



Conduct An Investigation Into Workplace Incidents

Handout I

Unit Standard

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED UNIT STANDARD:

Conduct an investigation into workplace incidents

SAQA US ID	UNIT STANDARD TITLE			
120335	Conduct an investigation into workplace incidents			
ORIGINATOR				
SGB Occupational Health and Safety				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
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FIELD			SUBFIELD	
Field 09 - Health Sciences and Social Services			Preventive Health	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	NQF Level 03	5
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2018-07-01	2023-06-30	SAQA 06120/18
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

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 does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

Learners credited with this unit standard will be able to demonstrate the ability to conduct investigations into workplace incidents. The competency includes all the activities required to successfully conduct incident investigations.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

- Communication at NQF Level 2
- Mathematical Literacy at NQF Level 2

UNIT STANDARD RANGE

NB: All the Specific Outcomes and Assessment Criteria are assessed in accordance with specified requirements and - where applicable - consequences to health and safety.

Specified requirements include Current legal and site-specific requirements and are contained in one or more of the following documents:

Legal:

- Mine Health and Safety Act
- Occupational Health and Safety Act
- Chief Inspector of Mines' Directives

Site-specific:

- Health and safety agreements
- Codes of practice
- Standards
- Standards task procedures
- Risk Assessments procedures
- Occupational Health and Safety Risk Management Programme
- Managerial Instructions
- Mine Standard Procedures
- List of Recorded OH&S Risks
- Working Guides / Permits
- MSDS
- Equipment and Materials Specifications

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Explain the specified requirements pertaining to conducting an investigation into workplace incidents.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The relevant standards for an investigation into workplace incidents are explained.

ASSESSMENT CRITERION 2

The extent of the investigation is explained.

ASSESSMENT CRITERION 3

The relevant hazards and risks likely to be encountered during the investigation are described.

ASSESSMENT CRITERION 4

The purpose of conducting investigations into workplace incidents is described.

SPECIFIC OUTCOME 2

Prepare to gather data for the investigation.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The purpose and extent of the investigation is verified.

ASSESSMENT CRITERION 2

The persons, tools, equipment and material are verified as fit for purpose and available.

ASSESSMENT CRITERION 3

The relevant hazard and risk control measures for workplace incident data gathering and the consequences of not conforming to specified requirements, in preparing for data gathering are explained.

SPECIFIC OUTCOME 3

Gather and evaluate data.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Data is gathered according to the requirements for the intended type of investigation.

ASSESSMENT CRITERION 2

The prevailing conditions at the scene of the incident are determined by using accepted data gathering methods.

ASSESSMENT CRITERION RANGE

Methods for gathering data must include:

- Inspection of the incident scene.
- Interviews of witnesses.
- Gathering of documents, procedures, practices and process evidence.
- Drawing of plans, taking photographs.
- Collecting physical evidence for forensic analysis.

ASSESSMENT CRITERION 3

The data gathered is evaluated in order to establish variances between actual and required standards and procedures.

ASSESSMENT CRITERION 4

The causes of the incident are identified through interpretation of these variances.

ASSESSMENT CRITERION RANGE

Investigation into the incident must include:

- Immediate causes.
- Basic causes.
- Lack of control.
- Inadequate risk assessment.

ASSESSMENT CRITERION 5

The importance of identifying the causes of the incident being investigated and the consequences of non-compliance with any of the required steps is explained.

SPECIFIC OUTCOME 4

Perform post-investigation functions.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The findings, recommendations and remedial action are reported.

ASSESSMENT CRITERION 2

The identified sub-standard acts and conditions reported, are dealt with accordingly.

ASSESSMENT CRITERION 3

Remedial action is evaluated and recorded accordingly.

ASSESSMENT CRITERION 4

The consequences of non-compliance with any of the above are explained.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA or 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 must be accredited as a provider by the relevant ETQA or ETQA that has a Memorandum of Understanding in place with the relevant ETQA.
- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines in the relevant qualification and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

N/A

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Solve problems. By investigating incidents, the individual will be required to embark on remedial action, which requires problem solving.

