



**TARONG ENERGY CORPORATION LIMITED**

**CORPORATE BUSINESS PROCEDURE FOR**

**INCIDENT REPORTING AND MANAGEMENT**

**HSE-PROC-03**

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## 1.0 Purpose

The purpose of this procedure is to:

- Formalise the reporting and response to incidents and potential incidents at any Tarong Energy owned site including property / real estate owned by TE.
- Satisfy legal obligations relating to incident reporting (including relevant environmental licence conditions).

## 2.0 Scope

This procedure applies to all personnel (including contractors and visitors) at Tarong Energy workplaces. It also encompasses reporting for contracts being undertaken on behalf of Tarong Energy. It addresses incidents and potential incidents related to Safety, Environment, Quality, Security and Property Damage.

This procedure does not apply to incidents occurring as a result of mining activities at the Meandu Mine. These incidents are managed in accordance with Thiess procedures and processes.

## 3.0 Responsibilities

Responsibilities for reporting, notification and investigation of incidents and potential incidents are summarised in Attachment 8.1 (Incident Reporting Notification Matrix).

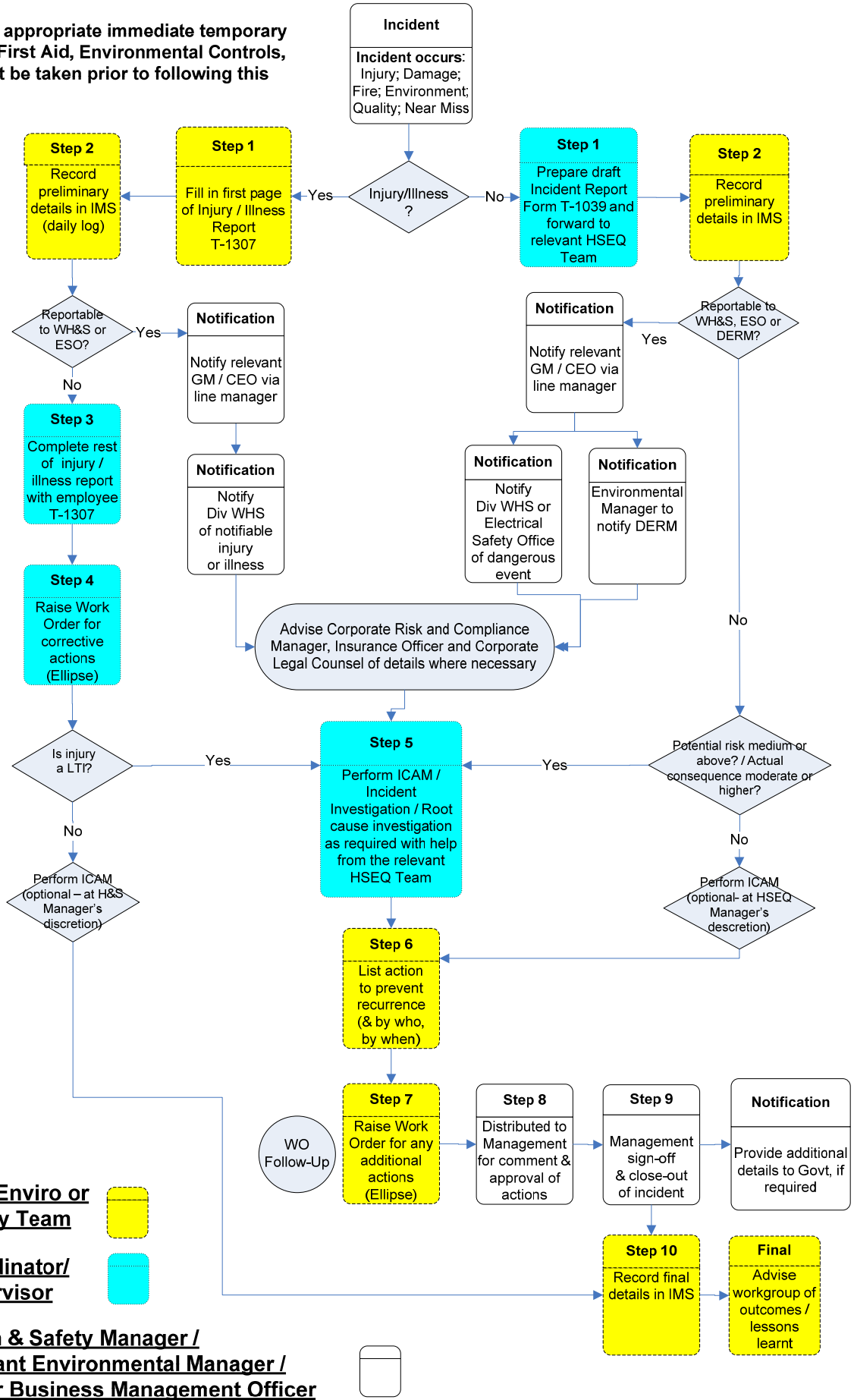
## 4.0 Actions (Incident Reporting and Management)

The overall process for incident management is shown in Figure 1. The flowchart also illustrates responsibilities. The shaded boxes in Figure 1 represent a key action requirement, by the responsible person, to record information, or initiate action (e.g. to record incident and investigation details, on the relevant form, and to initiate a Safety, Environment or Quality Work Order).

