

## COGSS3

# Contribute to the investigation and reporting of accidents, incidents and near misses within safety services



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### Overview

This unit is about your contribution to the investigation and reporting of accidents, incidents and near misses which are reportable under organisational and/or statutory requirements.

It deals with the following:

- 1 Gathering and collating information to support an investigation
- 2 Contributing to the production of reports on accidents, incidents and near misses

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

#### **Previous Version:**

Unit 3 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

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#### Performance criteria

- You must be able to:*
- P1 confirm information requirements and timescales with the investigating team leader
  - P2 effectively obtain full and clear details of the event under investigation from relevant personnel
  - P3 obtain all relevant record information and confirm it to be accurate, complete and up to date
  - P4 effectively keep all relevant information secure
  - P5 correctly classify and collate the information to facilitate ease of evaluation by the investigating team
  - P6 present support material in the required format in accordance with reporting requirements
  - P7 provide clear, accurate, complete and up-to-date information within required timescales
  - P8 offer relevant and constructive comments during discussions of the investigation's findings with relevant personnel
  - P9 work safely in accordance with operational requirements

# COGSS3

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### Knowledge and understanding

*You need to know and understand:*

- K1 what sort of information is typically gathered during accident, incident and near miss investigations
- K2 who should be questioned and how to ensure that full and accurate information is obtain from appropriate people (to include witnesses; management; safety representatives; third parties)
- K3 why it is important to confirm that relevant documentary information is accurate, complete and up-to-date
- K4 what documentation and records should be kept and why they need to be secure
- K5 how to classify information into different types and how that assists the investigating team
- K6 what support material (to include factual evidence, descriptive testimony, circumstantial evidence, relevant organisational and legislative information) typically accompanies different sorts of reports and how it should be presented
- K7 how to make sure that information is clear, complete, accurate and up-to-date
- K8 how to contribute effectively during discussions with relevant personnel (to include investigating team leaders, investigating team members, management, safety representatives)
- K9 what timescales apply to the production of reports

# COGSS3

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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 difference between accidents, incidents and near misses (to include those which are reportable under statutory requirements, those which are reportable under organisational requirements)
- 5 the convention for information classification (to include factual [e.g. photograph/event recorder printouts etc], descriptive [e.g. witness testimony], circumstantial [e.g. relevant safety inspection reports etc])

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**Suite** Safety Services Oil and Gas Extraction

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