



All qualifications and part qualifications registered on the National Qualifications Framework are public property. Thus the only payment that can be made for them is for service and reproduction. It is illegal to sell this material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.

### SOUTH AFRICAN QUALIFICATIONS AUTHORITY

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>			
259617	Conduct an investigation into workplace safety, health and environmental incidents			
<b>ORIGINATOR</b>				
SGB Occupational Health and Safety				
<b>FIELD</b>			<b>SUBFIELD</b>	
Field 09 - Health Sciences and Social Services			Preventive Health	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 2	NQF Level 02	3
<b>REGISTRATION STATUS</b>		<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>	<b>SAQA DECISION NUMBER</b>
Reregistered		2015-07-01	2018-06-30	SAQA 10105/14
<b>LAST DATE FOR ENROLMENT</b>		<b>LAST DATE FOR ACHIEVEMENT</b>		
2019-06-30		2022-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard replaces:

US ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	Replacement Status
115087	Conduct a preliminary incident investigation into workplace health, safety and environmental incidents	Level 2	NQF Level 02	2	Complete

#### PURPOSE OF THE UNIT STANDARD

The person credited with this unit standard is able to identify and explain the legal and organisational-specific requirements regulating the reporting and investigation of workplace incidents. The learners will be able to complete the required reports and be able to process any physical evidence which may have been collected.

The qualifying learner is capable of:

- Describing requirements for workplace safety, health and environment incident investigation.
- Gathering information for workplace safety, health and environment incident investigations.
- Conducting post-investigation activities.

## **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

- ☒ Communication at NQF Level 1 or equivalent.
- ☒ Mathematical Literacy at NQF Level 1 or equivalent.

## **UNIT STANDARD RANGE**

- ☒ For the purpose of this unit standard, conducting an investigation is limited to the actions carried out immediately the incident happens or is discovered.
- ☒ Environmental incidents include but are not limited to ventilation incidents.
- ☒ Safety and health incidents refer to hygiene and medicine.

## **Specific Outcomes and Assessment Criteria:**

### **SPECIFIC OUTCOME 1**

Describe requirements for workplace safety, health and environment incident investigation.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The legal and organisational specific requirements regulating the reporting and investigation of workplace incidents are identified in order to determine applicable governance procedures.

#### **ASSESSMENT CRITERION 2**

The legal and organisational specific requirements for an investigation into workplace incidents are explained in order to follow the prescribed requirements.

#### **ASSESSMENT CRITERION 3**

The procedures to be followed when an incident occurs in the workplace are explained in order to facilitate effective management of the incident.

#### **ASSESSMENT CRITERION RANGE**

Procedures may include but are not limited to securing the scene, handling of injured persons, handling of fatalities, dealing with work processes and initial reporting.

#### **ASSESSMENT CRITERION 4**

The consequences of non-compliance with legal and organisational specific requirements are explained in terms of the impact on safety, health and environment in the workplace.

### **SPECIFIC OUTCOME 2**

Gather information for workplace safety, health and environment incident investigations.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The purpose, type and extent of information required are explained in accordance with prescribed requirements.

#### **ASSESSMENT CRITERION 2**

Resources required to conduct investigations are identified and selected in accordance with prevailing circumstances.

**ASSESSMENT CRITERION RANGE**

Resources may include but are not limited to documentation, human resources, tools and materials.

**ASSESSMENT CRITERION 3**

Information is gathered in accordance with the prescribed procedures.

**ASSESSMENT CRITERION 4**

The need for gathering accurate and relevant information about workplace incidents is explained in terms of the impact on the quality of the investigation.

**SPECIFIC OUTCOME 3**

Conduct post-investigation activities.

**ASSESSMENT CRITERIA****ASSESSMENT CRITERION 1**

Reports are completed in the required formats in accordance with prescribed requirements.

**ASSESSMENT CRITERION RANGE**

Reports may include but are not limited to investigation reports, compensation documentation, required Government departmental documentation, and organisational documentation.

**ASSESSMENT CRITERION 2**

Reports are submitted and communicated to relevant designated persons in accordance with prescribed requirements.

**ASSESSMENT CRITERION 3**

Physical evidence gathered during the investigation is processed according to prescribed requirements.

**ASSESSMENT CRITERION 4**

Resources used during investigations are processed according to specified requirements.

**UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS**

☐ An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.

☐ Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.

☐ Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.

☐ Moderation of assessment will be conducted by the relevant ETQA at its discretion.

**UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE**

Incident investigation practices and legal requirements.

**Critical Cross-field Outcomes (CCFO):****UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems which will impact the process of conducting an investigation into workplace health, safety and environmental incidents.

**UNIT STANDARD CCFO WORKING**

Work effectively with others in such a way so as to ensure that the investigation is conducted in a spirit of co-operation.

**UNIT STANDARD CCFO ORGANISING**

Organise and manage oneself and one's activities so that the process of conducting an investigation into workplace health, safety and environmental incidents runs smoothly.

**UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organise and critically evaluate information in order to conduct a proper investigation into workplace health, safety and environmental incidents.

**UNIT STANDARD CCFO COMMUNICATING**

Communicate effectively in the recording of information in the reports and when submitting the reports to designated persons.

**UNIT STANDARD CCFO SCIENCE**

Use science and technology where applicable to assist in the gathering and recording of information related to workplace health, safety and environmental incidents.

**UNIT STANDARD CCFO DEMONSTRATING**

Demonstrate an understanding of the world as a set of related systems where the poor conducting of an investigation may lead to unresolved issues.

**UNIT STANDARD ASSESSOR CRITERIA**

N/A

**REREGISTRATION HISTORY**

As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015.

**UNIT STANDARD NOTES**

This unit standard replaces unit standard 115087, "Conduct a preliminary incident investigation into workplace health, safety and environmental incidents", Level 2, 2 credits.

Terminology:

"Specified requirements" include legal and site-specific requirements and are contained in the following documents.

Legal:

- ☑ Relevant current legislation, regulations and directives pertaining to mining and occupational health and safety.
- ☑ Mandatory Codes of Practice.
- ☑ South African National Standards and other relevant Standards.

Site Specific:

- ☑ Hazard Identification and Risk Assessments (HIRA).
- ☑ Occupational Health and Safety Risk Management Programmes.
- ☑ Managerial Instructions.
- ☑ Organisational Standard Procedures.
- ☑ List of Recorded Occupational Health and Safety Risks.
- ☑ Working Guides.
- ☑ Equipment and Materials Specifications.