

BSBWHS505

Investigate WHS incidents



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ASSESSMENT FOR BSBWHS505

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	6/10/2017

Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

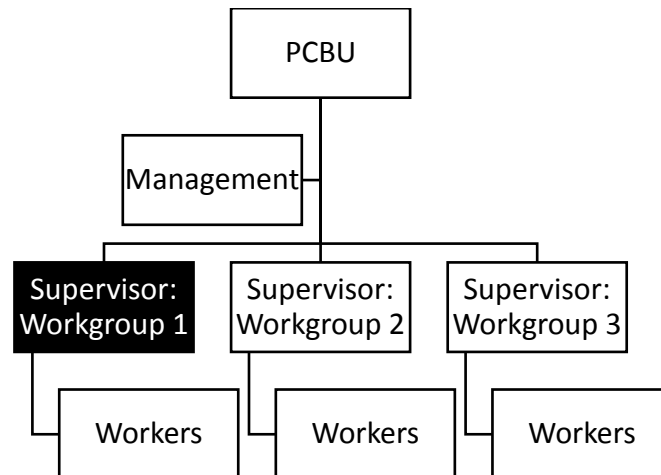
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Initial responses to incidents	• Workbook response (below)
2. Planning the investigation	• Workbook response (below)
3. Collecting and analysing information and data	• Workbook response (below)
4. Completing investigation report	• Workbook response (below)

ACTIVITIES

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for. Also, identify a likely incident to occur within this workplace which requires investigation. It may have actually happened or could hypothetically happen.

Name of workplace	ORF site
Workgroup	Construction
Describe incident	IP was driving a Light Vehicle (HVAC contractor Ilthabi) from ORF to SAPI when he swerved off the curve road (near Pipeline KP 2850) and roll over at the road embarkment. The IP was apparently trying to avoid collision with an oncoming Mini-bus about 10-20m away. The IP was conscious and sustained bruises to the head and close fracture to his left arm (ulna). He was treated by Site Paramedic Team and sent to nearest hospital (Semboja) by site ambulance. He was then transferred to Balikpapan Baru Hospital for surgery to his fractured hand same evening. No other vehicle or personnel was involved in this incident and witness statements indicate IP was driving above the speed limit of 20km/h. The Light Vehicle sustain superficial damage only and 02 safety bags were ejected. The vehicle was recovered by excavator.

ACTIVITY 1

Consider the initial responses to the incident, in preparation for an investigation:

- a) How would you ensure the incident site is safe and secure?
 - Describe how you would address the immediate needs of those involved in the incident
- b) Outline the WHS legislative requirements for your workplace regarding incident response (i.e. duty holders, notification/reporting, preserving incident sites) as outlined in:
 - WHS Acts
 - WHS Regulations
- c) Outline the your workplace's requirements regarding incident response as outlined in:
 - Policies
 - Processes
 - Procedures
 - Systems

Ensuring safety and security of site

Area to be barricaded and additional warning sign to be placed. Investigation to be action with witnesses and photo shooting for evidence/report purpose, stand down meeting to all drivers.

WHS Acts

To the person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. The notice must be given as required under this section and by the fastest possible means. The notice must be given by telephone; or in writing. The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs

WHS Regulations

As soon as practicable after a major incident occurs, the operator of the major hazard facility must take all reasonable steps to provide the persons, with information about the major incident, including:

- (a) a general description of the major incident; and
- (b) a description of the actions the operator has taken and proposes to take to prevent any recurrence of the major incident or the occurrence of a similar major incident; and
- (c) recommended actions that the local authority and members of the local community should take to eliminate or minimise risks to health and safety.

If a notifiable incident occurs in connection with the construction project to which the statement relates, the person must keep the WHS management plan for at least 2 years after the incident occurs

Policies

According to TechnipFMC policies, stop work policy to be intervene for safety purpose, reporting which including action to be review by the management and should ensure continual improvement of HSE management system and performance. Any incident root cause and lesson learnt shall communicated within the organization and do further prevention.

Processes

Once incident happened, witnesses shall report to their supervisor and HSE personnel will then log in report for incidents description, finding, root cause, loss potential and etc. incident area shall be barricaded and immediately safety action to be done as:

- 1) Additional Road warning sign and protection barriers to be added
- 2) Hard barrier and marked with red/white tape to be added to all curve-turn

3) Additional Warning sign "Caution sharp Turn" to be added and stand down meeting to be done.

Procedures

1) Accident and Incident Notification, Investigation, Classification and Reporting, 2) transport procedure has been published and communicated widely within the organization which located in procedure house. In the procedure, it stated the category of incident, classification of injury and the process of incident notification.

