- information and data collection procedures that ensure their validity, admissibility and accuracy
- due diligence and duty of care requirements when investigating WHS incidents
- required format for reporting incident investigations
- common industry-accepted causation models, and their use in informing data collection and analysis
- internal and external sources of WHS information and data relevant to WHS incident investigations
- key components of incident investigation plan, including:
  - duty holders, expert advisers and key stakeholders appropriate to incident
  - agreed timelines, objectives, responsibilities, roles, documentation, actions and outcomes
  - levels of accountability
  - protocols for ensuring privacy and sensitivity throughout investigation
- key components of investigation report, including:
  - identified incident root causes
  - recommended actions, interventions and practical measures arising from investigation
  - plans for implementing and evaluating recommendations
- techniques and tools for gathering information relating to incident investigation, including:
  - questioning and active listening
  - information collection
  - accurate note taking
- types and characteristics of WHS incidents and suitable incident response processes.
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## Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment and resources
- WHS laws, and organisational policies and procedures required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>