

Learning Outcomes and Assessment Criteria
Unit A/650/6127
Investigate and evaluate health and safety incidents and complaints in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 be able to investigate and report workplace incidents and complaints in accordance with workplace requirements.</p>	<p>1.1 establish prior to the investigation: all sources of information available for workplace investigations and select those appropriate/relevant to the incident.</p> <p>1.2 carry out an investigation by gathering accurate and comprehensive recorded information from those involved, ensuring an understanding about the process which allows for supportive working relationships.</p> <p>1.3 identify inconsistencies in the investigation together with common and recurring themes.</p> <p>1.4 prepare a report containing details of incidents and complaints and forward to those requesting it in the agreed format, timescale and accordance with regulatory and workplace requirements.</p>
<p>2 be able to make recommendations as a result of workplace investigations.</p>	<p>2.1 recommend improvements to health and safety based on accurate and detailed analysis of reports, advice, and support material collected during the investigation.</p> <p>2.2 develop recommendations which comply with:</p> <ul style="list-style-type: none"> a) current working practices b) relevant legislation and workplace health and safety instructions. <p>2.3 propose recommendations for improving health and safety, which are workable and include measures for review.</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>2.4 present recommendations to the appropriate people with realistic and achievable plans for implementing them.</p> <p>2.5 produce an action plan to include a review process for checking implementation of the recommendations.</p>
<p>3 know the employers' and employees' legal responsibilities for health and safety in the workplace.</p>	<p>3.1 explain the responsibilities of employers and employees for health and safety as defined by legislation, to include:</p> <ul style="list-style-type: none"> a) own capabilities and scope in own job role. b) the work areas and job roles where the learner is carrying out the investigation. <p>3.2 explain the workplace requirements for conducting and reporting investigations including:</p> <ul style="list-style-type: none"> a) what hazards may exist in the workplace b) the importance of dealing with and promptly reporting risks c) workplace budgets in relation to carrying out an investigation d) roles of external regulatory and research organisations. <p>3.3 explain how to write actions plans and:</p> <ul style="list-style-type: none"> a) apply analytical techniques b) requirements for maintaining confidentiality of reports.