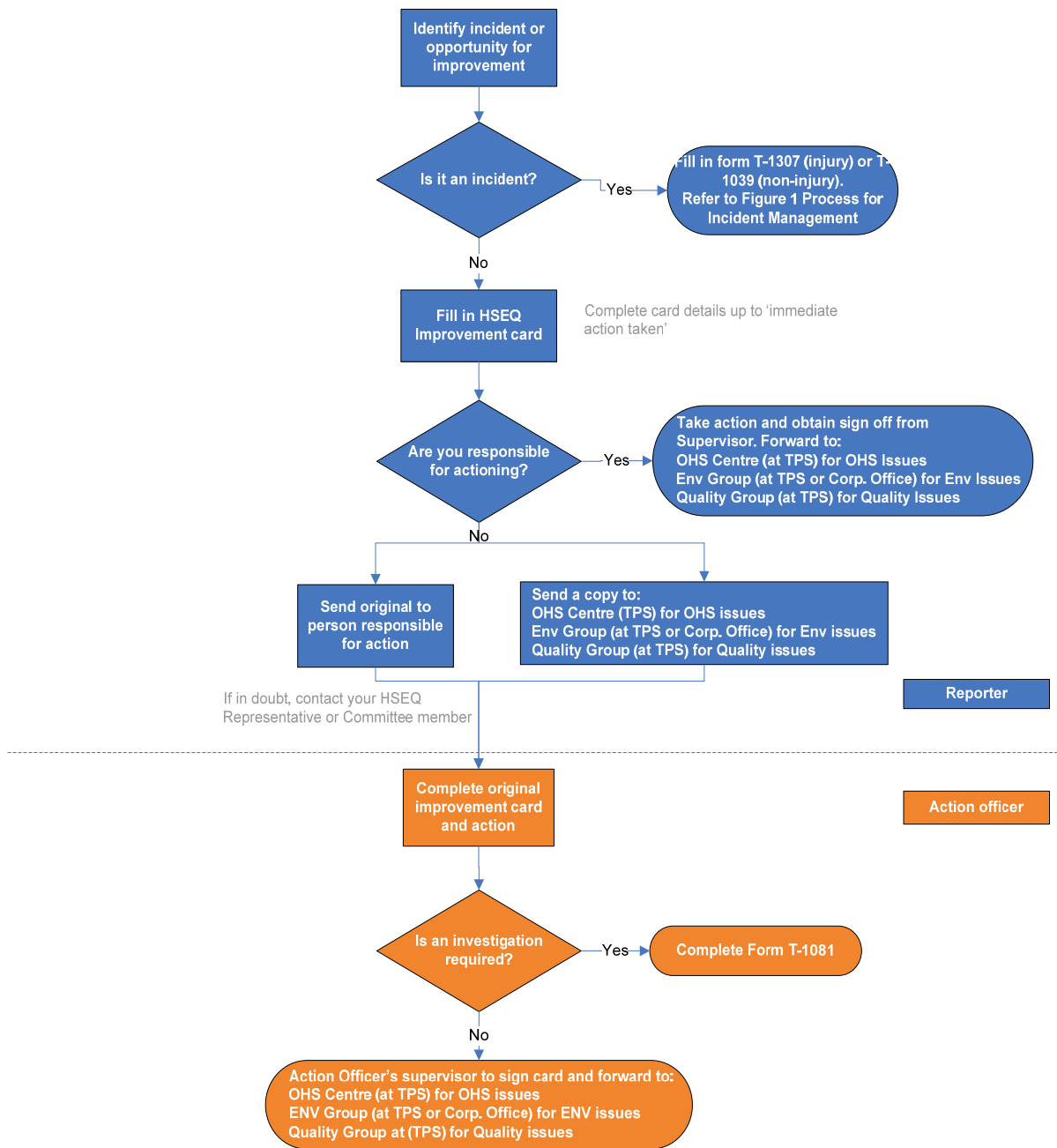
The process for identifying and managing concerns and possible improvements is outlined in Figure 3. Improvement opportunities pose no immediate threat:

- to personal health and safety
- to the environment
- to plant or process.

