


Curriculum Document		
Curriculum Code	Curriculum Title	
900114-000-00-00	Forestry Incident Investigator	

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SECTION 1: CURRICULUM SUMMARY

1. Skills Programme Information

1.1 Skills Addressed by this Curriculum

Forestry Incident Investigator, NQF Level 4, 32 Credits

1.2 Skills Programme Entry Requirements

NQF Level 2 with English and Mathematical literacy

1.3 Associated Occupations

- None

1.4 Registered Related Qualifications

- Occupational Certificate: Safety Inspector (Forestry and Related Industries Safety Health and Environment Officer), SAQA ID 99712

2. Curriculum Information

2.1. Curriculum Structure

This Skills Programme consists of two components namely Knowledge/Theory component and Application component. The following are compulsory modules in each of the two components:

This qualification is made up of the following compulsory Knowledge, Application and Work Integrated Learning Modules:

2.1.1. Knowledge/Theory Component:

Knowledge Modules:

- **900114-000-00-KM-01**, Emergency response, incident investigation and root cause analysis in forestry and related industries, NQF Level 4, Credits 5
- **900114-000-00-KM-02**, Documentation needed for incident and investigation meetings are identified and the purpose and format of each is described, NQF Level 4, Credits 2

Total number of credits for Knowledge Component: 7

2.1.2. Application Component:

- **900114-000-00-PM-01**, Conduct analysis and prevention of incidents, coordination of incidents, investigation of incidents in the forestry and related industry workplace and making recommendations, NQF Level 4, Credits 5

Total number of credits for Application Component: 5

2.1.3. Work Integrated Learning Component:

- **900114-000-00-WM-01**, Emergency Response, Incident Investigation and Root Cause Analysis in Forestry and Related Industries, NQF Level 4, Credits 20

Total number of credits for Work Integrated Learning Component: 20

2.2. Skills Development Provider Accreditation Requirements

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (knowledge module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots
 - Adherence to company safety policies and procedures

2.3 Exemptions

- None

SECTION 2: SKILLS PROGRAMME PROFILE

1. Skills Programme Purpose

The purpose of the skills programme is to prepare a learner to work as a Forestry Incident Investigator

A Forestry Incident Investigator ensures adherence to the legal requirements in terms of occupational health and safety legislation, in line with industry systems and standards in order to direct and support management in achieving its safety health and environmental goals and objectives.

A qualified learner will be able to:

- manage incident scenes
- coordinate emergency response
- take part/assist in incident investigations to identify and determine compliance with safety, health and environmental rules and regulations
- implement preventative measures

2. Skills Programme Tasks

- Manage incident scenes,
- coordinate emergency response and
- take part/assist in incident investigations to identify and determine compliance with safety, health and environmental rules and regulations and implement preventative measures

3. Skills Programme Task Details

3.1 Manage incident scenes,

3.2 Coordinate emergency response

3.3 Take part/assist in incident investigations to identify and determine compliance with safety, health and environmental rules and regulations and implement preventative measures

Unique Product or Service:

Health, safety, environment and risk preventative measures implemented

Occupational Responsibilities:

- Conduct analysis and prevention of incidents, coordination of incidents, investigation of incidents in the forestry and related industry workplace and making recommendations

SECTION 3: SKILLS PROGRAMME COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE/THEORY MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

900114-000-00-KM-01, Emergency Response, Incident Investigation and Root Cause Analysis in Forestry and Related Industries, NQF Level 4, Credits 5

900114-000-00-KM-02, Documentation Needed for Incident and Investigation Meetings Are Identified and The Purpose and Format of Each is Described, NQF Level 4, Credits 2

1. 900114-000-00-KM-01, Emergency Response, Incident Investigation and Root Cause Analysis in Forestry and Related Industries, NQF Level 4, Credits 5

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the role and responsibilities of the SHE officer during and the underpinning principles applied during emergency responses and the application of incident investigation and root cause analysis methods and techniques.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Incidents and accidents (15%)
- KM-01-KT02: Services / incident management (20%)
- KM-01-KT03: Investigations (30%)
- KM-01-KT04: Root cause analysis methods and techniques (20%)
- KM-01-KT05: Incident and investigation meetings (15%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: Incidents and accidents (15%)

Topic elements to be covered include:

- KT0101 Terms and definitions
- KT0102 Categories of incidents
- KT0103 Incident prevention
- KT0104 Incident management methods and coordination

Internal Assessment Criteria and Weight

- IAC0101 The difference between incidents and accidents is indicated
- IAC0102 Various categories of incidents are understood and reporting requirements thereof indicated
- IAC0103 The difference between incidents and accidents based on the type of loss is reasoned
- IAC0104 The importance of the accurate identification of reportable types of injuries to the DOL as per law
- IAC0105 Incident prevention techniques are identified and according to the situation, the most suitable is selected
- IAC0106 The emergency response procedure is described using examples

(Weight 15%)

1.2.2. KM-01-KT02: Services / incident management (20%)

Topic elements to be covered include:

- KT0201 Emergency and other services
- KT0202 Their roles and responsibilities
- KT0203 Availability

Internal Assessment Criteria and Weight

- IAC0201 The emergency response plan is prepared
- IAC0202 The emergency services according to the type of accident or incident are identification
- IAC0203 The aim and function of the emergency plan is explained
- IAC0204 Importance of the availability of contact detail is emphasized
- IAC0205 The type of information which should be conveyed to the emergency services is captured in the emergency plan
- IAC0206 Circumstances influencing the availability of services and units are identified and the impact thereof assessed
- IAC0207 Coordination of own emergency staff and external emergency services is reasoned

(Weight 20%)

1.2.3. KM-01-KT03: Investigations (30%)

Topic elements to be covered include:

- KT0301 Terms and definitions
- KT0302 Investigation methods
- KT0303 Investigation requirements
- KT0304 Information analysis and deductions
- KT0305 Calculations

Internal Assessment Criteria and Weight

- IAC0301 Various types of investigations are defined
- IAC0302 The requirements per type of investigation are identified and the correct application thereof is described
- IAC0303 Different levels of investigations are defined depending on the severity of the incident or accident

- IAC0304 The importance of accuracy of information obtained during the investigation is justified and methods to ensure preservation of evidence are motivated
- IAC0305 The importance of the correct formulation of questions during the witness statement (not leading the witness) is justified
- IAC0306 The accurate use of tools and equipment to gather evidence and the consequences of incorrect application is motivated
- IAC0307 The importance of the correct representation of information is justified and the consequences of incorrect representation is discussed
- IAC0308 The importance of thorough information analysis is justified
- IAC0309 The importance of sound deductions which are based on substantiating evidence and documents is argued
- IAC0310 The implications of non-substantiated information in a report is explained
- IAC0311 The importance of correct selection of information to base deductions on is motivated

(Weight 30%)

1.2.4. KM-01-KT04: Root cause analysis methods and techniques (20%)

Topic elements to be covered include:

- KT0401 Definition and concept of root cause analysis
- KT0402 Purpose of root cause analysis
- KT0403 Methods and techniques used for root cause analysis
- KT0404 Formats
- KT0405 Trend analysis (calculate frequency rates)

Internal Assessment Criteria and Weight

- IAC0401 The purpose of root cause analysis activities is motivated
- IAC0402 The steps in a root cause analysis technique are listed
- IAC0403 The correct formats for report writing are selected according to the techniques used
- IAC0404 The underlying root causes that could contribute to non-conformance are identified
- IAC0405 The most appropriate corrective actions are identifying
- IAC0406 The primary / initial causes of incidents are identified
- IAC0407 The root causes of incidents are identified (underlying reasons why accidents and incidents take place)
- IAC0408 System weaknesses are analysed so as to recommend and implement corrective actions

- IAC0409 Methods used to identify different types of trends are explained and described
- IAC0410 Methods and formats for compiling a report using software application and a set format is described

(Weight 20%)

1.2.5. KM-01-KT05: Incident and investigation meetings (15%)

Topic elements to be covered include:

- KT0501 Types of investigation meetings and their purpose
- KT0502 Meeting procedures

Internal Assessment Criteria and Weight

- IAC0501 Types of incident and investigation meetings are identifying
- IAC0502 The purpose and aim of various types of incident and investigation meetings is reasoned
- IAC0503 Meeting procedures relevant to incident and investigation meetings are described
- IAC0504 The composition of incident and investigation meetings is indicated
- IAC0505 Documentation needed for incident and investigation meetings are identified and the purpose and format of each is described

(Weight 15%)

2. 900114-000-00-KM-02, Documentation Needed for Incident and Investigation Meetings Are Identified and The Purpose and Format of Each is Described, NQF Level 4, Credits 2

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the importance of accurate record keeping, maintaining the company safety system and its components and the responsibilities of the SHE officer towards record keeping.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Information (30%)
- KM-02-KT02: Reports and reporting (15%)
- KM-02-KT03: Basic statistical concepts (30%)
- KM-02-KT04: General meetings (25%)

2.2 Guidelines for Topics

2.2.1. KM-02-KT01: Information (30%)

Topic elements to be covered include:

- KT0101 Types of information
- KT0102 Data collection methods
- KT0103 Access to and storage of information
- KT0104 Security aspects related to information
- KT0105 Principles of accuracy and confidentiality

Internal Assessment Criteria and Weight

- IAC0101 Various types of information related to the safety, health, environment and risk aspects are identified
- IAC0102 Methods of quality information collection are described in accordance to types and categories of safety, health, environment and risk information
- IAC0103 The correct method of information capturing is demonstrated
- IAC0104 The importance of easy retrieval of captured information is discussed
- IAC0105 Captured information is secured in a safe place
- IAC0106 The captured information is accurate and treated with confidentiality

(Weight 30%)

2.2.2. KM-02-KT02: Reports and reporting (15%)

Topic elements to be covered include:

- KT0201 Report writing methods
- KT0202 Types of reports and purpose
- KT0203 Selection of information (content of the report)

Internal Assessment Criteria and Weight

- IAC0201 Proficiency in report writing (content and presentation) is demonstrated
- IAC0202 The ability to use different formats is demonstrated

(Weight 15%)

2.2.3. KM-02-KT03: Basic statistical concepts (30%)

Topic elements to be covered include:

- KT0301 Purpose of statistical analysis of data
- KT0302 Basic statistical calculations
- KT0303 Presentation of statistical information
- KT0304 Interpretation of graphs and data

Internal Assessment Criteria and Weight

- IAC0301 An understanding of data analysis is demonstrated
- IAC0302 The ability to perform statistical calculations is demonstrated
- IAC0303 Statistical information is translated in tabular and graphic formats
- IAC0304 Statistics from tables and graphs are interpreted and presented in a report format

(Weight 30%)

2.2.4. KM-02-KT04: General meetings (25%)

Topic elements to be covered include:

- KT0401 Types of meetings and their purpose
- KT0402 Meeting procedures
- KT0403 Documentation and correct formats for documentation
- KT0404 Input and participation

Internal Assessment Criteria and Weight

- IAC0401 Various types of meeting are identified within the scope of work
- IAC0402 A generic agenda is produce
- IAC0403 The documentation required at various meetings are identified
- IAC0404 The ability to chair a meeting is demonstrated

(Weight 25%)

2.3 Provider Programme Accreditation Criteria

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (knowledge module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots
 - Adherence to company safety policies and procedures

2.4 Exemptions

- None

SECTION 3B: PRACTICAL MODULE SPECIFICATIONS

The following Application Modules are compulsory

900114-000-00-PM-01, Conduct Analysis and Prevention of Incidents, Coordination of Incidents, Investigation of Incidents in the Forestry and Related Industry Workplace and Making Recommendations, NQF Level 4, Credits 5

1. 900114-000-00-PM-01, Conduct Analysis and Prevention of Incidents, Coordination of Incidents, Investigation of Incidents in the Forestry and Related Industry Workplace and Making Recommendations, NQF Level 4, Credits 5

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to coordinate incident scenes, coordinate emergency response and take part/assist in incident investigations to identify and determine compliance with safety, health and environmental rules and regulations and implement preventative measures.

The learner will be required to:

- PM-01-PS01: Prepare the company emergency procedure
- PM-01-PS02: Coordinate emergency response to incidents
- PM-01-PS03: Manage an incident scene
- PM-01-PS04: Conduct an investigation on an incident
- PM-01-PS05: Interview a witness and record a formal statement

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Prepare the company emergency procedure

Scope of Practical Skill

Given a company documents, geographic maps, organograms and information on previous incidents relating to that work place the learner must be able to:

- PA0101 Develop an emergency plan for his/her area of responsibility
- PA0102 Build up a detailed emergency number listing
- PA0103 Assemble a portfolio of professional resources
- PA0104 Communicate the emergency plan to their staff

Applied Knowledge

- AK0101 Research skills
- AK0102 First aid skills
- AK0103 Emergency response experience

Internal Assessment Criteria

- IAC0101 An emergency plan and procedures is developed and implemented
- IAC0102 A detailed list of emergency numbers is produced and is up to date

- IAC0103 Evidence of communication to staff is confirmed with signatures of acceptance
- IAC0104 An emergency response drill is planned and or executed and documented

1.2.2. PM-01-PS02: Coordinate emergency response to incidents

Scope of Practical Skill

Given photographs and information on an incident typical to the forestry and related industries environment the learner must be able to:

- PA0201 Deal with injury as result of the incident: Inform in-house first aid and equipment, etc.
- PA0202 Activate emergency services providing detail on the nature of the incident
- PA0203 Inform management of the incident
- PA0204 Respond with emergency response such as fire and ambulance services

Applied Knowledge

- AK0201 Organisational skills
- AK0202 Facilitations skills
- AK0203 Leadership skills
- AK0204 Co-ordination skills
- AK0205 Communications skills

Internal Assessment Criteria

- IAC0201 Verbal feedback on action required to inform and acquire the proper first aid and equipment needed is communicated
- IAC0202 The emergency plan is analysed and emergency services used by the company is identified
- IAC0203 Information needed to activate emergency services according to the emergency plan is identified
- IAC0204 Feedback on the role of the safety officer at the accident scene is given

1.2.3. PM-01-PS03: Manage an incident scene

Scope of Practical Skill

Given photographs and information on an incident typical to the forestry and related industries environment the learner must be able to:

- PA0301 Activate an emergency evacuation (golden hour)
- PA0302 Secure and demarcate the incidence scene
- PA0303 Capture and preserve evidence including photographic and video type evidence
- PA0304 Identify and interview possible witnesses
- PA0305 Notify appropriate persons to perform lock out procedures (machines) where required
- PA0306 Initiate the clean-up of the incident scene

Applied Knowledge

- AK0301 Communication skills
- AK0302 Report writing skills
- AK0303 Reasoning skills
- AK0304 Co-ordination skills

Internal Assessment Criteria

- IAC0301 The emergency plan is activated keeping in mind the evacuation procedure must be followed ensuring the evacuation is achieved within the golden hour
- IAC0302 The incident site to be demarcated and secured is indicated on the photographic evidence
- IAC0303 The evidence that need to be preserved must be identify
- IAC0304 Possible witnesses and with reasons why they have been identified as witnesses is captured for further use
- IAC0305 Lockout procedures and appropriate persons to perform the lockout procedure is identified and communicated to all

1.2.4. PM-01-PS04: Conduct an investigation on an incident

Scope of Practical Skill

Given photographs and information on an incident typical to the forestry and related industries environment the learner must be able to:

- PA0401 Attend the scene and gather evidence including witness statements (i.e. measuring, parts, paper, people and position) according to a checklist
- PA0402 Analyse data and evidence (i.e. previous incidents, trends) and build a history of occurrences
- PA0403 Conduct a root cause analysis technique session identifying all role players (managers, contractors, safety officer) identifying causes, root causes and system failures
- PA0404 Report findings and include recommendations for preventative and corrective actions

- PA0405 Conduct or participate in a post mortem and close-out meeting
- PA0406 Chair incident recall at SHE meetings
- PA0407 Monitor the implementation of recommendations

Applied Knowledge

- AK0401 Knowledge of report types
- AK0402 Communication skills
- AK0403 Report writing skills
- AK0404 Reasoning skills
- AK0405 Knowledge of investigation techniques
- AK0406 Analytical ability

Internal Assessment Criteria

- IAC0401 Checklists are completed and analysed
- IAC0402 Witness statements and evidence is gathered
- IAC0403 Written reports on analysed data and evidence with identification of historic occurrences are identified
- IAC0404 The root causes are captured and plotted using the standard industry analysis technique format
- IAC0405 Written root cause analysis findings and recommendations with corrective actions are reported on using the acceptable format
- IAC0406 A close out presentation is delivered while participating in the post-mortem
- IAC0407 Contingency plans are formulated during the post-mortem and close-out meeting and recommendations made
- IAC0408 Findings and recommendations are communicated through the SHE meeting
- IAC0409 New safety procedures and engineering are incorporated in checklists to facilitate controlled monitoring.

1.2.5. PM-01-PS05: Interview a witness and record a formal statement

Scope of Practical Skill

Given photographs, information on an incident typical to the forestry and related industry environment and a witness to an incident the learner must be able to:

- PA0501 Conduct an interview with a witness

- PA0502 Record a formal statement
- PA0503 Decipher an interpretation closest to the truth

Applied Knowledge

- AK0501 Knowledge of investigation techniques
- AK0502 Questioning techniques
- AK0503 Communication skills
- AK0504 Statement writing skills
- AK0505 Reasoning skills

Internal Assessment Criteria

- IAC0501 A suitable technique for the questioning of the witness and a sound analysis of answers by witnesses is conducted
- IAC0502 Statements taken are accurately interpreted
- IAC0503 All documented statements and their relevant information pertaining to the incident are signed off by the witnesses and observers

1.3 Provider Programme Accreditation Criteria

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (practical module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots
 - Adherence to company safety policies and procedures
 -

1.4 Exemptions

- None

SECTION 3C: WORK INTEGRATED LEARNING MODULE SPECIFICATIONS

List of Work Integrated Learning Modules for which Specifications are included:

900114-000-00-WM-01, Incident Prevention Processes in Forestry and Related Industries, NQF Level 4,
Credits 20

1. 900114-000-00-WM-01, Incident Prevention Processes in Forestry and Related Industries, NQF Level 4, Credits 20

1.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Conduct analysis and prevention of incidents, coordination of incidents, investigation of incidents in the forestry and related industry workplace and making recommendations.

The learner will be required to:

- WM-01-WE01: Review and update emergency plans and procedures
- WM-01-WE02: Conduct and manage periodic drills, including simulated incident, and test emergency response
- WM-01-WE03: Conduct and lead an investigation based on a simulated incident or small incident
- WM-01-WE04: Perform a root cause analysis to determine root causes and system deficiencies
- WM-01-WE05: Conduct proper close-out procedures and communicate information to all affected parties
- WM-01-WE06: Monitor progress on implementation of the remedial action plan

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01: Review and update emergency plans and procedures

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Conduct an assessment by reviewing the existing plans and procedures to determine relevance against risk assessment and practicality (air-lift points, access roads etc.)
- WA0102 Communicate and liaise with all affected parties such as emergency services (pre-incident management) to confirm availability and current contact details
- WA0103 Update existing emergency plan and distribute to management, supervisors, first aiders, drivers and SHE rep
- WA0104 Ensure the communication flow through toolbox talks to all employees
- WA0105 Maintain a signed matrix of receipt from all employees and management
- WA0106 Recall all old emergency plans from a roster

Supporting Evidence

- SE0101 Contact list

- SE0102 Emergency plan
- SE0103 Distribution & recall previous versions list
- SE0104 Signed matrix of receipt

1.2.2. WM-01-WE02: Conduct and manage periodic drills, including simulated incident, and test emergency response

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Plan the simulated incident according to the recent incident trend and the highest probability
- WA0202 Identify all the roll players that will be used the simulation, during the designing stages
- WA0203 Stage the scene and communicate the aim of the incident to relevant participants that are not part of the testing process
- WA0204 Manage and record the chain of events, the response times and reaction of the response team in accordance with the emergency plan
- WA0205 Analyse the general response of the team to identify shortfalls in the system
- WA0206 Compile a formal report on the incident and present at the SHE committee meeting
- WA0207 Formulate corrective measures for short comings and weaknesses identified and give formal feedback to all role players

Supporting Evidence

- SE0201 Incident stats.
- SE0202 Written notes and statements
- SE0203 Report format

1.2.3. WM-01-WE03: Conduct and lead an investigation based on a simulated incident or small incident

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0301 Contain and secure the scene and equipment to prevent contamination of the evidence
- WA0302 Obtain and collect evidence relating to parts, people, position, paper, process, including photographic evidence of the scene, as soon as practicably possible
- WA0303 Use markers to identify aspects such as slopes, distances, sizes, skid marks, etc.
- WA0304 Identify your investigation team and their availability

- WA0305 Delegate functions to the team for the gathering of evidence process (People, paper, parts, position and process)
- WA0306 Establish the investigation time of commencement and immediately request the preliminary incident report
- WA0307 Request subject matter experts if required and send parts evidence for analysis if necessary
- WA0308 Review all evidence and prepare for root cause analysis

Supporting Evidence

- SE0301 Photographic evidence
- SE0302 Measure device
- SE0303 Letter of notification and acceptance
- SE0304 Preliminary incident report
- SE0305 All evidence collected (People, paper, parts, position and process)

1.2.4. WM-01-WE04: Perform a root cause analysis to determine root causes and system deficiencies

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0401 Invite key participants to partake in the investigation process
- WA0402 Use a recognised root cause analysis technique or other investigation technique format to apply the steps which guide and assist in the investigation process
- WA0403 Identify immediate causes, root causes, system failures using the format
- WA0404 Verify the remedial action plan with timeline

Supporting Evidence

- SE0401 Latest version of the required investigation report format
- SE0402 Findings, immediate causes, root causes & system weaknesses
- SE0403 Incident report
- SE0404 Action plan

1.2.5. WM-01-WE05: Conduct proper close-out procedures and communicate information to all affected parties

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0501 Compile a report on findings from the root cause analysis
- WA0502 Research and formulate recommendation to improve the work place based on findings
- WA0503 Give feedback at an incident review meeting and present recommendations for corrective action
- WA0504 Present report to SHE committee as part of incident recall

Supporting Evidence

- SE0501 Final investigation report
- SE0502 SHE Committee Meeting minutes
- SE0503 Research references

1.2.6. WM-01-WE06: Monitor progress on implementation of the remedial action plan

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0601 Monitor remedial actions against target dates set up in the action plan
- WA0602 Observe and record improvements or failures
- WA0603 Inform management regarding transgressions against target dates
- WA0604 Suggest updates or fine tuning to the emergency plan once an improvement has been realised

Supporting Evidence

- SE0601 Action log
- SE0602 Meeting minutes
- SE0603 Suggested adjustments

1.3 Contextualised Workplace Knowledge

1 Safety system, its elements and documentation

2 Written safe work procedures (WSWP)

3 Work instructions (WI)

4 Standard operating procedure (SOP) or best operating procedure (BOP)

5 Workplace organogram and reporting structures

6 Applicable legislation

1.4 Criteria for Workplace Approval

Physical Requirements:

- Fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Key Processes, e.g.:
 - Forestry or related industries production processes

Human Resource Requirements:

- Manager with appropriate knowledge and experience of the workplace procedures in the area in which the learner is placed with 5 years of experience in a managerial position
- Supervisor/learner ratio of 1:3

Legal Requirements:

- None

Safety Requirements:

- Compliance with Occupational Health and Safety Act

1.5 Additional Assignments to be Assessed Externally

None

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	900114-000-00-00
Curriculum Title:	Forestry Incident Investigator

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

325705001-WM-01, Incident Prevention Processes in Forestry and Related Industries, NQF Level 4, Credits 20

WM-01-WE01	Review and update emergency plans and procedures		
	Scope Work Experience	Date	Signature
WA0101	Conduct an assessment by reviewing the existing plans and procedures to determine relevance against risk assessment and practicality (air-lift points, access roads etc.)		
WA0102	Communicate and liaise with all affected parties such as emergency services (pre-incident		

	management) to confirm availability and current contact details		
WA0103	Update existing emergency plan and distribute to management, supervisors, first aiders, drivers and SHE rep		
WA0104	Ensure the communication flow through toolbox talks to all employees		
WA0105	Maintain a signed matrix of receipt from all employees and management		
WA0106	Recall all old emergency plans from a roster		
	Supporting Evidence	Date	Signature
SE0101	Contact list		
SE0102	Emergency plan		
SE0103	Distribution & recall previous versions list		
SE0104	Signed matrix of receipt		
WM-01-WE02	Conduct and manage periodic drills, including simulated incident, and test emergency response		
	Scope Work Experience	Date	Signature
WA0201	Plan the simulated incident according to the recent incident trend and the highest probability		
WA0202	Identify all the roll players that will be used the simulation, during the designing stages		
WA0203	Stage the scene and communicate the aim of the incident to relevant participants that are not part of the testing process		

WA0204	Manage and record the chain of events, the response times and reaction of the response team in accordance with the emergency plan		
WA0205	Analyse the general response of the team to identify shortfalls in the system		
WA0206	Compile a formal report on the incident and present at the SHE committee meeting		
WA0207	Formulate corrective measures for short comings and weaknesses identified and give formal feedback to all role players		
	Supporting Evidence	Date	Signature
SE0201	Incident stats.		
SE0202	Written notes and statements		
SE0203	Report format		
WM-01-WE03	Conduct and lead an investigation based on a simulated incident or small incident		
	Scope Work Experience	Date	Signature
WA0301	Contain and secure the scene and equipment to prevent contamination of the evidence		
WA0302	Obtain and collect evidence relating to parts, people, position, paper, process, including photographic evidence of the scene, as soon as practicably possible		
WA0303	Use markers to identify aspects such as slopes, distances, sizes, skid marks, etc.		

WA0304	Identify your investigation team and their availability		
WA0305	Delegate functions to the team for the gathering of evidence process (People, paper, parts, position and process)		
WA0306	Establish the investigation time of commencement and immediately request the preliminary incident report		
WA0307	Request subject matter experts if required and send parts evidence for analysis if necessary		
WA0308	Review all evidence and prepare for root cause analysis		
	Supporting Evidence	Date	Signature
SE0301	Photographic evidence		
SE0302	Measure device		
SE0303	Letter of notification and acceptance		
SE0304	Preliminary incident report		
SE0305	All evidence collected (People, paper, parts, position and process)		
WM-01-WE04	Perform a root cause analysis to determine root causes and system deficiencies		
	Scope Work Experience	Date	Signature
WA0401	Invite key participants to partake in the investigation process		
WA0402	Use a recognised root cause analysis technique or other investigation technique format to apply the steps which guide and		

	assist in the investigation process		
WA0403	Identify immediate causes, root causes, system failures using the format		
WA0404	Verify the remedial action plan with timeline		
	Supporting Evidence	Date	Signature
SE0401	Latest version of the required investigation report format		
SE0402	Findings, immediate causes, root causes & system weaknesses		
SE0403	Incident report		
SE0404	Action plan		
WM-01-WE05	Conduct proper close-out procedures and communicate information to all affected parties		
	Scope Work Experience	Date	Signature
WA0501	Compile a report on findings from the root cause analysis		
WA0502	Research and formulate recommendation to improve the work place based on findings		
WA0503	Give feedback at an incident review meeting and present recommendations for corrective action		
WA0504	Present report to SHE committee as part of incident recall		
	Supporting Evidence	Date	Signature
SE0501	Final investigation report		

SE0502	SHE Committee Meeting minutes		
SE0503	Research references		
WM-01-WE06	Monitor progress on implementation of the remedial action plan		
	Scope Work Experience	Date	Signature
WA0601	Monitor remedial actions against target dates set up in the action plan		
WA0602	Observe and record improvements or failures		
WA0603	Inform management regarding transgressions against target dates		
WA0604	Suggest updates or fine tuning to the emergency plan once an improvement has been realised		
	Supporting Evidence	Date	Signature
SE0601	Action log		
SE0602	Meeting minutes		
SE0603	Suggested adjustments		

	Contextualised Workplace Knowledge	Date	Signature
1	Safety system, its elements and documentation		
2	Written safe work procedures (WSWP)		
3	Work instructions (WI)		
4	Standard operating procedure (SOP) or best operating procedure (BOP)		

5	Workplace organogram and reporting structures		
6	Applicable legislation		

	Additional Assignments to be Assessed Externally	Date	Signature
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