

ELEMENTS	PERFORMANCE CRITERIA
<p>Elements describe the essential outcomes</p>	<p><i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i></p>
<p>1. Lead the initial response to incident</p>	<p>1.1 Identify required initial response to incident according to established organisational response plan 1.2 Implement initial response according to plan, and organisational and legislative requirements 1.3 Confirm sufficiency and suitability of implemented initial response 1.4 Consult individuals and/or parties according to organisational policies and procedures</p>
<p>2. Develop and resource an incident investigation plan</p>	<p>2.1 Identify duty holders according to WHS laws and workplace policies, procedures and systems 2.2 Define scope and purpose of investigation appropriate to nature and scope of incident 2.3 Identify, document and secure required human and other resources appropriate to nature and scope of incident, including expert advice as required 2.4 Ensure participation of, and consultation with, required stakeholders, and determine agreed processes for investigation 2.5 Identify, address and document potential barriers to investigation according to organisational requirements 2.6 Document incident investigation plan according to organisational and WHS legislative requirements</p>
<p>3. Collect incident information and data</p>	<p>3.1 Identify and access relevant and reliable sources of incident information and data according to organisational policies and protocols, suitable causation model and legislative requirements 3.2 Inspect incident site, equipment and other evidence according to investigation plan, organisational procedures and legislative requirements 3.3 Present collected information and data in required format</p>

<p>4. Lead an incident investigation that is not part of providing legal advice or preparing for legal proceedings</p>	<p>4.1 Brief investigation team on investigation requirements and incident causation model</p> <p>4.2 Construct and document timeline of events leading up to incident</p> <p>4.3 Coordinate investigation of key events, conditions and/or circumstances that contributed to incident</p> <p>4.4 Develop recommendations, interventions and practical measures for investigation report</p>
<p>5. Record and report WHS incident investigation</p>	<p>5.1 Document investigation evidence and basis for conclusions and recommendations</p> <p>5.2 Prepare investigation report according to organisational procedures and WHS legislative requirements</p> <p>5.3 Implement organisational and WHS legislative recordkeeping protocols and procedures in relation to investigation report</p> <p>5.4 Communicate report to required individuals and/or parties according to organisational policies and procedures</p>