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1. **OBJECTIVE**

This procedure specifies the requirements for the immediate response to, and subsequent reporting, analysis and communication of incidents; and provides guidance on the determination of appropriate corrective actions.

2. **SCOPE**

All personnel accessing PPA controlled areas or undertaking PPA controlled works are required to comply with this procedure, including employees, contractors, licensees and visitors.

Additionally this procedure applies to any incident or near miss event that has an actual or potential impact to environment and/or cultural heritage values within the boundary of lands, water and/or seabed vested to the PPA, or under management order of the PPA.

3. **DEFINITIONS**

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action</td>
<td>Action to eliminate or reduce future risk.</td>
</tr>
<tr>
<td>Evidence</td>
<td>Object or information used to prove the existence or truth of something.</td>
</tr>
<tr>
<td>Incident</td>
<td>Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.</td>
</tr>
<tr>
<td>Incident Analysis</td>
<td>Analysis of all evidence relevant to an incident, with the objective of determining the root and other causal factors, and determination of appropriate corrective actions.</td>
</tr>
<tr>
<td>Incident Classification</td>
<td>Impact type resulting from an incident (Cultural Heritage Impact, Injury, Environment, Marine Event, Property or Damage Loss, Near Miss, Cultural Heritage Impact or Security Event).</td>
</tr>
<tr>
<td>Incident Report</td>
<td>Record of events surrounding an incident, in the form of an Incident Report Form or Incident Management System Report.</td>
</tr>
<tr>
<td>Injury Classification</td>
<td>First Aid Injury, Medical Treatment Injury, Restricted Work Injury, Lost Time Injury or Non-Recoverable Injury.</td>
</tr>
<tr>
<td>Reportable Incident</td>
<td>An incident which is reportable to a regulator.</td>
</tr>
<tr>
<td>Significant Incident, Injury or Illness</td>
<td>An incident, injury or illness with an actual or potential consequence of ‘High’ or ‘Catastrophic', and an actual or potential High or Extreme Risk Rating; or one which is reportable to a regulator.</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incident Management System</td>
<td>PPA online Incident and Hazard reporting database.</td>
</tr>
<tr>
<td>PPA Team Representative</td>
<td>A person selected by PPA Management with delegated authority to oversee the works undertaken by a contractor.</td>
</tr>
</tbody>
</table>

4. RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers, Superintendents and Supervisors</td>
<td>Personnel under their control are aware of, understand and comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Employees and contractors</td>
<td>Comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Licensees</td>
<td>Managers and those in supervisory positions must understand and comply with the requirements of this procedure, and seek advice from PPA’s Health and Safety Department should they not understand any of the requirements. They also must ensure their personnel comply with the requirements of this procedure.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Comply with all reasonable instructions given by your escort. Report incidents to escort.</td>
</tr>
</tbody>
</table>

5. IMMEDIATE INCIDENT RESPONSE

In the event of an emergency situation which threatens the life or health of people, the environment, or infrastructure, an involved party or witness shall raise the alarm immediately, per 6.1 of this procedure.

In cases where a person sustains or is suspected to have sustained an injury, an appropriate level of medical assistance shall be sought as a priority.

When practicable, the scene shall immediately be made safe, and access to the area restricted to those involved in evidence collection.

The PPA Team Representative, Area Supervisor or their delegate shall commence evidence collection as soon as practicable, in order that the evidence is not compromised, such as by the weather or operating conditions, and that witnesses can be identified and provide a statement via the Witness Statement Form.

Following the collection of evidence, the incident scene may be ‘released’ and work activities recommenced only after appropriate corrective actions have been implemented to reduce the risk of further incidents.
NOTE: Where an incident is reportable to a regulator or the WA Police, the scene must not be disturbed until express authorisation is obtained from the relevant body, except where required to prevent further injury, minimise environmental impact, or to otherwise make the area safe.

Refer to the Hazard Management Procedure for guidance in managing hazards which may arise from an incident.