**Note: All appropriate immediate temporary control, (First Aid, Environmental Controls, etc), must be taken prior to following this process**



**Figure 1. Process for Incident Management**



**Note**

- Always send a copy of the HSEQ Improvement Card to the OHS Centre or Environment Group or Quality Group as applicable, as soon as the improvement is documented. However, the original card is not to be submitted to the OHS Centre or Environment Group or Quality Group until all actions are complete and card is signed off.

**Figure 2. Process for HSEQ Improvements**

## 4.1 Health and Safety

### 4.1.1 Completion of Forms

An integral aspect of this procedure is completion of the following forms:

- TEC *Injury/Illness Report Form* (T-1307) for all work-related injuries/illnesses;
- TEC *HSEQ Incident Report Form* (T-1039) for all incidents and potential incidents not resulting in or involving an injury;
- TEC *ICAM Analysis Form* (T-1351) is usually used to assist and supplement the completion of forms T-1307 and T-1039 at the discretion of the H&S Manager, but usually where the potential risk rating was moderate or a MTI resulted and they were caused by a defined event.
- TEC *HSE Incident Investigation Form* (T-1081) for incidents which have a potential risk rating of 'high' or 'extreme' or is reportable to an external agency which encompasses ICAM analysis;
- *Root Cause Analysis Summary Form* (T-1026) – depending on the type of incident (e.g. engineering based incident).

### 4.1.2 Notification and Reporting of Health and Safety Incidents (Non-injury)

In becoming aware of potentially harmful activities or events, the **reporter(s)** shall take all necessary actions to safely control the incident, and notify his/her immediate supervisor and/ or coordinator.

The **Coordinator/Supervisor** responsible for the work area where the incident has occurred, shall complete the *HSEQ Incident Report Form T-1039*, (e.g. description of incident/complaint, risk assessment, immediate actions, general comments and follow-up actions), in consultation with the individual(s) involved. This form shall then be sent to the Health & Safety department for sign-off by relevant personnel prior to filing.

Notification to the health & safety department must be within 24 hours. Significant incidents must be notified immediately.

The **Coordinator/Supervisor**, in consultation with a health and safety professional, will determine if the incident is serious enough to require notification to the Division of Workplace Health and Safety (e.g. if the incident is classified as a dangerous event, serious bodily injury, or work-related illness) or the ESO (e.g. dangerous electrical event or a serious electrical incident). If so, the incident will firstly be notified through the line management structure to the relevant General Manager as soon as possible.

The **Health & Safety Manager** will be responsible for ensuring that government notification is achieved within the statutory timeframe. (Refer to Attachment 8.1 *Requirements for Formal Reporting and Investigation of Incidents*). Details of the notification must be entered on the *HSEQ Incident Report Form T-1039*. These incidents will then be subject to detailed incident investigation using *Form T-1081*.

The Shared Services Manager and Tarong Energy Legal Counsel shall be advised of details, as appropriate.

Minor concerns and improvement suggestions may be reported on the HSEQ Improvement Card, Form T-1128 using the process illustrated in Figure 2.

### 4.1.3 Injury Incidents

In the case of occupational injury/illness, the employee will report immediately to the Occupational Health Nurse at Tarong Power Station, or to a qualified first aider at other Tarong sites. Following administration of first aid treatment or referral to a

doctor or hospital, the **first aid provider** shall record the injury details and treatment on the *Injury/ Illness Report Form T-1307*. If the injury is a serious bodily injury or work caused illness (refer definitions), a member of the HSE team will notify senior management, and the Division of Workplace Health and Safety will be notified. Notification to the Division shall be on the approved Government form and within 24 hours of the incident report time. If the incident is an electric shock then the Electrical Safety Office (ESO) will be notified within 24 hours on the approved form as per Section 4.1.4.

The Shared Services Manager, relevant General Manager and Tarong Energy Legal Counsel shall be advised of details as appropriate.

#### **4.1.4 Reportable Electrical Incidents (see Electrical Safety Regulations 2002, Part 12)**

In the case of a reportable electrical incident i.e. Dangerous Electrical Events and Serious Electrical Incident as defined in Section 5 of this procedure the requirements for notification and reporting are as follows:

- (a) The **Health and Safety Manager** will be responsible for ensuring that government notification is achieved within the statutory timeframe. (Refer to Attachment 8.1 *Requirements for Formal Reporting and Investigation of Incidents*). Details of the notification must be entered on the HSEQ *Incident Report Form T-1039* or Injury Illness Form T-1037.
- (b) Give written notice of the event/incident to the chief executive (as determined by the department in which the Electrical Safety Act is administered). The written notice is to be received by the chief executive within 24 hours of the relevant General Manager, or his representative, becoming aware of the event/incident.
- (c) When the event/incident resulted in a person being killed the relevant General Manager or his representative shall immediately, on becoming aware of the event/incident, advise the Chief Executive by immediate and effective communication.

