

Title	Investigate, report, and follow through on incident and accident events within a port environment		
Level	4	Credits	6

Purpose	<p>This unit standard is for cargo operations foremen, supervisors, planners, and managers.</p> <p>People credited with this unit standard are, within a port environment, able to: investigate incident and accident events; produce incident and accident investigation reports; and follow through on incident and accident investigation reports.</p>
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Classification	Stevedoring and Ports Industry > Cargo Operations
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Open.

Explanatory notes

- 1 Compliance requirements include but are not limited to - Health and Safety in Employment Act 1992, General Harbour (Safe Working Load) Regulations 1982, General Harbour (Ship, Cargo, and Dock Safety) Regulations 1968, regional council bylaws, and 4801: 2001 (AS/NZS) Occupational Health and Safety Management Systems –Specification with guidance for use.
- 2 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions
Company policies and procedures refers to relevant workplace documents which are current and accessible to candidates, trainers, and assessors, and which comply with legal requirements.
Incident and accident events refers to events which result in and/or may result in any of - injury to person/s, damage to property, loss to process (productivity), adverse environmental impact.
- 4 Range
 Three actual and/or fabricated events are to be investigated and reported on.

- 5 From the recommendation to investigate (performance criterion 1.2 refers), the company will determine the level of investigation (performance criterion 1.3 refers) or the level of investigation will be determined by a third party based on company policies and procedures.

Outcomes and evidence requirements

Outcome 1

Investigate incident and accident events within a port environment.

Evidence requirements

- 1.1 An initial report of the event is received and information from the initial report is processed in accordance with company policies and procedures.
- 1.2 A recommendation to investigate the event is made in accordance with company policies and procedures.
- 1.3 The investigation is conducted in accordance with company policies and procedures.
- Range interview of witness/es, identification of immediate and basic cause/s.

Outcome 2

Produce incident and accident investigation reports.

Evidence requirements

- 2.1 Investigation report produced is complete, accurate, summarises the event, makes conclusions and recommendations in terms of cause/s, lessons, and measures to prevent further occurrences, and follows company format.
- Range summary of the event includes but is not limited to - time, place, sequence, parties, any plant or equipment.

Outcome 3

Follow through on incident and accident investigation reports.

Evidence requirements

- 3.1 Report is made available in accordance with company policies and procedures.
- 3.2 Follow through ensures designated responsibilities for action are carried out and/or conveyed to appropriate persons, consistent with the report and in accordance with company policies and procedures.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2003	N/A
Rollover and Revision	2	17 September 2015	N/A

Consent and Moderation Requirements (CMR) reference	0145
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the SSB ssb@email.address if you wish to suggest changes to the content of this unit standard.