6. INCIDENT REPORTING (INTERNAL)

It is a PPA requirement that all incidents are reported to an appropriate line manager or applicable PPA Team Representative, or for marine events the relevant VTSC (refer to Table 1) immediately so that appropriate action can be taken to recover from, or reduce the risk of further harm to people, the environment, cultural heritage, plant and equipment.

Records of all incidents shall be made in the PPA Incident Management System (IMS).

The Area Supervisor or PPA Team Representative shall ensure the initial incident report is submitted to the IMS before the end of the shift where practicable. Subsequent findings must be recorded in the IMS in accordance with the timeliness standard outlined in section 9 of this procedure.

The relevant PPA Department Manager shall notify the PPA ‘Internal Incident Alert Group’ of incidents of high significance by email, using the ‘Internal Incident Alert Group’ distribution list, as soon as practicable.

6.1 Emergency Event Reporting – Raise the Alarm

All emergencies shall be reported to PPA’s Vessel Traffic Services Centre (VTSC) (refer to Table 1) by the most expedient means and where appropriate the relevant emergency services organisation (000).

Table 1: Emergency Contact Details

<table>
<thead>
<tr>
<th>Emergency Services (fire, police, ambulance)</th>
<th>000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Hedland VTSC – 24 hours</td>
<td>Dampier VTSC – 24 hours</td>
</tr>
<tr>
<td>Landline</td>
<td>Landline</td>
</tr>
<tr>
<td>(08) 9173 9030</td>
<td>(08) 9159 6556</td>
</tr>
<tr>
<td>Mobile</td>
<td>Mobile</td>
</tr>
<tr>
<td>0438 303 708</td>
<td>0428 888 800</td>
</tr>
<tr>
<td>0427 842 740</td>
<td></td>
</tr>
<tr>
<td>VHF Radio</td>
<td>VHF Radio</td>
</tr>
<tr>
<td>CH12 / CH16</td>
<td>CH11 / CH16</td>
</tr>
</tbody>
</table>
6.2 Injury Reporting

Incidents resulting in injury to personnel shall be reported to the injured person’s supervisor, and the injured person transported to the nearest Gatehouse for first aid attention as a priority if safe to do so. Where it is not safe to move the person, Gatehouse personnel shall be mobilised to the scene immediately.

The person that provided first aid shall complete a First Aid Treatment Record for all cases and submit it to the PPA Security Superintendent for distribution to the PPA Health and Safety Manager and PPA Team Representative.

If further treatment is required, the person that provided first aid shall notify the PPA Security Superintendent to advise of the status of the injured, the nature of the injury, and the steps taken to obtain further treatment. Where a Certificate of Capacity has been issued by a Medical Practitioner, refer to the Injury Management Procedure and Workers Compensation Procedure for information about case management for injured PPA employees.

Where an injury is to be classified as a ‘Lost Time Injury’ due to a Medical Practitioner deeming the person ‘totally unfit’ for at least one full shift, the relevant PPA Manager or PPA Team Representative shall notify the Health and Safety Manager and Chief Executive Officer as soon as practicable.

6.3 Environment/Cultural Heritage Incidents

For all environment and cultural heritage incidents, the Area Supervisor or PPA Team Representative is responsible for:

- immediately notifying a representative of PPA’s Environment and Heritage team via telephone (unless otherwise agreed in writing by PPA); and
- ensuring an initial incident report is submitted to the IMS before the end of the shift where practicable.

6.4 Marine Event

All marine related incidents must be reported to the relevant VTSC immediately (refer to Table 1), so as to ensure that an appropriate response can be coordinated to recover from, and/or reduce further impact of the event.

The Area Supervisor or PPA Team Representative shall ensure the initial incident report is submitted to the IMS before the end of the shift where practicable.

6.5 Insurable Event

All insurance related incidents must be reported to the Risk and Assurance Advisor as soon as reasonably practicable by the Area Supervisor or PPA Team Representative.
An insurable event could arise where the incident involves damage/loss to PPA property, third party property and/or injury to a contractor or any other third party.