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team / group / organization / community. The individual will have to take reasonable care of oneself and other's safety in the workplace, which shows concern for entire team and not only oneself.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities responsibly and effectively. As part of the team, the individual will take into account the activities around him/her and ensure that his/her actions are complementary.

UNIT STANDARD CCFO COLLECTING

Collect, organize and critically evaluate information. When investigating incidents, the individual will have to collect and organise information in such a way that he/she will be able to evaluate it and make decisions.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematics and language skills in the modes of oral and written presentations. Remedial action resulting from the investigation, must be communicated to all relevant persons.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically (showing responsibility toward the environment and health of others). Science and technology are used at the appropriate level, e.g. in interpreting data.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems. He/she must understand the impact of his/her or others' actions in the overall objectives of the workplace.

UNIT STANDARD CCFO CONTRIBUTING

Contribute to the full personal development of each learner and the social and economic development of society at large. The unit standard has both the knowledge component and practical skills, which should contribute to recognition for the individual, better safety, improved productivity and performance, which eventually benefit the whole society.

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

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	PRIMARY OR DELEGATED QA FUNCTIONARY
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Core	77063	National Certificate: Construction Health and Safety	Level 3	NQF Level 03	Reregistered	2023-06-30	CETA
Core	79806	National Certificate: Occupational Hygiene and Safety	Level 3	NQF Level 03	Reregistered	2021-06-30	As per Learning Programmes recorded against this Qual
Core	74490	Further Education and Training Certificate: Mining Operations	Level 4	NQF Level 04	Reregistered	2023-06-30	MQA
Elective	66329	National Certificate: Lumber Milling	Level 3	NQF Level 03	Reregistered	2023-06-30	FPMSETA
Elective	66289	Further Education and Training Certificate: Lumber Milling	Level 4	NQF Level 04	Passed the End Date - Status was "Reregistered"	2016-12-31	FPMSETA

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

1. Academy for Construction Skills (Pty) Ltd (ACS)
2. Africa Training Centre
3. Amokoro Training (PTY) Ltd
4. Buna Construction And Projects
5. Certified Training Solutions (Pty) Ltd
6. CLEAN HEAT ENERGY SAVING SOLUTIONS (PTY) LTD
7. Coalition Trading 1238 cc
8. Dego Consultants
9. DIGGERS TRAINING AND DEVELOPMENT SERVICES
10. Ditlotlo Trading Enterprise
11. Eastcape Training Centre

12. EFS Skilled Labour Training (BRITS) (TP)
 13. Elite Operator and Skills Training
 14. Emcare
 15. GEOSTRAT TRAINING
 16. Gufferty Consulting
 17. imithetho labour law
 18. Kephama Trading Enterprise
 19. KWAZULU NATAL AVUXENI COMPUTER AND TRAINING CENTRE (PTY) LTD
 20. Legal Environment Safety & Health Requirements cc
 21. Lerumo La Setshaba
 22. Masima Training Sa Cc
 23. Matimba Rigging & Training (SECUNDA) (TP)
 24. MINERAL MINING TRAINING INSTITUTE(PTY) LTD
 25. MODIKWA MINING PERSONNEL SERVICES PTY L TD
 26. NOLOSHA
 27. Nomagwanishe Investments cc
 28. Northern Cape Rural TVET College
 29. Platorand Training Centre
 30. PMV Destiny Skills Training and Development (Pty) Ltd
 31. PRISMA TRAINING SOLUTIONS (PTY) LTD
 32. Raubex Construction Pty (Ltd)
 33. TECHNOLOGY RISK SOLUTIONS (PTY)LTD
 34. The Skills Matrix cc
 35. Tirhani SkillsTraining Pty Ltd
 36. Tius Consultants
 37. Training Force (Pty) Ltd
 38. VCK Training and Technical Services Pty Ltd
 39. VEB CELE & Associates (Pty) Ltd
 40. WHSE Training College
 41. XTRACT TRAINING SERVICES CC
 42. York Timbers Pty Ltd
 43. Zibuyile Consulting and Projects (Pty) Ltd
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