

COGOESR7

Investigate incidents and distribute lessons learned
in the offshore oil and gas industry



Overview

This unit is about the nature of regular inspections and requirements for informing the appropriate people.

Previous Version:

This is a newly created NOS suite June 2008

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Performance criteria

- You must be able to:*
- P1 obtain full and clear details of the event under investigation from relevant personnel
 - P2 secure the cooperation of the duty holders or employers
 - P3 identify immediate action necessary for the preservation of evidence
 - P4 organise equipment, resources and people needed for your part of the investigation
 - P5 identify relevant legal requirements, standards, guidance and policy to establish benchmarks
 - P6 confirm information requirements and timescales with the investigating team leader
 - P7 brief the people involved to make sure they understand the purpose of the investigation and how it will be conducted
 - P8 obtain all relevant recorded information and confirmed it to be accurate, complete and up to date
 - P9 keep all relevant information secure
 - P10 gain access to the site
 - P11 contribute to an effective investigation into workplace injuries/accidents.
 - P12 question the appropriate people
 - P13 prepare a report in the required format and timescale, basing your recommendations on the material collected during the investigation.
 - P14 call an expert where necessary
 - P15 provide opportunities to the people involved to clarify any points
 - P16 focus on the lessons learned and report back to the constituents
 - P17 identify continuing health and safety risks at the investigation site

COGOESR7

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Knowledge and understanding

You need to know and understand:

- K1 the extent and significance of 'notifiable incidents'
- K2 Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)
- K3 the theory of accident/incident investigations
- K4 the reasons for accident/incident investigations
- K5 basic theory of accident causes and prevention; immediate and basic causes, multiple causation and human factors
- K6 the work areas and job roles where you are carrying out the investigation
- K7 your capabilities and scope of your job in regard to investigations
- K8 workplace requirements for conducting and reporting investigations
- K9 the roles of external regulatory and support organisations
- K10 the information which is typically gathered during accident, incident and near-miss investigations
- K11 who should be questioned and how to ensure that full and accurate information is obtained from appropriate people
- K12 what documentation and records should be kept and why they need to be secure
- K13 using a team for incident investigations

COGOESR7

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Additional Information

**Scope/range
related to
performance
criteria**

Appropriate people could include witnesses; management; other safety representatives and third parties

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Developed by Cogent

Version number 1

Date approved February 2009

Indicative review date February 2011

Validity Current

Status Original

Originating organisation Cogent

Original URN OESR7

Relevant occupations Engineering Professionals; Engineering and manufacturing technologi;
Manufacturing technologies

Suite Offshore S1971 Elected Safety Representatives

Key words investigate, accidents, lessons learned, inspections, informing
