

Modification history

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 4.0.

AMPX428	Plan, conduct and report a workplace incident investigation
Application	<p>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.</p> <p>Workplace incidents may be associated with workplace or food safety, animal welfare, quality environmental or an export shipment port-of-entry rejection.</p> <p>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.</p> <p>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.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	All meat processing sectors

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. Ensure initial responses to the incident are carried out according to requirements	1.1 Prepare and implement a workplace procedure for incident investigation 1.2 Ensure any legislative requirements are met 1.3 Ensure requirements of relevant workplace policies, procedures, processes and systems are addressed
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 Form an appropriate investigation team 2.3 Define the scope of purpose of the investigation and ensure they are appropriate to the scope and nature of the incident 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

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures	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 re-occurrence 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 or conclusions and recommendations 5.3 Communicate the report to relevant individuals and parties 5.4 File report according to workplace systems

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret and analyse texts to identify relevant information
Writing	<ul style="list-style-type: none"> Document plans and procedures Produce reports using structure, format and language appropriate for purpose
Oral Communication	<ul style="list-style-type: none"> Use appropriate language to communicate and provide direction to a team Use questioning techniques to investigate an incident
Numeracy	<ul style="list-style-type: none"> Interpret numbers and statistics as part of incident investigation
Navigate the world of work	<ul style="list-style-type: none"> Apply workplace procedures and legislative requirements relevant to own role Understand main tasks, responsibilities and boundaries of own role
Interact with others	<ul style="list-style-type: none"> Report information using required communication method Work cooperatively with others in a team to investigate and report on workplace incidents
Get the work done	<ul style="list-style-type: none"> Make decisions related to completion of tasks associated with role

The Range of Conditions is an optional field. Please delete these instructions and if the unit does not have a range of conditions, please delete the Range of conditions table too.

Range Of Conditions	
<i>This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.</i>	
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Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AMPX428 Plan, prepare and report a workplace incident investigation	Not applicable	New unit	No equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: [Insert hyperlink for the training package]. <i>See Guidelines for developing training package products for directions on how to find the right hyperlink</i>
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TITLE	Assessment requirements for AMPX428 Plan, conduct and report a workplace incident investigation
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>The individual must plan, conduct and report on at least one complete workplace incident investigation, real or simulated.</p> <p>There must be evidence that the individual has:</p> <ul style="list-style-type: none"> • developed and documented a plan to investigate an incident • collected, documented and analysed data and information relevant to an investigation • ensured that all individuals in the investigation team have understood and followed required processes • accurately recorded information • prepared and communicated an investigation report in a relevant format, that identifies the events leading up to the incident, immediate and underlying root causes, points at which the incident could have been prevented and recommendations arising from the investigation. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • relevant legislation • relevant policies and procedures for incident management and investigation • investigation procedures • report writing procedures • ethical considerations when conducting investigations • types and characteristics of incidents what may occur in a meat or food processing workplace 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in an environment that accurately represents workplace conditions] • resources, equipment and materials: <ul style="list-style-type: none"> • workplace policies, procedures, forms and records relevant to workplace incidents • access to personnel involved in a workplace incident • specifications: <ul style="list-style-type: none"> • workplace documents such as policies, procedures, processes, forms • use of workplace instructions/job specifications/client briefs] • access to specific legislation/codes of practice • relationships: <ul style="list-style-type: none"> • team member(s) • supervisor(s) <p>A minimum of three different forms of assessment must be used.</p> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	<p>Companion Volumes, including Implementation Guides, are available at VETNet: [Insert hyperlink for the training package]. <i>See Guidelines for developing training package products for directions on how to find the right hyperlink</i></p>