The importance of timely notification is a condition of PPA’s insurance arrangements. RiskCover require that PPA notify them immediately upon becoming aware of the possibility of a claim arising.

6.6 All other Incident Reporting

In all cases of equipment damage, security breach, landside near miss events and all other incidents, the Area Supervisor or PPA Team Representative shall ensure the initial incident report is submitted to the IMS before the end of the shift where practicable.

6.7 Incident Classification

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Injury (FAI)</td>
<td>A work related injury that requires first aid treatment only and the worker would typically return to work. Such treatment is considered first aid even if administered by a Medical Practitioner.</td>
</tr>
<tr>
<td>Medical Treatment Injury (MTI)</td>
<td>Injured person requires <em>treatment</em> which cannot be administered on site due to the complexity or need for prescription medication. This does not include the conduct of diagnostic procedures such as x-rays, ECG’s, blood tests etc. where there is no further medical treatment required. A Medical Certificate stating fit for full duties is required. If restrictions or time off is prescribed, the higher classification shall apply.</td>
</tr>
<tr>
<td>Restricted Work Injury (RWI)</td>
<td>A Medical Practitioner prescribes alternate or restricted duties or hours of work for a minimum of one full rostered shift or more. Medical Certificates required to classify and close the incident.</td>
</tr>
<tr>
<td>Lost Time Injury (LTI)</td>
<td>A Medical Practitioner instructs that the person is totally unfit for work for a minimum of one full rostered shift or more. Medical Certificates required to classify and close the incident.</td>
</tr>
<tr>
<td>Non-Recoverable Injury</td>
<td>A permanently disabling injury or illness, or fatality.</td>
</tr>
<tr>
<td>Cultural Heritage Impact</td>
<td>An unplanned or uncontrolled event that has potential to result in adverse impacts to cultural heritage values. Cultural heritage values include Aboriginal, historic and maritime heritage sites, places, artefacts and objects.</td>
</tr>
<tr>
<td>Environment</td>
<td>An unplanned or uncontrolled event that has potential to result in adverse impacts to the environment.</td>
</tr>
</tbody>
</table>
### TERM DEFINITION

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine Event</td>
<td>An unplanned event involving a vessel at sea or within port controlled waters, with potential to cause an incident or disrupt the shipping schedule.</td>
</tr>
<tr>
<td>Near Miss</td>
<td>An unplanned event or loss of control which does not result in injury, illness, damage, or any other impact, but with potential to do so (excluding marine).</td>
</tr>
<tr>
<td>Production Loss</td>
<td>An unplanned loss of production which has not resulted from an injury, damage, near miss or other event classification.</td>
</tr>
<tr>
<td>Property or Damage Loss</td>
<td>Plant, equipment, or any other asset is damaged as a result of the incident.</td>
</tr>
<tr>
<td>Security Event</td>
<td>Refer to the Security Incident Reporting Procedure.</td>
</tr>
</tbody>
</table>

### 6.8 Incident Risk Rating

Incidents shall be given a potential Risk Rating in the IMS using the Consequence Severity Criteria from the Enterprise Risk Management Manual, representing the highest plausible consequence of the event, and the likelihood of the consequence occurring. Incidents with multiple classifications shall be risk rated using the most significant classification. Consideration should be given to events and occurrences experienced by PPA and associated parties, as well as across relevant industries or activities in Australia.

### 6.9 Confidentiality

Incident information recorded in the description fields of an incident report shall not identify any injured or implicated person by name.

All injury management and workers compensation information concerning an injured worker is confidential.

### 6.10 Record Keeping

All records of incident reports, analyses and associated documentation shall be managed in accordance with the Record Keeping Plan.

### 7. INCIDENT REPORTING (EXTERNAL)

Some incidents, due to their nature and/or severity, may be reportable to an external authority. All communications shall be undertaken in accordance with the Corporate Delegations Manual.
PPA’s Health and Safety Manager shall be notified of all reports submitted to safety regulatory bodies.

Submission of a report to a safety regulatory body is not a substitute for submitting an incident report as described in Section 6 of this procedure, but should be submitted to PPA as an evidence document in the IMS.