#### **4.1.5 Incident Notifications/Incident Bulletins**

Serious injuries (MTI or LTIs) or significant non-injury health and safety incidents (usually with a potential risk of medium or higher) will be communicated immediately with an Incident Notification (T-1444). Once investigation details are finalised, an Incident Bulletin (T-1286) will be distributed Corporation-wide and to relevant site contractors. Both health and safety incident notifications and bulletins are published on the Incident Bulletins, Notifications and Safety Alerts page on the safety intranet.

## **4.2 Environment**

All environmental incidents, potential incidents and improvements are to be entered into the TE incident management system (IMS) by the Environment Team. Refer to attachment 8.2 for details.

In becoming aware of potentially harmful activities or events, the **reporter(s)** shall take all necessary actions to safely control the incident, and notify his/her immediate supervisor and/ or coordinator and a member of the environment team.

The **Coordinator/Supervisor** shall complete the HSEQ *Incident Report Form T-1039*, in consultation with the individual(s) involved.

The incident report should detail the following:

- description of the incident
- risk assessment

- causes
- immediate actions taken
- general comments, and
- follow-up actions,

The Coordinator/Supervisor retains responsibility for undertaking follow up investigation (if required), coordination of follow-up actions and completion of all relevant paperwork.

After immediate action has been taken to control the incident (potential incident or hazard), forward the Incident Report form to the following Environment Team members

- Environmental Support officer (Brisbane) for all CRE / Brisbane office environmental incidents;
- Environmental officer (TPS) for all TPS, TN or Mining Operations environmental incidents;
- Environmental Graduate (Brisbane) for all WPS environmental incidents.

This should be done within 24 hrs of the incident occurring or by the first working day following a weekend. The relevant environment team member will ensure all attachments and investigation reports are collated and that the relevant persons are signatories.

All incidents and potential incidents are documented in the IMS or the TEC Daily Report (for all Thiess incidents) and reported internally in the Environmental Monthly Report. This includes incidents and potential incidents reported for contracts applying to projects in the approval / construction phase.

The [Environmental Protection Act 1994, s 320](#) (EP Act) requires all incidents with a moderate or greater consequence be reported to the Department of Environment and Resource Management (DERM). TE will report all moderate or above incidents to the DERM, Wide Bay Burnett District (Maryborough Branch) or to the relevant district office. In order to comply with relevant TE site licence conditions and the EP Act requirements of the relevant district, the following reporting protocol shall be undertaken by Environmental Manager Mining, Environment Manager or Environmental Coordinator Generation in the event of a regulatory breach and / or an environmental incident (including a licence exceedance) with a moderate or greater consequence:

1. Notify the DERM as soon as practicable after the incident. Note that for a significant environmental incident it is desirable, where practicable to obtain internal legal counsel and advice regarding the notification correspondence and communication. Environmental Manager Mining, Environment Manager or Environmental Coordinator Generation are responsible for reporting incidents to DERM.
3. No more than 14 days after the initial notification, supply written notification (via e-mail or facsimile) to DERM. Refer to Schedule A of the relevant Environmental Authority for items to be included in the written notification.
4. A copy of the written notification must be filed in TRIM in ENV/7 or for incidents relating to mining operations, file a copy of the written notification in MOP/2106.
5. A HSE incident report (Form T-1039) shall be completed detailing and including the DERM notification and will be filed in TRIM ENV/71 and recorded in the IMS.

### 4.3 Quality

All Incidents, potential incidents and opportunities for improvement relating to our processes are to be reported in the TEC incident reporting system.

After immediate action has been taken to control the incident (as a result of process failure) and the Supervisor and Quality Department have been notified, an Incident report form is to be completed and forwarded to the Quality Department. This should be done as soon as practicable after the incident has occurred. A member of the Quality Department is responsible for ensuring a QA Work Order has been raised and appropriate communications have taken place and corrective and preventative actions have been carried out.

All recorded incidents and potential incidents will be reported internally in the Monthly Quality Report.

### 4.4 Management Reporting

#### Safety

For the purposes of management reporting, performance monitoring and continual improvement, the following performance indicators shall be reported on a monthly basis:

- Lost time injury frequency rate (whole of corporate)
- All injury frequency rate (lost time plus medical treatments plus minor injuries) for whole of corporation
- Number of medical treatment and minor injuries
- The percentage close-out of Safety Work Orders within timeframe
- Number and ranking of non-injury incidents.

#### Environment

For the purposes of management reporting, performance monitoring and continual improvement, the following performance indicators shall be reported on a monthly basis:

- Number of incidents / potential incidents each month and a year to date total
- Details of each incident

Environmental incidents with a consequence of moderate or above are reported in the TE annual report and on the TE internet.

