

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Common Competency

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| Title               | Investigate typical accidents at work  |
| Code                | 108790L4   |
| Range               | This unit of competency is applicable to various kinds of workplaces in the automotive industry (e.g. vehicle servicing workshops, car parks). Practitioners should be able to investigate typical accidents at work and writing relevant reports.   |
| Level               | 4  |
| Credit              | 3 (For Reference Only)   |
| Competency          | <p>Performance Requirements</p> <p>1. Knowledge (The causes of accidents)</p> <ul style="list-style-type: none"> <li>• Master about the operation of related workplaces.</li> <li>• Know about the definition of accident and the cause theories, such as the theory of domino effect.</li> <li>• Good understanding of the typical categories of accidents and their causes, such as crush injury, wounded, incised wound, sprained, burnt, fire, contact of chemicals with skin or eyes, electric shock, explosion, gas leakage and fall from height.</li> <li>• Good understanding of the investigation procedure for accidents: classification of accidents, collection of information, reporting to related departments and compilation reports.</li> </ul> <p>2. Performance (Investigate the accidents)</p> <ul style="list-style-type: none"> <li>• Implement the investigation procedure for accidents according to organisational instructions, such as: <ul style="list-style-type: none"> <li>○ Classification of accidents</li> <li>○ Objectively trace the persons, machineries and objects involved in the accident as well as the environment, time, location and process of the accident, etc.; and conduct interviews, take photographs, set questionnaires, etc. whenever necessary</li> </ul> </li> <li>• Analyse the causes for accidents with reference to past records and make suggestions for improvement whenever necessary so as to reduce the chance of reoccurrence.</li> <li>• Implement related administrative procedure such as writing investigation report on the accident.</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>• Capable of understanding thoroughly the operation of related workplaces, the categories and causes of typical accidents;</li> <li>• Capable of classifying accidents, collecting information, and analysing the causes of typical accidents in general industry-related workplaces according to organisational guidelines and implementing relevant administrative procedure such as writing investigation report on the accident; and</li> <li>• Capable of making analysis with reference to past accident records and making suggestions for improvement when necessary.</li> </ul>   |
| Remark              |  |