7.1 Department of Mines, Industry Regulation and Safety (Mine Sites)

The Registered Mine Manager is responsible for reporting any instances of the following to the Chief Inspector of Mines, in accordance with Section 76 of the Mines Safety and Inspection Act 1994:

- any incident resulting in fatality;
- any Lost Time Injury; or
- any Restricted Work Injury requiring modified duties or hours.

Furthermore, Section 78(3) and 79 of the Mines Safety and Inspection Act 1994 requires that the Registered Mine Manager also report any instances of the following:

- any extensive subsidence, settlement or fall of ground or any major collapse of any part of the operations of a mine, or any earth movement caused by a seismic event;
- any outbreak of fire above or below ground in any mine;
- any breakage of a rope, cable, chain or other gear by which persons are raised or lowered;
- any inrush of water from old underground operations or other source;
- any accidental ignition of dust below ground or the discovery of the presence of potentially harmful or asphyxiant gas or an outburst of such gas in any part of a mine;
- any accidental ignition or detonation of explosives, or any delayed or fast ignition of explosives;
- any explosion or bursting of compressed air receivers, boilers, or pressure vessels;
- every electric shock or burn to a person and every dangerous occurrence involving electricity;
- any incidence of a person being affected by poisoning or exposure to toxic gas or fumes;
- any loss of control of heavy earth moving equipment, including failure of braking or steering; and
• any potentially serious occurrences which, in the Manager’s opinion, had the potential to cause serious injury or harm.

7.2 Department of Mines, Industry Regulation and Safety (WorkSafe WA)

The relevant Manager is responsible for reporting any instances of the following to the Commissioner, in accordance with Section 23I of the Occupational Safety and Health Act 1984. Managers are invited to seek advice and assistance from the Health and Safety Team.

• a fracture of the skull, spine or pelvis;

• a fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot;

• an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;

• the loss of sight of an eye;

• any injury other than those referred to above which, in the opinion of a Medical Practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred; and

• infectious diseases:
  o tuberculosis;
  o viral hepatitis;
  o Legionnaire’s disease; and
  o Human immunodeficiency virus (HIV)

Where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection:

• Occupational zoonoses:
  o Q fever;
  o Anthrax;
  o Leptospirosis; and
  o Brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcases or animal waste products.

The relevant Manager is responsible for reporting any instances of the following to the Commissioner, in accordance with Section 5.40 of the Occupational Safety and Health Regulations 1996:
• exposure of a person at a workplace to a carcinogenic substance as a result of a spill or other incident; and

• where monitoring or health surveillance results indicate that a person may have had excessive exposure at a workplace to a carcinogenic substance.

In accordance with Section 4.52(12) of the Occupational Safety and Health Regulations 1996, the relevant Manager must report the following to the Commissioner:

• incidents which cause or could be reasonably expected to cause equipment or plant from the list below, to be damaged or to malfunction to the extent that risk of injury or harm occurring to a person at the workplace increases:
  
  o boom type elevating work platforms;
  
  o bridge cranes with a safe working load greater than 10 tonnes, or which are designed to handle molten metal or dangerous goods;
  
  o building maintenance units;
  
  o gantry cranes with a safe working load greater than 5 tonnes, or which are designed to handle molten metal or dangerous goods;
  
  o gas cylinders;
  
  o hoists, other than elevating work platforms, that have a platform movement in excess of 2.4 metres and which are designed to lift people;
  
  o lifts;
  
  o mast climbing work platforms;
  
  o mobile cranes, other than tow trucks, with a safe working load greater than 10 tonnes;
  
  o pre-fabricated scaffolding systems;
  
  o pressure equipment categorized as hazard level A, B, C or D according to the criteria set out in AS 4343, but not pressure piping;
  
  o tower cranes;
  
  o vehicle hoists which, in order to work, require the supply of energy of a kind other than, or in addition to, the energy supplied by the exertion of the body of a human or an animal; and
  
  o work boxes.

