



Australian Government

BSBWHS515 Lead initial response to and investigate WHS incidents

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to lead the initial response to work health and safety (WHS) incidents. The unit also includes planning, conducting and reporting on investigations of WHS incidents that have resulted in, or have the potential to result in, injury or damage. This may include accessing specialist expertise.

The unit applies to those who work in a range of WHS roles across all industries, and apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts. It does not apply to those undertaking an investigation in order to provide legal advice or prepare for legal proceedings.

NOTES

1. 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 *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential</i>	<i>Performance criteria describe the performance needed to</i>

ELEMENTS	PERFORMANCE CRITERIA
<i>outcomes.</i>	<i>demonstrate achievement of the element.</i>
1. Lead the initial response to incident	1.1 Identify required initial response to incident according to established organisational response plan 1.2 Implement initial response according to plan, and organisational and legislative requirements 1.3 Confirm sufficiency and suitability of implemented initial response 1.4 Consult individuals and/or parties according to organisational policies and procedures
2. Develop and resource an incident investigation plan	2.1 Identify duty holders according to WHS laws and workplace policies, procedures and systems 2.2 Define scope and purpose of investigation appropriate to nature and scope of incident 2.3 Identify, document and secure required human and other resources appropriate to nature and scope of incident, including expert advice as required 2.4 Ensure participation of, and consultation with, required stakeholders, and determine agreed processes for investigation 2.5 Identify, address and document potential barriers to investigation according to organisational requirements 2.6 Document incident investigation plan according to organisational and WHS legislative requirements
3. Collect incident information and data	3.1 Identify and access relevant and reliable sources of incident information and data according to organisational policies and protocols, suitable causation model and legislative requirements 3.2 Inspect incident site, equipment and other evidence according to investigation plan, organisational procedures and legislative requirements 3.3 Present collected information and data in required format
4. Lead an incident investigation that is not part of providing legal advice or preparing for legal proceedings	4.1 Brief investigation team on investigation requirements and incident causation model 4.2 Construct and document timeline of events leading up to incident 4.3 Coordinate investigation of key events, conditions

ELEMENTS	PERFORMANCE CRITERIA
	and/or circumstances that contributed to incident 4.4 Develop recommendations, interventions and practical measures for investigation report
5. Record and report WHS incident investigation	5.1 Document investigation evidence and basis for conclusions and recommendations 5.2 Prepare investigation report according to organisational procedures and WHS legislative requirements 5.3 Implement organisational and WHS legislative recordkeeping protocols and procedures in relation to investigation report 5.4 Communicate report to required individuals and/or parties according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	- Reviews and interprets WHS legislative texts relating to WHS incidents - Analyses reports and other material to determine required course of action
Writing	- Documents procedures, plans and outcomes using appropriate organisational formats and industry-specific terminology - Develops reports using structure, format and language appropriate for report purpose and audience
Oral communication	- Uses appropriate language and non-verbal features to provide support, give instructions or request information - Listens closely to extract main

Skill	Description
	ideas and to evaluate initial responses for accuracy and validity
Numeracy	- Extracts and evaluates the numerate and graphical information embedded in sources of incident information and data - Performs calculations in relation to resource requirements, timelines and evaluation measures, and the impact and implications of incidents
Navigate the world of work	- Develops, implements or modifies workplace procedures applicable to investigation contexts - Keeps up to date on changes to WHS laws relevant to own role and responsibilities, and considers their implications when negotiating, planning and undertaking work
Interact with others	- 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 developing team understanding of investigation requirements
Get the work done	- Uses logical planning processes and understanding of context to: - identify relevant information and risks - 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 review plans and seeks input and advice

Skill	Description
	from others before taking necessary action • Uses digital systems and tools for data collection and analysis, and communication and reporting

Unit Mapping Information

Supersedes and is equivalent to BSBWHS505 Investigate WHS incidents.

Links

Companion Volume Implementation Guides are available from VETNet -

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

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

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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

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