#### Quality

For the purposes of management reporting, performance monitoring and continual improvement, the following performance indicators shall be reported on a monthly basis:

- Number of incidents / potential incidents
- Details of each incident and follow-up action

## 4.5 Emergencies

Where an incident escalates to an emergency and/or organisational crisis, refer to the site Emergency Response Plans (TAR-MAN-08, WIV-MAN-13), supporting emergency procedures, and the Corporate Crisis Management Plan, respectively.

## 4.6 Assessing Consequence, Risk Potential and Level of Response

For all incidents, a risk assessment shall be undertaken in accordance with the Corporate Business Procedure for Risk Management System (GOV-PROC-12). The **Coordinator/Supervisor** shall ensure that work orders are raised as appropriate for immediate actions.

*Note: The relevant statutory authority may also require notification of further details arising from investigation of significant environmental incidents and incidents classified as dangerous events, serious bodily injury or work caused illness.*

## 4.7 Incident Investigation and Actions to Prevent Recurrence

Where formal investigation is required, the **Coordinator/Supervisor** shall form an investigation team comprising appropriate personnel, including a HSEQ representative, where necessary. The investigation shall be aimed at determining the root causes / contributory factors of the incident, in order to implement an effective action plan to prevent recurrence of the incident, or to mitigate its impact. Refer to the *Incident Investigation Form T-1081* and, where required, the *Root Cause Analysis* procedure (CORP-ENG-15).

The investigation team shall conduct an ICAM analysis of the incident, and make recommendations for corrective action. The actions should address all root causes amenable to control by TEC. The team shall also nominate officers responsible for action and timeframe for completion.

The outcomes of the investigation may be either:

- Raise a work order, giving it either an “EN” or “SA” or “QA” for work order type, and a priority according to HSE-PROC-02 (Management of Health, Safety & Environment Work Orders. Also refer to GOV-WI-22 and GOV-WI-23 for Quality type Work Orders).
- Develop a Project for actions requiring significant capital expenditure – refer to the policy for *Project Management* (GOV-POL-25).

The **Coordinator/Supervisor** shall distribute the completed Incident Report Form and Incident Investigation Form, where necessary, to relevant management and support personnel for sign-off.

**Senior management** and **HSE staff** shall review the reported information and recommended actions and make further recommendations as appropriate. Senior management shall also be responsible for ensuring that suitable resources, including budget, are allocated to facilitate effective remedial action.

Further work orders will be raised for any additional actions arising from the incident investigation and management review.

Finally, the **Coordinator/Supervisor**, with assistance from HSE and/or Quality Department staff, advises relevant work groups of incident outcomes and lessons learnt.

Where there is a high potential or likelihood of any legal action being taken Tarong Energy Legal Counsel and the Risk Manager shall be advised of all relevant details as soon as possible.

## 4.8 Action Management and Incident Close-out

The completion of identified actions will be tracked by entering them into Ellipse as a Safety ("SA") or Environment ("EN") or Quality ("QA") work order. A priority will be assigned to the work order based on risk assessment.

The management and completion of Safety and Environmental work orders will be in accordance with HSE-PROC-02 (Management of Health, Safety & Environment Work Orders), or CORP-QES-02 for Management of Quality Work Orders.

Additionally, the Incident Management System (IMS) will not permit an incident to be closed out until either all actions associated with an incident have been completed or are tracked through a work order number or a TAMS action number.

For outstanding incident reports, a report is prepared within the IMS and distributed by the relevant teams. This report will be distributed on an 'as required' basis determined by the individual teams.

## 4.9 TAMS Review

Relevant TAMS risks shall be reviewed following a high or extreme potential incident or any serious bodily injury (SBI) or grievous bodily injury (GBI). Where no current risk exists, a risk shall be raised to capture the risk and appropriate controls.

## 4.10 Management Review

Any high or extreme potential incident or serious bodily injury or grievous bodily injury involving contracting personnel will require a formal management review of the investigation involving the appropriate management representatives from the contracting company and TE.

## 5.0 Definitions

### 5.1 Safety

**Incident:** Any occurrence, including near-miss situations, which has the potential to cause personal injury, disease or death; environmental harm; or property damage. Incidents include:

- Work related injuries or illnesses, such as lost time, medical treatment and first aid injuries (including injuries or illnesses resulting in Workers Compensation Claims, as defined in OHS-PROC-403);
- Potential incidents (near miss);
- Property and equipment damage incidents;
- Fires;
- OHS concerns;
- Motor vehicle reports;
- Quality incidents and concerns;
- Regulatory breaches;
- Journey incidents; and
- Permit to work incidents/breaches.

**Dangerous event:** means an event caused by specified high risk plant, or an event at a workplace or relevant workplace area, if the event involves, or could have involved exposure of persons to risk to their health and safety, because of:

- (a) collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant; or
- (b) collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) collapse or partial collapse of any structure; or
- (d) damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or
- (e) implosion, explosion or fire; or
- (f) escape, spillage or leakage of any hazardous material or dangerous goods; or
- (g) fall or release from a height of any plant, substance or object; or
- (h) damage to a boiler, pressure vessel or refrigeration plant; or
- (i) uncontrolled explosion, fire or escape of gas or steam.