7.3 Department of Mines, Industry Regulation and Safety (EnergySafety)

The relevant manager is responsible for reporting the following to the Director of EnergySafety:
• electricity related fatalities, in accordance with the *Electricity (Licensing) Regulations 1991*; and

• all incidents, such as near misses, injury to persons or property damage relating to fuel gas (Natural Gas, LP Gas, CNG, LNG), in accordance with Regulation 42 of the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999*.

### 7.4 Horizon Power

The relevant manager is responsible for reporting all electric shocks and accidents, (including electrical fatalities), irrespective of their seriousness, to Horizon Power on 132 351, in accordance with the *Electricity (Licensing) Regulations 1991*.

### 7.5 Environment and Heritage Incidents

#### 7.5.1 Reporting to Environment and Cultural Heritage Regulators

PPA is required to report environment and cultural heritage incidents to relevant State and Federal environment and heritage regulators. Such reporting may be triggered by the requirements of statutory approval issued to PPA, or legislative requirements.

Further to this, PPA has made a general commitment to voluntarily notify the Department of Water and Environmental Regulation (DWER) if:

• discharge of waste within PPA’s port waters in circumstances likely to cause pollution; or

• emissions that result, or are likely to result in, the discharge or abandonment of waste in water to which the public has access (i.e. incidents where there is potential for community exposure / concern).

Notwithstanding the absence of a legal obligation to do so. Importantly, when such notifications are made, PPA’s Environment and Heritage team shall clearly state that they are not made under section 72 of the Environment Protection Act 1986, but are rather voluntary disclosures to the DWER.

#### 7.5.2 Triggers for Reporting to Western Australian Cabinet Ministers

In 2011, the Western Australian (WA) Environmental Protection Authority (EPA) released a protocol for reporting environmental breaches in WA Ports to WA Cabinet Ministers. The protocol serves to ensure that certain WA Cabinet Ministers receive timely and appropriate advice of breaches that have potential health or environmental consequences and may escalate to stimulate media interest at a local and / or State level.
Under this protocol, reporting is required where an environmental incident in WA Ports triggers any one of the following criteria:

- exceeds criteria for lead or nickel by any amount;
- potentially poses a risk to human health or the environment;
- has had significant community interest;
- has a history of significant non-compliance; and
- subject to EPA assessment which has significant community interest.

If PPA is responsible for an environmental incident, it required under this protocol to immediately advise the Minister for Transport and Department of Transport at the time it reports the incident through to the DWER.

7.6 Australian Marine Safety Authority (AMSA)

The master of all vessels within PPA VTS areas shall report all matters that are prescribed in Section 198 of the Transport Safety Investigations Act 2004 or incidents or occurrences prescribed by or Sections 185, 186, 187 and 312 of the Navigation Act 2012 or Marine Orders 32 or by section 107 of the Occupational Health and Safety (Maritime Industry) Act 1993 to AMSA via Form 18 Incident Alert and Form 19 Incident. PPA shall be advised of the incident and provided a copy of the Form 18 and 19.


All marine pollution incidents shall be reported to the AMSA Rescue Coordination Centre (RCC) (24 hours) on 1800 641 792 and followed by an online Pollution Report Form (POLREP), which is available at:


Refer to Marine Pollution Contingency Plan Port of Port Hedland and Marine Oil Pollution Plan Port of Dampier for more information on marine pollution reporting.

7.7 Department of Transport (DoT)

All marine pollution incidents shall be reported to the DoT Maritime Environmental Emergency Response (MEER) duty officer (24 hours) on (08) 9480 9924 and followed by an online Pollution Report Form (POLREP), which is available at:


Refer to Marine Pollution Contingency Plan Port of Port Hedland and Port of Dampier VTSC Emergency Response Checklist #8 for more information on marine pollution reporting.
7.8 **WA Police**

Reports of matters which are reportable to the WA Police shall be made by the relevant Manager in consultation with the General Manager of Operations.

7.9 **Security Incidents**

Security incidents shall be reported in accordance with the Security Incident Reporting Procedure.