Systems

Incidents has to be register in Synergi within 24 hours, action to be assign by using Synergi. once pager, evidence, photo and report to be upload as well. Cases action to be send out notification automatically by system and case follow up by case person in charge until case closed up

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 2

You are required to develop an investigation plan to address the incident:

- a) Define the scope and purpose/objectives of the investigation
 - Ensure this reflects the scope and nature of the incident
 - Explain which individuals/parties you would consult with in planning the investigation, including deciding between options (e.g. internally, external advisors)
- b) Outline the requirements of the investigation in the form of an action plan
 - Identify resourcing requirements, and allocate roles and responsibilities
 - Prioritise tasks and specify timelines for the investigation
 - Identify how the outcomes of the investigation will be documented
- c) Identify factors that may impact on the investigation and how they might be addressed. Consider the impact of:
 - Workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Structure and organisation of the workforce (i.e. part time vs casual vs contract workers; shift rosters; geographical location)
 - Workplace culture relating to gender

Ensure that the requirements from Activity 1 are met through your responses to Activity 2.

Scope and purpose/objectives of the investigation

The purpose of investigation is the methodology to identify potential of accident, root cause,

Action plan

- a) Review Transportation management procedure.
- b) Additional Road warning sign and protection barriers to be added
- c) Hard barrier and marked with red/white tape to be added to all curve-turn
- d) Additional Warning sign "Max 20 Km/ hour" to be added
- e) Additional Warning sign "Caution sharp Turn" to be added
- f) Stand down meeting to HVAC Team
- g) Stand down meeting to all Drivers

Impacting factors

The only factor that impacting the investigation process is language used in the investigation process. This is due to the worker education background or level, it appears communicate problem in English. As a result, a spokesman/translator has been identified to do translating and explanation throughout the investigation process.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Consider the collection and analysis of information and data:

- a) Explain why and how you will inspect the incident site.
- b) Explain why and how you will inspect the equipment used at the time of the incident.
- c) Identify other evidence you would gather regarding the incident.
- d) Outline how you would gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy.
- e) What reasoning would you give to the investigation team to justify using the conceptual basis for the analysis, namely:
 - Adopting an open-minded and objective approach
 - Analysing policies, procedures, processes and systems in place at the time of the incident
 - Focussing on the 'how', 'what' and 'why' of the incident
 - Not focussing on individual behaviour or fault
 - Using applicable models of causation and occurrence

Inspecting the incident site

Inspection the incident site is to understand the incident scenario and identify the hazard level of unsafe act. Investigation will go level by level in every single worker who involved in the work area, environment and the transportation. It is also can request the victim to illustrate how the incident occur, and can do a mock up to understand the incident scenario

Inspecting equipment

Equipment such as the transportation which mention in the incidents specified on the maintenance, license, functioning and etc.

Other evidence

Other evidence such as equipment purchasing certificate, worker's training record, worker's health record, worker's HSE violation record, work process, and other similar incident investigation report

Process for gathering information and data

Information and data can be collected from interview, physical survey such as inspection of the equipment, observation of the working position and unsafe condition. Nonetheless, the information should be able also from document review of any documents which relevant to the incident.

Briefing the investigation team

The objective of the investigation team using the named conceptual basis for analysis is to ensure a quality of investigation is carry out. It is to make sure the root cause is identified properly and achieving a fair and balance investigation report.

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

Complete an investigation report of the identified incident for your PCBU in the following structure:

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- Briefly describe the incident that has taken place
- Define the scope and purpose of the investigation

2.0 INVESTIGATION FINDINGS

- Construct a timeline of events leading up to the incident (e.g. who was involved, what happened, initial responses to meet legislative/organisational requirements)
- Describe the scope of the investigation (e.g. identify investigation team, sources of information and data, site/equipment inspections that took place, other evidence gathered, experts consulted)
- Outline how information and data was gathered using objective, confidential, valid and accurate methods.
- Highlight the root causes of the incident:
 - Note the key events, conditions and/or circumstances that together resulted in the incident
 - Consider the effectiveness of workplace policies, procedures, processes and systems

3.0 RECOMMENDED PREVENTION MEASURES

- Highlight points at which the incident could have been prevented
- Outline actions, interventions and practical measures that would prevent reoccurrence of the incident, which address the root causes identified
 - Evaluate between alternative strategies to identify the best option(s) for the workplace, identifying the criteria used for this decision
 - Identify resourcing requirements, and allocation roles and responsibilities
 - Prioritise tasks and specify timelines for implementation
 - Outline how the effectiveness of these solutions will be measured and evaluated

4.0 CONCLUSION

- Explain the importance of WHS to your company, and the value of addressing and avoiding incidents

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document.
- Be sure to reference evidence to back up your conclusions and recommendations, providing sufficient detail so that the reader can look into it further.

