

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

Purpose	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.
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Classification	Stevedoring and Ports Industry > Cargo Operations
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Available grade	Achieved
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Guidance Information

- 1 Legislative and regulatory requirements relevant to this unit standard include – Health and Safety at Work 2015;
Approved Code of Practice for Health and Safety in Port Operations, available at [Health and safety in port operations | WorkSafe](#);
New Zealand Port and Harbour Marine Safety Code, available from [New Zealand Port and Harbour Marine Safety Code - Maritime NZ](#);
45001:2018 (AS/NZS) Occupational Health and Safety Management Systems – Requirements with guidance for use, available at [ISO 45001:2018 :: Standards New Zealand](#);
and local harbour bylaws.
- 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 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with company requirements, legislative requirements and regulatory requirements.
- 4 Definitions
Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions and legislative requirements.
Incident and accident events refer 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.
Regulatory requirements refer to regulations set by but not limited to the New Zealand Customs Service, Ministry for Primary Industries and WorkSafe New Zealand.

- 5 Range
Three actual and/or fabricated events are to be investigated and reported on.
- 6 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 requirements.

Outcomes and performance criteria

Outcome 1

Investigate incident and accident events within a port environment.

Performance criteria

- 1.1 An initial report of the event is received and information from the initial report is processed.
- 1.2 A recommendation to investigate the event is made.
- 1.3 The investigation is conducted.
- Range identification of immediate and basic cause/s;
may include – interview of witness/es.

Outcome 2

Produce incident and accident investigation reports.

Performance criteria

- 2.1 Investigation report is produced and summarises the event, makes conclusions and recommendations in terms of cause/s, lessons, and measures to prevent further occurrences.
- Range summary of the event includes – time, place, sequence, parties, any plant or equipment.

Outcome 3

Follow through on incident and accident investigation reports.

Performance criteria

- 3.1 Report is made available.
- 3.2 Designated responsibilities for action are carried out and/or conveyed to appropriate persons, consistent with the report.

Planned review date	31 December 2024
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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	31 December 2023
Rollover and Revision	2	17 September 2015	31 December 2023
Review	3	24 February 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.