



WORKPLACE INCIDENT INVESTIGATION

LEARNER WORKBOOK

US 259617

LEARNER NAME: _____

LEARNER SURNAME: _____

LEARNER ID NUMBER:

COMPETENT:

NOT YET COMPETENT:



**BASIC SAFETY &
TRAINING SOLUTIONS**



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LEARNER WORKBOOK

**Conduct an investigation into workplace safety, health and
environmental incidents
(259617)**

NQF Level: 2

3 Credits

Learner Agreement

I (Learner name)

Agree to and will abide by the following terms and conditions:

1. I will complete all Formative Assessment Activities in this Workbook to the best of my ability.
2. I understand that if I do not complete this work and file, it in my Portfolio of Evidence I will not be credited for this unit standard.
3. If this book is lost or stolen, I accept full responsibility and will cover the expense of replacing it.
4. If this book is lost or stolen, I will redo and complete all work. It is my responsibility to negotiate this with the facilitator.
5. I will write my own responses to questions and will not copy from others and will not interfere with other learners Evidence Books.

Learner Signature

FORMATIVE ASSESSMENT

Unit Standard: 259617 – Investigate workplace safety, health, and environmental incidents

Facilitators Name:

Learners Name:

Marks Allocation: __/30

Keep all your notes from class lectures and discussions.

Complete all work in this booklet or unless otherwise stated. If you run out of workspace, use a separate sheet of paper, write your name, ID number, activity number, and Unit Standard details each time you use a separate sheet of paper.

1. Explain why the investigation of workplace incidents is important. (5)

2. List the incidents that must be reported in accordance with General Administrative Regulations 8 (b) (5)

3. Who should perform an incident investigation? (Mark the correct answer with an X) (1)

The employer or user of machinery	
A person appointed by the employer to investigate the incident	
A health and safety representative of the work area	
A member of the health and safety committee	
All of the above	

4. Mark the following true or false statements questions. Mark the correct answer with an X (5)

The appointment of an incident investigator is a legal requirement	T	F
It is important to put the witness at ease	T	F

Physical evidence must be preserved, gathered and collected for examination	T	F
Eye witnesses should be interviewed in a group	T	F
You can interrupt and intimidate witness	T	F

6 – Practical Task - As a group complete the attached Annexure 1 based on the scenario provided below. (14)

Michael, who was employed as a painter on a construction site, was performing his daily task of mixing paint in preparation for his days work. He finished his task long before time and his colleague Liam called to him, asking him to assist with a simple installation of a backing board to mount a fire extinguisher against one of the offices in their laydown area so that he could finish quickly to make it in time to catch the transport home, which left in 20 minutes time at 08h00. The next transport home was only leaving at 13h00.

Liam held the backing board, and Michael began drilling the holes for the bolts to fit the backing board. Liam started screaming for him to stop and let go of the backing board. Two other employees, namely Sifiso and Kevin who were waiting for Michael to finish so they could go to site as a team, witnessed the incident.

Liam pulled his hand toward his body, whilst crying out in pain. Michael had accidentally caught Liams right hand glove in the rotating drill bit. This caused a severe laceration to his right index finger, which was bleeding profusely. The shift Supervisor came running out of the office and demanded to know what had happened.

Facilitators FA Feedback

US – 259617: Investigate workplace safety, health, and environmental incidents

Learners Name	
Overall Marks	/30
Facilitators Feedback Signature: Date:
Learners Response Signature: Date: