



Australian Government

AMPLDR403 Plan, conduct and report a workplace incident investigation

Release: 1

AMPLDR403 Plan, conduct and report a workplace incident investigation

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit of competency describes the skills and knowledge required to plan, conduct and report on a workplace incident investigation in a meat or food processing environment.

Workplace incidents may be associated with workplace safety or food safety, animal welfare, quality, environmental factors, or export shipment port-of-entry rejection.

The unit applies to individuals who work in a range of roles in a meat or food processing facility and who are required to investigate incidents and report on the findings.

All work must be carried out to comply with workplace procedures according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Leadership (LDR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Carry out initial	1.1 Access, interpret and implement workplace procedures for incident

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
responses to the incident	response and investigation 1.2 Determine regulatory and workplace requirements that relate to the incident, and ensure investigation activities and documentation are compliant
2. Develop an investigation plan	2.1 Apply knowledge of applicable legislation and workplace policies, procedures and systems to ensure requirements of legislation and workplace policies, procedures, processes and systems are met by the investigation plan 2.2 Consult with relevant individuals to determine appropriate processes for the investigation 2.3 Define the scope and timeframes of the investigation 2.4 Ensure participation of, and consultation with, relevant 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. Conduct the investigation	3.1 Identify and access sources of information and data 3.2 Inspect relevant evidence, and document outcome of inspection 3.3 Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy
4. Evaluate information and develop corrective actions	4.1 Determine root cause, key events, conditions and/or circumstances that together resulted in the incident 4.2 Develop actions, interventions and practical measures to prevent the reoccurrence of the incident and to address root causes 4.3 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 5.4 Review the investigation process and provide feedback

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.5 File and store report according to workplace systems

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret and analyse texts to identify relevant information
Oral communication	- Use appropriate language to communicate and provide direction to a team - Use questioning techniques to investigate an incident
Numeracy	Interpret statistics as part of incident investigation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPLDR403 Plan, conduct and report a workplace incident investigation	AMPX428 Plan, conduct and report a workplace incident investigation	Unit sector code updated Core Skills for Work information removed from Foundation Skills Performance Evidence, Knowledge Evidence and Assessment Conditions reworded for clarity	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPLDR403 Plan, conduct and report a workplace incident investigation

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned, conducted and reported on at least one complete workplace incident investigation, including:

- developed and documented a plan to investigate an incident
- collected, documented and analysed data and information relevant to an investigation
- ensured all individuals involved in the investigation have understood and followed required processes
- prepared and communicated the investigation report to relevant parties, including:
 - identified the root cause, key events, conditions and/or circumstances that resulted in the incident
 - detailed interventions and practical measures to prevent the reoccurrence of the incident.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant legislation
- relevant policies and procedures for incident management and investigation
- investigation procedures
- analysis techniques
- root cause analysis methods
- project planning methods
- report writing procedures
- ethical considerations when conducting investigations
- types and characteristics of incidents that may occur in a meat or food processing workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat or food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace policies, procedures, forms and records relevant to workplace incidents
 - access to personnel involved in a workplace incident
- specifications:
 - workplace documents such as policies, procedures and processes
 - use of workplace instructions/job specifications/client briefs
 - access to specific legislation/codes of practice
- relationships:
 - interactions with team members.

Assessment for this unit must include at least three forms of evidence.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>