***Dangerous electrical event (see Electricity Safety Act 2002 Division 4 – Interpretation):*** is any of the following -

- (a) the coming into existence of circumstances in which a person is not electrically safe, if –
  - (i) the circumstances involve high voltage electrical equipment; and
  - (ii) despite the coming into existence of the circumstances, the person does not receive a shock or injury;
- (b) The coming into existence of both of the following circumstances –
  - (i) if a person had been at a particular place at a particular time, the person would not have been electrically safe;
  - (ii) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment;
  - (iii) an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;
  - (iv) the performance of electrical work by a person not authorised under an electrical work licence to perform the work;
  - (v) the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe (examples: the connection of electrical equipment to a source of supply involving incorrect polarity or other incorrect connection, or the performance of electrical work as a result of which an exposed wire is left in circumstances in which it can be energised by the operation of a switch or circuit breaker or the insertion of a fuse); or
  - (vi) the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

***Serious Electrical Incident Event (see Electricity Safety Act 2002 Division 4 – Interpretation):*** is an incident involving electrical equipment if, in the incident –

- (a) a person is killed by electricity; or
- (b) a person receives an electric shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- (c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

***Serious Bodily Injury:*** means an injury to a person that causes:

- (a) The injured person's death; or
- (b) The loss of a distinct part or an organ of the injured person's body; or
- (c) The injured person to be absent from the person's voluntary or paid employment for more than four working days.

**Work Caused Illness:** means

- (a) an illness contracted by a person to which a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor; or
- (b) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a workplace was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

**ICAM:** Incident Cause Analysis Method – Investigation methodology used by TEC.

## 5.2 Environment

**Environmental Complaint:** A complaint received by Tarong Energy and which refers to the physical environment surrounding the Power Stations or other Tarong Energy facility or area of operation. This includes the flora, fauna, water ways, land and the atmosphere surrounding a Power Station or facility or area of operation that is impacted or potentially impacted by our operations and activities. All environmental complaints are recorded in Consultation Manager.

**Environmental Improvement Opportunity:** An occurrence or observation that poses no immediate threat to cause harm or negatively impact on the environment.

**Environmental Incident:** An occurrence which leads to environmental harm beyond that which is authorised (e.g. clearing of vegetation without a permit, release of chemical into a watercourse, licence limit exceeded).

**Potential Environmental Incident:** A situation which, if left unattended, could result in unauthorised environmental harm (near miss or incident).

**Hazard:** A circumstance which, if a loss of control were to occur, would lead to an incident (e.g. tank bund found to be cracked).

**Environmental Harm:** Any adverse, or potentially adverse, effect (whether temporary or permanent, and of whatever magnitude or frequency) on an environmental value and includes environmental nuisance (EP Act 1994).

## 5.3 Quality

**Quality Incident (Non-Conformance):** Instances where processes or the outcomes of processes do not meet planned or expected outcomes. It includes instances where an existing policy, procedure, work instruction, form, etc does not reflect actual practice. For example:

- The use of an outdated document results in an error.
- The failure to use a current document results in an error.
- There was no document in place where its absence has resulted in an error.

Plant based Non-Conformances are recorded and managed using Ellipse.

Non-Plant based Non-Conformances, (Administrative or Management process deficiencies), are recorded and managed using a HSEQ Incident Report form T-1039.

**Improvements (Proactive Enhancements):** Where an opportunity has arisen to improve an existing process. (Failure to implement these improvements would have no impact on the process in a negative way).

Plant based improvements are recorded and managed using ellipse.

Non-plant based improvements are recorded and managed using HSEQ Improvement “Yellow” Cards (form T-1128).

**Corrective Action:** Action taken to eliminate a Non-Conformance.

**Preventive Action:** Action taken to eliminate a potential Non-Conformance, (ie, to prevent it from occurring), and action taken to identify and eliminate underlying causes of a Non-Conformance.

