

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS	VERIFIED
A. Work with others to carry out initial responses to a notifiable incident: • Ensure incident site is safe and secured, addressing the immediate needs of those involved • Ensure workplace policies, procedures, processes and systems are followed (e.g. evacuation procedures, providing support, requesting information from those involved) • Ensure WHS regulator is notified	☒
B. Take a leadership role when consulting with others to develop and document an investigation plan: • Determine scope and purpose of investigation, including timelines • Form an appropriate investigation team and assign responsibilities and roles • Identify and evaluate alternative strategies and resources for investigation process • Obtain necessary resources for investigation • Ensure requirements of WHS legislation and workplace policies, procedures, processes and systems are met by the plan	☒
C. Work in investigation team to collect information and data: • Inspect incident site, equipment and other evidence (e.g. witnesses) • Extract mathematical information, as required • Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy • Electronically document outcome of inspection	☒
D. Work with others to analyse information and data: • Construct a timeline of events leading up to the incident • Analyse numerical data, key events, conditions and/or circumstances • Demonstrate an open-minded and objective approach • Analyse policies, procedures, processes and systems in place at the time of the incident • Focus on the 'how', 'what' and 'why' of the incident, using models of causation and occurrence rather than focussing on individual behaviour or fault	☒
E. Consult with others to determine prevention measures: • Develop and detail actions, interventions and practical measures to address root causes and prevent the reoccurrence of the incident • Identify how solutions will be measured and evaluated to determine effectiveness	☒
F. Prepare and verbally present an electronic investigation report to relevant parties (e.g. PCBU, Trainer/Assessor): • Identify the events leading up to the incident, immediate and underlying causes and points at which the incident could have been prevented • Explain recommendations arising from the investigation • Cite evidence and basis for conclusions and recommendations • Develop appropriate report for audience and use objective language	☒

Name of observer	JUDI LUBACH
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): OFFICE MANAGER
Phone number of observer	1300 131353
Email address of observer	judi@tlcc.net.au
Signature of observer	
Date	Click here to enter a date. 01/02/2019
Comments	Mayanne's ability to analyse, investigate and respond to incidents has been proven numerous times and her work is very thorough.
Outcome for Practical Task	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	