

TSC Category	Health, Safety and Environment Management					
TSC	Incident Investigation Management					
TSC Description	Apply a systematic and objective approach in workplace incident and accident investigations which include responding, reporting, gathering data and information, root cause analyses, implementation and review of corrective and preventive measures, to prevent recurrence of incidents and accidents					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		ECM-HSE-2002-1.1	ECM-HSE-3002-1.1	ECM-HSE-4002-1.1	ECM-HSE-5002-1.1	
		Apply workplace and environmental incident reporting procedures to respond to incidents and support investigations	Analyse workplace and environmental incidents to contribute to incident investigations by identifying root causes and preventive measures	Develop and implement workplace and environmental incident investigation workflows and procedures to ensure a systematic and objective approach in incident investigations	Review workplace and environmental incident investigation processes, workflows and procedures to drive improvement to the incident investigation and response processes	
Knowledge		<ul style="list-style-type: none"> Incident and accident reporting procedures Internal incident reporting requirements and protocols Types of workplace and environmental incidents and accidents Principles of immediate hazard isolations Chemical spill response procedures Methods of immediate medical assistance Methods to cordon incident sites for investigations 	<ul style="list-style-type: none"> Workplace Safety and Health (WSH) legal requirements related to incident investigations WSH incident reporting requirements Types of workplace and environmental incidents and accidents WSH incident investigation procedures Roles and responsibilities of the WSH incident investigation team Methods of incident analyses and root cause analyses Types of incident corrective and preventative actions Components of WSH incident investigation reports 	<ul style="list-style-type: none"> Workplace Safety and Health (WSH) legal requirements related to incident investigations WSH incident reporting requirements Incident investigation workflows, processes, procedures and documentation Roles and responsibilities of the WSH incident investigation team Methods of gathering information and evidences Incident interview techniques Information analysis and review methodologies Methods of applying cause and effect and Root Cause Analysis (RCA) techniques Methods of developing a detailed investigation report, which includes 	<ul style="list-style-type: none"> Workplace Safety and Health (WSH) policies, regulations and legislative requirements Industry best practices in WSH incident investigations Methods of reviewing incident investigation processes and procedures Data analytics on incident statistics Types of lessons learned from previous incidents and accidents 	

				objectives, sequence of events trail, evidence trail, summary and conclusion		
Abilities		<ul style="list-style-type: none"> Respond to incidents in accordance with the organisation's procedures Report incidents to internal stakeholders Cordon off and preserve incident sites for investigations Clean and treat chemical spills Provide immediate medical assistance to casualties of incidents Support WSH incident investigations 	<ul style="list-style-type: none"> Contribute to the conduct of WSH incident investigations Identify root causes of incidents and recommend corrective and preventative measures Contribute to the preparation of incident reports in accordance with legislative requirements Implement corrective and preventive actions as recommended by WSH incident investigations Monitor and report the implementation work progress of corrective and preventative actions 	<ul style="list-style-type: none"> Develop incident investigation, analysis and reporting processes Manage investigation and analysis processes Advise the formation of the incident investigation team Lead incident investigations and prioritise investigation actions Select and use appropriate investigation tools Advise on root causes of incidents based on the information provided Prepare investigation reports detailing findings, analyses, underlying root causes and make recommendations to prevent recurrences Ensure corrective and preventive actions are implemented Communicate effectively and notify respective personnel 	<ul style="list-style-type: none"> Lead incident investigation review processes Evaluate the effectiveness of incident investigation procedures Review the processes of gathering information, root cause analyses and identification of corrective and preventive actions Evaluate the effectiveness of corrective and preventive actions Review incident statistics to uncover underlying root causes Review progress of investigations and provide high level management support Communicate lessons learned within and across the organisation 	