



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS307B Participate in OHS investigations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to participate in occupational health and safety (OHS) investigations. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who assist OHS specialists in relation to an investigation of an OHS incident in the workplace.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to OHS data collection relevant to an investigation	1.1. Obtain information from those involved using <i>appropriate data collection techniques</i> regarding <i>actions and events</i> leading up to, occurring during or after an incident 1.2. Identify and access <i>sources of additional information</i> related to an incident 1.3. Engage advice from external sources if required 1.4. Accompany <i>investigators</i> and provide relevant information during investigations 1.5. Attend meetings about OHS investigations 1.6. Observe investigative testing and provide copies of the results to relevant others
2. Participate in workplace investigations	2.1. Use <i>appropriate techniques</i> when participating in workplace investigations 2.2. Review reports on safety incidents, injuries and illnesses 2.3. Contact responsible persons and relevant authorities when required 2.4. Communicate recommendations arising from investigations to relevant others

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- information management skills to store and retrieve relevant OHS documents
- presentation and consultation skills to communicate OHS issues arising in the workplace
- presentation skills to provide information to a wide range of forums.

Required knowledge

- basic principles of incident causation
- characteristics, mode of action and units of measurement of major hazard types
- formal and informal communication processes and the key personnel related to communication
- hierarchy of control and considerations for choosing between different hazard control measures
- internal and external sources of OHS information and data
- nature of the workplace processes such as work flow, planning and control, and hazards specific to the workplace
- organisational culture as it impacts on the workgroup
- organisational policies and procedures for OHS
- principles and practices of systemic approaches to the management of OHS
- principles of ethics related to professional practice
- relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material
- roles and responsibilities under OHS legislation of employees, supervisors, contractors, designers.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • contribution to investigations of OHS issues relating to workplace incidents • knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to relevant OHS information such as: <ul style="list-style-type: none"> • organisational policies • standard operating procedures and plans • relevant legislation • regulations • licensing requirements • codes of practice • standards • access to appropriate office equipment and resources • access to relevant internal and external data files.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • assessment of documentation completed when contributing to OHS investigations • direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of basic principles of incident causation • review of reports on safety incidents, injuries and illnesses • evaluation of communications to relevant others about recommendations arising from investigations.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other OHS units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Appropriate data collection techniques</i> may include:</p>	<ul style="list-style-type: none"> • accessing information and statistics on accidents and dangerous occurrences • conducting regular, accident or special workplace OHS inspections • engaging the services of an internal or external consultant or specialist OHS practitioner • facilitating the engagement of personnel to conduct specialised testing on hazards in the workplace • investigating workgroup members' complaints thoroughly before presenting them to management or supervisors
<p><i>Actions and events</i> may include:</p>	<ul style="list-style-type: none"> • anything that may have contributed to the occurrence or severity of the incident, including design decisions • facts about the incident such as: <ul style="list-style-type: none"> • systems • people • tools • equipment • materials • fixtures • time and nature of any injuries sustained
<p><i>Sources of additional information</i> may include:</p>	<ul style="list-style-type: none"> • booklets and publications from statutory authorities • manufacturers' manuals, specifications and instructions • OHS consultation and participation processes • OHS legislation, codes of practice, industry standards and guidelines • OHS related websites • records about hazards identified in the workplace • records about previous actions taken to control

RANGE STATEMENT	
	hazards <ul style="list-style-type: none"> • records of risk assessments • • rights and responsibilities of those involved in OHS in the workplace • safe work procedures • workplace OHS policies, procedures and agreements
<i>Investigators</i> may include:	<ul style="list-style-type: none"> • employer representatives, managers and supervisors • external consultants • inspectors from statutory OHS investigative bodies or authorities • internal OHS specialists • OHS representatives conducting workplace investigations for issues raised in the workplace
<i>Appropriate techniques</i> may include:	<ul style="list-style-type: none"> • examination of relevant information and data • inspections • interviews • simulations • timelines of actions and events

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		