Modification history

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| 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 |
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| Application | 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.  Workplace incidents may be associated with workplace safety or food safety, animal welfare, quality environmental or an export shipment port-of-entry rejection.  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.  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.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | All meat processing sectors |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Carry out initial responses to the incident | 1.1 Access, interpret and implement workplace procedures for incident response and investigation  1.2 Determine regulatory and workplace requirements that relate to the incident and ensure investigation activities and documentation is compliant |
| 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 Consult with relevant individuals to determine appropriate processes for the investigation  2.3 Define the scope and time frames of the investigation  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 |
| 4. Evaluate information and develop corrective actions | 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 Review the investigation process and provide feedback  5.5 File report according to workplace systems. |

| Foundation Skills  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. | |
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| Skill | Description |
| Reading | * Interpret and analyse texts to identify relevant information |
| Oral Communication | * Use appropriate language to communicate and provide direction to a team * Use questioning techniques to investigate an incident |
| Numeracy | * Interpret numbers and statistics as part of incident investigation |
| Interact with others | * Report information using required communication method * Work cooperatively with others in a team to investigate and report on workplace incidents |
| Get the work done | * Make decisions related to completion of tasks associated with role |

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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 |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  [Insert hyperlink for the training package]. See *Guidelines for developing training package products* for directions on how to find the right hyperlink |

| TITLE | Assessment requirements for AMPX428 Plan, conduct and report a workplace incident investigation |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. The individual must plan, conduct and report on at least one complete workplace incident investigation and there must be evidence that the individual has:.   * 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 * prepared and communicated the investigation report to relevant parties including: * identified the root cause, key events, conditions and/or circumstances that resulted in the incident * detailed interventions and practical measures to prevent the reoccurrence of the incident * filed and stored report. | |

| Knowledge Evidence |
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| 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:   * 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 that may occur in a meat or food processing workplace. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * workplace policies, procedures, forms and records relevant to workplace incidents * access to personnel involved in a workplace incident * specifications: * workplace documents such as policies, procedures, processes, forms * use of workplace instructions/job specifications/client briefs * access to specific legislation/codes of practice * relationships: * team member(s) * supervisor(s).   A minimum of three different forms of assessment must be used.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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