



**Australian Government**

# **RIIWH301D Conduct safety and health investigations**

**Release: 4**

## RIIWH301D Conduct safety and health investigations

### Modification History

Release	Comment
1	The unit replaces RIIOHS301A Conduct safety and health investigations.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

### Application

This unit describes a participant's skills and knowledge required to conduct safety and health investigations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in technical specialist roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

*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 National 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.*

## Elements and Performance Criteria

1 Determine the objectives	<p>1.1 Access, interpret and apply safety and health investigation procedures and documentation and ensure the work activity is compliant</p> <p>1.2 Determine the scope of the investigation. Ensure pre- and post-incident timeframe is consistent with all requirements</p> <p>1.3 Determine the proposed investigation objectives from an analysis of the available information and factors</p> <p>1.4 Test the proposed objectives and clarify the scope of the investigation</p> <p>1.5 Ensure the final objectives and scope of the investigation will be achievable within available resources and authority constraints</p>
2 Gather information	<p>2.1 Maintain site security and integrity of evidence in accordance with all requirements</p> <p>2.2 Plan and prepare for the systematic collection of information</p> <p>2.3 Schedule information collection and completion to ensure minimum backtracking or repeat actions</p> <p>2.4 Ensure methods used to collect and examine information, including interviewing and recording, meet all requirements</p> <p>2.5 Collect, test and organise all appropriate information</p>
3 Evaluate information	<p>3.1 Assess and evaluate information for validity and reliability and organise as evidence to aid decision making</p> <p>3.2 Undertake further research where information is unclear or inadequate, and rectify</p> <p>3.3 Analyse the evidence to determine the cause(s) of the incident</p> <p>3.4 Draw conclusion(s) based on agreed standard</p> <p>3.5 Ensure the findings address the established factual objectives</p>
4 Identify courses of action	<p>4.1 Frame options for the courses of action</p> <p>4.2 Ensure options are provided in a form which meets the audience requirements, can be easily understood and enables the selection of the most appropriate course of action</p> <p>4.3 Ensure the course of action selected will resolve the issues and reduce the probability of recurrence</p> <p>4.4 Ensure the selected course of action can be implemented in accordance with all requirements</p>
5 Prepare and present investigation reports	<p>5.1 Prepare investigation reports</p> <p>5.2 Present written and graphical reports clearly and concisely in a</p>

	format which can be readily understood
	5.3 Present the reports to the required audience
	5.4 Review the investigation process and pass recommendations for process changes and improvements to the appropriate authority

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

## Unit Mapping Information

RIIOHS301A Conducting safety and health investigations

## Links

SkillsDMC RII Companion Volumes - <http://www.skillsdmc.com.au/>