1.0 INTRODUCTION

TechnipFMC Asia Pacific (APAC) is the leading engineering technology solutions and turnkey contracting provider in Asia Pacific for the design and construction of hydrocarbon field development, oil refining, gas processing, petrochemicals and selected non-hydrocarbon projects. Technip APAC consists of country from Singapore, Vietnam, China, Brunei, Malaysia, Thailand, and Myanmar. And activities cover 3 business segments i.e. Subsea, Offshore and Onshore. Incorporated in 1982, the company participates in business activities internationally with Kuala Lumpur in Malaysia as the main operational centre.

However, a fire incident occurred on 20th May 2016 in one of the project under controlling of Kuala Lumpur Management. A fitter was cutting a dog plate which attached to the pad eye at underneath the jacking beam. The fitter turned off the cutting torch and placed it on the nearby welding machine rack. The fitter then went to the jacking beam to do alignment and continue tag welding at the upper pad eye. When the fitter was performing tag welding, the flying spark from welding activity ignited the cutting torch which is not in used and causing the minor fire. A helper was in the vicinity quickly extinguishes the fire with water. No property damaged and injury reported

2.0 INVESTIGATION FINDINGS

Findings :

- IP is a Storeman however as the normal Driver was absent that morning he took over the job to transport the HVAC team to the ORF worksite and was driving back to pick the 2nd group.
 - He holds a valid Indonesian Driving License. Post incident Drug Test on Driver was NEGATIVE.
 - Weather was good and clear visibility. Vehicle was inspected and found in good condition (tyres and brakes).
- Road section was sloping down on a sharp bend with surface gravelled. A warning sign was placed before this road section translated as "CAUTION – INCLINED ROAD".

3.0 RECOMMENDED PREVENTION MEASURES

- 1) Additional Road warning sign and protection barriers to be added
- 2) Hard barrier and marked with red/white tape to be added to all curve-turn
- 3) Additional Warning sign "Max 20 Km/ hour" to be added
- 4) Additional Warning sign "Caution sharp Turn" to be added
- 5) filter of driver license and must report if drivers has been change.

4.0 CONCLUSION

TechnipFMC is priority in HSE and wanted TechnipFMC to be a reference company in HSE, therefore Technip has zero tolerance in HSE. It is also because Technip value the importance of HSE which able to help in getting more project from oil and gas client like shell, chevron and subsea 7. Technip also value the life of the workers are precious and can't be replaced. Therefore, HSE is priority and important in project implementation

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following matters are considered as initial responses to an incident? Select all that apply. ☒ First aid ☐ Evaluation of response ☒ Preserving the incident site ☒ Evacuation	☐
2. Under Part 3 of the <i>Work Health and Safety Act 2011</i> (Qld), a PCBU must notify Work Health and Safety Queensland about all incidents that occur in the workplace, even if there is no injury or damage caused. ☐ True ☒ False	☐
3. Which of the following should be considered when developing an investigation plan? Select all that apply. ☒ WHS legislation ☒ Workplace policies, procedures, processes and systems ☒ Appropriate selection of a team for the scope of the investigation ☒ Consultation and participation of individuals/parties with planning ☒ Obtaining necessary resources for investigation, including expert advice	☐
4. Under Part 9 of the <i>Work Health and Safety Act 2011</i> (Qld), which of the following rights and powers does a WHS inspector possess? Select all that apply. ☒ To provide information and advice about WHS compliance ☒ To assist in resolving WHS issues in the workplace ☒ To inspect a workplace, including investigation of WHS incidents ☒ Enter a workplace with or without the PCBU's permission	☐
5. Which of the following factors would be considered barriers to an incident investigation? Select all that apply. ☒ Availability of witnesses due to organisational structure (e.g. casual employees, shift work) ☒ Differences in understanding due to diversity (e.g. cultural background, low language, literacy and numeracy levels) ☒ Attitudes of investigators (e.g. negative views of opposite gender) ☒ An extended time passing since the incident occurred	☐

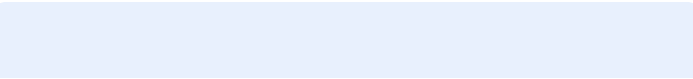
6. Under Part 10 of the <i>Work Health and Safety Act 2011</i> (Qld), which of the following types of notices may be issued by a WHS inspector? Select all that apply. ☐ Improvement notices ☐ Non-disturbance notices ☐ Prohibition notices ☐ Time out notice	☐
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Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

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	Ronan Sanvictores Perez
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Project HSES Manager
Phone number of observer	+603 27835523
Email address of observer	rsperez@technip.com
Signature of observer	
Date	Click here to enter a date.
Comments	

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	