



**Australian Government**

# **Assessment Requirements for RIIWHS301E Conduct safety and health investigations**

**Release: 1**

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## **Modification History**

This unit replaces RIIWHS301D Conduct safety and health investigations. Significant endorseable amendments have been made to Elements, Performance Criteria, Foundation Skills, Performance Evidence and Knowledge Evidence to better reflect current industry practices and clarify training outcomes.

## **Performance Evidence**

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate evidence of completion of participating in work related health and safety investigations that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions. This includes:

- determining objective and authority of the investigation
- creating an investigation plan
- planning and organising activity to gather evidence and data, including but not limited to:
  - lists of witnesses
  - interviews
  - statements
  - audio recordings
  - photographs
  - scale diagrams of area
- undertaking research to gather evidence and data
- engaging others in the investigation process
- questioning and actively listening to those involved in the investigation
- correctly collecting and maintaining the integrity of evidence and procedural fairness
- identifying and/or confirming the linkages between factors and outcomes, causes and effects and direct/indirect causal relationships
- drawing conclusions and identifying appropriate course of action to resolve issue
- communicating outcomes to relevant individuals and/or parties
- writing clearly, concisely and effectively report investigation outcomes and presenting the outcomes to others.

In the course of the above work, the candidate must also:

- locate and apply relevant legislation, documentation, policies and procedures.

## Knowledge Evidence

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

- commonwealth and state or territory legislation relevant to conducting safety and health investigations
- internal and external sources of work related health and safety information and data relevant to investigations
- applicable organisational work related health and safety policies, procedures, processes and systems relevant to work role
- topic or subject area which is the target for the investigation
- theory of safety and health investigative research and analysis
- symptoms and possible immediate effects of post-traumatic stress in an investigation situation
- industry context to incidents and investigations
- methods for collecting and analysing safety and health information and data
- site procedures and conventions related to work related health and safety investigations
- site risk management processes and their applications
- conventions and requirements for written communications, including report writing.

## Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
  - an incident (live, or simulated based on historical incidents)
  - site investigation plans
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment\* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

## Assessor Requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current\*\* work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

| Industry sector                                                                              | AQF indicator level***                                                                                                                                                                                                                                                                                                         | Required assessor or industry subject matter expert experience |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure | 1                                                                                                                                                                                                                                                                                                                              | 1 year                                                         |
|                                                                                              | 2                                                                                                                                                                                                                                                                                                                              | 2 years                                                        |
| Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure | 3-6                                                                                                                                                                                                                                                                                                                            | 3 years                                                        |
| Other sectors                                                                                | Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation. |                                                                |

\*Guidance on simulated environments has been stipulated in the RII Companion Volume Implementation Guide located on VETNet.

\*\*Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

\*\*\* While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>