

COGSS11

Contribute to the reporting, investigation and follow-up of accidents and incidents within safety services



Overview

This unit is about your contribution to the reporting, investigation and follow-up of accidents and incidents.

It deals with the following:

- 1 Assisting with workplace reporting and investigations
- 2 Contributing to the analysis of workplace accident and incident reports

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous version:

Unit SS5 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

COGSS11

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Performance criteria

You must be able to:

- P1 effectively report details of accidents and incidents
- P2 effectively identify, report and investigate workplace incidents
- P3 collect accurate and complete statements from witnesses
- P4 effectively forward investigation information to relevant personnel
- P5 make recommendations based on your interpretation of information received
- P6 work safely in accordance with operational instructions
- P7 effectively obtain reports and support material
- P8 ensure that recommendations made are based on analysis and will bring about improvements in Health and Safety
- P9 carry out all recommendations which have been approved
- P10 implement agreed changes to working practices and procedures

COGSS11

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Knowledge and understanding

You need to know and understand:

- K1 how to report (oral and written) effectively and accurately (to include timescales, appropriate documentation)
- K2 the relevant personnel with whom to deal (to include senior management, offshore installation manager, supervisor, safety representatives)
- K3 accident and incident investigation techniques (to include organisational and statutory requirements)
- K4 how to access and interpret investigation information
- K5 how to access and interpret support material (e.g. statement, drawings, sketches, statutory/industry/organisational standards, photographs, training records, inspection records, logs, reports, statistics)
- K6 the principles of investigation analysis

COGSS11

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Additional Information

Scope/range related to knowledge and understanding

Within the limits of your responsibility you must demonstrate that you know and understand:

- 1 how to select, use and care for Personal Protective Equipment (PPE) (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- 2 the implications of statutory and organisational requirements
- 3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- 4 the individual and organisational responsibilities under statutory reporting requirements
- 5 the implications of recommendations
- 6 the principles of accident causation
- 7 organisational requirements (e.g. policies, procedures, instructions, standards, installation specific)

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Suite Safety Services Oil & Gas Extraction

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