## 6.0 Reference Documentation

### ***Tarong Energy Corporate Policies***

GOV-POL-25 Project Management

### ***Tarong Energy Corporate Business Procedures***

GOV-PROC-12 Risk Management System

CORP-ENG-15 Root Cause Analysis

ENV-PROC-04 Environmental Emergency and Incident Preparedness and Response

### ***Tarong Energy Corporate Work Instructions***

GOV-WI-22 Ellipse Management of Corrective, Preventative and Improvement Actions

GOV-WI-23 Ellipse – Corrective, Preventative and Improvement Action – Quick Reference Guide

### ***Tarong Energy Corporate User Manuals***

CORP-UM-14 Root Cause Analysis Process Guide

### ***Tarong Power Station Business Procedures***

TAR-MAN-08 Emergency Control and Incident Management Plan for Tarong Power Station

### ***Wivenhoe Power Station Business Procedures***

WIV-ENV-01 Remedial Actions in Case of Oil Spill

WIV-MAN-13 Emergency Response and Business Continuity Plan for Wivenhoe Power Station

### ***Tarong Power Station Operating Procedures***

T-SMP-8426 Oil spill containment, clean up and remediation

### ***Forms / databases***

T-1286 Incident Bulletin

T-1039 HSEQ Incident Report Form

T-1307 Injury / Illness Report Form

T-1351 ICAM Analysis Form

T-1081 Incident Investigation Report

T-0655 Improvement Possible Advice Form (Corrective Action Request)

T-1026 Root Cause Analysis Summary Form

## TRIM Files

ENV/70-2	TE Environmental Incident Report Forms – Completed
ENV/57	Wivenhoe Environmental Incidents
ENV/72	TE Environmental Incident Investigations
ENV/69	TE Environmental Incident Report Forms – Incomplete / Drafts
ENV/71	TE Environmental Incident Bulletins and Reporting Systems

## Acts & Regulations

Workplace Health and Safety Act 1995  
Workplace Health and Safety Regulation 2008  
Electricity Safety Act 2002  
Electricity Safety Regulation 2002  
Environmental Protection Act 1994  
TPS Development Approval (Schedule A)  
TN Development Approval (Schedule A)  
Notice of Approval of Resource for Beneficial Use (ash to mine void) (s21)  
Beneficial Reuse Approval for TPS and TN (s28)  
Development approval for extracting rock (quarry) (Schedule A)

## 7.0 Occupational Health and Safety Requirements

## 8.0 Environmental Requirements

## 9.0 Revision Timeframe

This document is required to be reviewed, as a minimum, every 2 years.

## 10.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Approved by
0	03.05.01	Procedure issued	G. Hewson and P. Veivers	H. Morrison and G. Campbell
1	05.10.01	Sections 3.0, 4.1, 4.2, 4.3, 4.6 and 5.0 amended to more clearly define and explain the process.	G. Hewson and P. Veivers	H. Morrison and G. Campbell
2	08.11.04	Remove reference to ellipse in Section 4.1. Updated flow chart. Change consequence category ratings in Section 4.3 and risk assessment criteria to reflect changes to form.  Ownership and sign-off personnel updated. Also updates to include references to E.S.O. for notification and their timing in the occurrence of a dangerous event as per T-AUD04-05.  Included:  Section 5 - definitions of: Dangerous Electrical Event & Serious Electrical Incident.  Section 6 - references to: Electrical Safety Act and Safety Regulation.  Section 4.2 – Reportable Electrical Incidents.  Section 8.1 – Requirements for Formal Reporting and Investigation of Incidents: Notification to Div. WH&S or E.S.O. changed to Notification to E.S.O. and or Div. WH&S.  plus Notes at asterisks changed to remove	M Gunston	B Beasley



Rev. No.	Rev. Date	Revision Description	Written by	Approved by
		reference 'following GM approval' and ¼ asterisk ticks added to Dangerous Electrical Event and Serious Electrical Event  (M. Godsmark)  Procedure also amended to include information flow for incidents to Risk Management and Insurance personnel and to include flowchart for lodging and reviewing Workers Compensation Claims. (Refer CAR B240).		
3	26.07.07	Procedure reviewed to reflect current practices and including identified actions from the Shaw Idea Desktop audit August / September 05. Document renumbered from CORP-HSE-03 to HSE-PROC-03.	M. Joy	J. Judge
4	29.01.08	Procedure reviewed to include Incident Reporting requirements for Quality. Figure 1 and Figure 3 amended to include Quality. Sections: 4.3 and 5.3 have been added. Sections 4.0 and 4.4 have been amended to include provisions for Quality.	M. Gunston	W. Renshaw
5	17.11.08	Replaced HSEQ Improvement flowchart (figure 3) to ensure that it applies to all Tarong Energy sites including Brisbane.  Included incident reporting protocol within section 4.2.1 and removed reference to SA sites and removed reference to CORP-ENV-12.	J. Williams J. Legrady	J. Cabrera
6	01.10.2010	Replaced incident management process flowchart to update for current processes. Procedure reviewed to reflect current processes and risk matrix.  Roles and responsibilities in Environment Team defined.	T.Young / J.Legrady	J Judge