8. **INCIDENT ANALYSIS**

Significant Incidents, being those with an actual or potential consequence of High or Catastrophic and an actual or potential High (orange) or Extreme (red) Risk Rating, shall be subject to a Detailed Analysis where practicable, as indicated with a tick (✔) per the table below:

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCE</th>
<th>Insignificant</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Likely</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Possible</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Unlikely</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rare</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regardless of the actual or potential risk rating, all externally reportable incidents (excluding those reportable to AMSA by the Master of a vessel and externally reportable environmental incidents with a low actual or potential consequence) shall be subject to a Detailed Analysis where practicable. A Detailed Analysis may be required for other incidents at the discretion of the relevant PPA Manager. Any incident that has been voluntarily reported to external body is not required to have a Detailed Analysis.

All other incidents shall be subject to a Basic Analysis.

Refer to sections 8.2 and 8.3 for more information on Basic and Detailed Analyses.

8.1 **Evidence**

The collection of evidence relating to all incidents shall be coordinated by the Area Supervisor or PPA Team Representative, and commence immediately following the incident or as soon as practicable.
Evidence utilised in analyses shall include relevant items from the following list:

- **PEOPLE:** Licenses, Training and Competency Records, Drug and Alcohol Screens and Fatigue Assessments;

- **ENVIRONMENT:** Photos of the Physical Environment, Surface Conditions and Weather Conditions;

- **EQUIPMENT:** Photos showing the Condition of Vehicles, Equipment and Tools, Placement of Barricades and Signs, Evidence of Prestart, PPE;

- **PROCESS:** Evidence of Procedures Implemented and Job Safety Analyses Prepared, Evidence of Workplace Inspections, Compliance to Standards and Legislation, Review of Past Audits and their Effectiveness; and

- **ORGANISATION:** Organisational Structure and Chain of Command, Clarity of Communication, Effectiveness of Supervision, Appropriateness of Company Policies, Health of Reporting Culture.

- **MAPS / DIAGRAMS:** maps or diagrams marking the location of the incident

### 8.2 Basic Analysis

A Basic Analysis may be conducted by the relevant supervisor, and must consist of a basic ‘timeline’ and the identification of causal factors. Relevant evidence shall be attached to the report. Corrective Actions shall be implemented.

The IMS report shall be updated to reflect the findings and corrective actions.

### 8.3 Detailed Analysis

A Detailed Analysis shall be conducted in accordance with a Root Cause Analysis method.

#### 8.3.1 Analysis Team

The Manager or their delegate shall mobilise an analysis team (‘the team’) as soon as practicable.

The team should comprise of the following as a minimum:

- the Workgroup/Area Manager or their delegate (the facilitator);

- a Workgroup/Area representative (a Health and Safety Representative shall be invited as a minimum);

- a PPA Health and Safety Team member or Environment Team Member as appropriate; and

- a Subject Matter Expert where appropriate.
8.3.2 Analysis Workshop

The Manager or their delegate shall convene an Analysis Workshop as soon as practicable after the collection of evidence, at a time convenient to the team. The Manager may request assistance from a Health and Safety or Environment and Heritage team member in facilitating the Analysis.

8.4 Analysis Findings

The following guiding principles shall be applied in all Analyses:

- analysis findings shall be evidenced to be declared as fact;
- presumptions shall be declared as such; and
- final Analysis findings shall be recorded in the IMS report.

Detailed Analyses also require that:

- the team reach consensus on contributing factors and root causes;
- corrective actions are considered to address each finding;
- the Analysis team does not make recommendations on disciplinary action;
- the report be prepared by the facilitator and issued for review by the team; and
- the facilitator or a delegate publishes the final findings and report in the IMS.

8.5 Corrective Actions (Controls)

Corrective actions (known as ‘controls’ in the IMS) should be determined in accordance with the Hierarchy of Controls, which provides guidance on the most effective options.