## 11.0 Attachments


### 11.1 Incident Reporting – Quick Reference Guide

Incident Reporting & Notification Matrix

Rating	Incident Consequence or Potential Consequence	Site Level			Corporate		
		Report		Notify	Report		Notify
		Line Manager	Resp. Manager	H&S, E or Q staff	Relevant GM	CEO	Chair
<b>Insignificant</b>	<ul style="list-style-type: none"> <li>Insignificant / report only injury or illness.</li> <li>Temporary, readily reversible environmental impact; localised event location of little environmental value; costs &lt; \$5000.</li> <li>Insignificant financial loss / property damage / business risk (&lt;\$100, 000).</li> <li>Stakeholder concern is, to the best of our knowledge, very low or non-existent.</li> <li>Minor non-conformance not likely to generate response.</li> </ul>	✓	x	①	②		
<b>Minor</b>	<ul style="list-style-type: none"> <li>Minor injury / illness or medical treatment injury without suitable duties.</li> <li>Change to the environmental conditions of an area or system; isolated and localised environmental impact; public concern raised; costs &lt; \$10,000.</li> <li>Minor financial loss / property damage / business risk (\$100,000 to \$1m).</li> <li>Minor public or workforce concern.</li> <li>Improvement Advice issued from external body.</li> </ul>	✓	✓	①	②		
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Medical treatment injury with suitable duties; lost time injury when the injured person is absent from work for less than four normal working days.</li> <li>Direct or indirect environmental impacts beyond location (on-site or off-site); repeated public concern over environmental nuisance; reportable to EPA; costs 10,000-\$50,000.</li> <li>Moderate financial loss / property damage / business risk (\$1m to \$10m).</li> <li>The level of stakeholder concern is high and there is some potential for negative, harmful media involvement.</li> <li>Serious non-conformances issued from external body.</li> </ul>	✓	✓	①	✓ x		

<b>Major</b>	<ul style="list-style-type: none"> <li>▪ Serious bodily injury resulting in lost time injury where the injured person is absent from work for four or more normal working days; Safety Prohibition Notice issued.</li> <li>▪ Actual or potential environmental harm either temporary or permanent, requiring immediate attention; moderate to high environmental impact; reportable to EPA; possible prosecution; total costs &gt; \$50,000.</li> <li>▪ Major financial loss / property damage / business risk (\$10m to \$100m).</li> <li>▪ Potential for state-wide negative media coverage resulting in real short-term damage to corporate image; serious stakeholder concern.</li> <li>▪ Major non-conformance issued from external body.</li> </ul>	✓	✓	①	✓ 	✘	①
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>▪ Grievous bodily injury; permanent disability(s) / illness (s), fatality (s); likely safety prosecution.</li> <li>▪ Serious environmental harm that causes actual or potential environmental impacts that are irreversible or high impact or widespread; substantial failure of environmental control system; reportable to EPA; likely prosecution in fine; total costs &gt; \$50,000.</li> <li>▪ Catastrophic financial loss / property damage / business risk (&gt;\$100m).</li> <li>▪ Crisis situation and public outcry; frequent damaging report to national media and regulators; extreme stakeholder concern.</li> <li>▪ Operating licence essential to effective operation of Corporation suspended or revoked.</li> </ul>	✓	✓	①	✓	✘ 	①

✓ - Denotes responsibility for reporting to next-up manager. ✘ - Denotes final recipient of report.

 - Denotes responsibility for facilitation of the incident investigation process.

① - Denotes notification required – original of Incident Report Form is sent to OHS Section / Environmental / Quality Section.

① - Verbal report from the next-down manager or summary of incident in monthly report.

## Requirements for Formal Reporting and Investigation of Incidents

<b>Incident Potential Risk</b>	Report to CEO via relevant GM (<24 hours)	Notification to E.S.O. and/or Div. WH&S (<24 hours)	Initial Incident Alert to TEC Managers (<2 days)	Incident Report (T-1039) or Injury/Illness Report (T-1037) (<3 days)	HSE Incident Investigation (T-1081) (<21 days)	ICAM Analysis (T-1351) (<14 days)
<i>Negligible</i>				x		
<i>Low</i>				x		
<i>Medium</i>	x		x	x		x
<i>High</i>	x		x	x	x	x
<i>Extreme</i>	x		x	x	x	x
<b>Statutory Notifications</b>						
<i>Notifiable Injury</i>	x	x*	x	x	x	x
<i>Dangerous Event</i>	x	x*	x	x	x	x
<i>Environmental Harm</i>	x		x	x	x	x
<i>Dangerous Electrical Event</i>	x	x*	x	x	x	x
<i>Serious Electrical Incident</i>	x	x*	x	x	x	x

\* Report by OHS Department.

Notification to DERM for Environmental Incidents is based on the actual consequence. Notification will be required if the incident is moderate or above or if the incident has resulted in the release of contaminants not in accordance with the conditions of the relevant Environmental Authority.

### Report Timeframes

The timeframes refer to the completed report being submitted to the relevant manager, with copy to OHS Department, Environment Department, or Quality Department, as applicable.

## 11.2. Environmental records - Incident management system