<table>
<thead>
<tr>
<th>Corrective Action</th>
<th>Most Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminate the Hazard altogether</td>
<td></td>
</tr>
<tr>
<td>For example – get rid of the dangerous machine.</td>
<td></td>
</tr>
<tr>
<td>Substitute the Hazard with a safer alternative</td>
<td></td>
</tr>
<tr>
<td>For example – replace the machine with a safer one.</td>
<td></td>
</tr>
<tr>
<td>Isolate the Hazard from anyone who could be harmed</td>
<td></td>
</tr>
<tr>
<td>For example – keep the machine in a closed room and operate it remotely.</td>
<td></td>
</tr>
<tr>
<td>Use Engineering controls to reduce the risk</td>
<td></td>
</tr>
<tr>
<td>For example – attach guards to the machine to protect users.</td>
<td></td>
</tr>
<tr>
<td>Use Administrative controls to reduce the risk</td>
<td></td>
</tr>
<tr>
<td>For example – train workers how to use the machine safely.</td>
<td></td>
</tr>
<tr>
<td>Use Personal Protective Equipment (PPE)</td>
<td>Least Effective</td>
</tr>
<tr>
<td>For example – wear gloves and goggles when using the machine.</td>
<td></td>
</tr>
</tbody>
</table>
Controls shall be entered in the IMS by the Analysis facilitator (usually the Responsible User).

8.6 Analysis Review

The relevant General Manager (or delegate), known in the IMS as the ‘Reviewer’, shall review the Analysis and provide further recommendations as appropriate.

Where contributing factors or root causes have not been arrived at to the satisfaction of the Reviewer, the Analysis team may be required to reconvene.

8.7 Lessons Learned

Key findings and corrective actions shall be communicated within PPA in order that personnel can remain informed of incidents affecting their workplace, and the measures taken to address them. Contractors and licensees shall be informed where applicable.

Communication outside of the port community shall be at the discretion of the relevant PPA General Manager.

Communications may take the form of Site Bulletins, presentations at meetings, newsletters, and other formats deemed appropriate by PPA Management.

The Responsible User shall liaise with the Health and Safety team or Environment and Heritage team as appropriate to initiate the communication of lessons learned.

9. TIMELINESS STANDARDS

9.1 New Incident Report

All incidents shall be notified immediately to the PPA Team Representative or Area Supervisor, and the initial incident report submitted to the IMS by no later than the end of the shift where practicable.

9.2 Basic Analysis

Basic incident analyses should be completed and submitted to the IMS, and the incident report closed within 21 days of the incident occurring.

9.3 Detailed Analysis

Detailed incident analyses should be completed and submitted to the IMS, and reviewed by the relevant General Manager. The due date for the analyses to be closed must be agreed between the ‘Responsible User’ and relevant General Manager. The due date must be recorded in the IMS.
The Health and Safety Manager will report on the progress of detailed incident analyses on a monthly basis to the Executive.

10. LEGAL LIABILITY INCIDENTS – CONSIDERATIONS

10.1 Admissions of Liability

PPA staff must not at any stage provide any guarantee, promise to pay a claim or make any admissions of liability to any persons whatsoever. Staff should assist police or other authorities. Staff must not sign any statement until after they have had it checked by PPA's legal team.

10.2 Releasing incident report forms

Incident Reports are for internal use only and must not be provided to any third party outside of PPA. Members of the public or other organisations may request a copy of an incident report through a Freedom of information (FOI) request.

FOI requests must be addressed and processed by PPA's FOI Officer. Contact the FOI officer for more information regarding accessing documents and FOI requests.

11. TRAINING

11.1 Incident Management System Training

All personnel with responsibilities to update the IMS shall be provided with training to a level appropriate to their role and responsibilities.

11.2 Incident Analysis Training

Incident analysis training shall be completed in accordance with PPA's minimum training.

12. REFERENCES

Business Continuity Manual

Corporate Delegations Manual

Electricity (Licensing) Regulations 1991

Enterprise Risk Management Manual

First Aid Treatment Record
13. PROCESS OWNER

The Health and Safety Manager has overall responsibility for this document.