

# INCIDENT MANAGEMENT PROCEDURE

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## 1 Purpose

The purpose of this Procedure is to outline the requirements for the immediate response to, and subsequent reporting, analysis and communication of incidents to Mid West Ports Authority (**MWPA**) and provides guidance on the determination of appropriate corrective actions.

## 2 Scope

All personnel accessing MWPA controlled areas or undertaking works under MWPA control are required to comply with this Procedure, including workers, contractors and visitors.

This Procedure covers all incidents that occur within:

- the Geraldton Port Security Area;
- all waters under the control of the MWPA;
- all MWPA owned, controlled, or leased buildings and sites outside the secure zone; and
- the Rail Terminal.

Additionally, this Procedure applies to any incident or near miss event that has an actual or potential impact on the environment within the boundary of lands or water of MWPA.

## 3 Roles and Responsibilities

Safety Manager and Environment Manager	Ensure reportable incidents are reported within relevant timeframes to the appropriate regulatory body.
Managers, Superintendents and Supervisors	All workers under their control are aware of, understand and comply with the requirements of this Procedure.
Project Managers	Project Managers must understand and comply with the requirements of this Procedure. They must ensure all workers under their control are aware of and comply with this Procedure and all incidents and hazards must be reported immediately to their Project Manager or MWPA site contact.
Workers	Workers must understand and comply with the requirements of this Procedure.

## 4 Definitions

Corrective Action	Action to eliminate or reduce future risk.
Evidence	Object or information used to prove the existence or truth of something.
Incident	An unplanned event that causes, or has the potential to cause injury, damage to property, harm to the environment, financial loss or impact on the reputation of the organisation.
Incident Analysis	Structured process for identifying how, why and what happened, and what can be done to reduce the risk of recurrence.
Incident Classification	Impact type resulting from an incident (Injury, Environment, Damage, Near Miss or Security).
Incident Management System	MWPA online incident and hazard reporting database.
Incident Report	Record of events surrounding the incident, in the form of an Incident Report Form or electronically recorded in CAMMS.
Injury Classification	First Aid Injury, Medical Treatment Injury or Lost Time Injury.
Reportable Incident	An incident which is reportable to a regulator.
Significant Incident, Injury or Illness	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.
Workers	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.

## 5 Procedure

### 5.1 IMMEDIATE RESPONSE TO INCIDENTS

In the event of an emergency which threatens the life or health of people, the environment, or infrastructure, an involved party or witness shall raise the alarm immediately to MWPA 24 hour emergency number 0437 413 734. MWPA emergency response will facilitate any required emergency services such as Police, Ambulance or Fire and Emergency Services by dialling 000.

In cases of where a person sustains or is suspected to have sustained an injury, an appropriate level of medical assistance shall be sought as a priority. MWPA have appropriate levels of first aid trained officers and first aid equipment located across the site.

If practicable, the scene is to be made safe and access to the area restricted to those attending the injured and those involved in evidence gathering. The Supervisor and/or WHS Officer shall commence evidence collection as soon as practicable in order that the evidence is not compromised, such as by weather, operating conditions or time and that witnesses can be identified and provide a statement using Statement Template form.

Notify managers and other key personnel within the timeframes outlined in Attachment B.

**Note:** Where an incident is reportable to a regulator or WA Police, the scene must not be disturbed until authorisation is obtained from the relevant body, except where required to prevent further injury, minimise environmental impact or to otherwise make the area safe.

The Safety Manager is required to determine whether the incident needs to be reported to any regulatory agency and ensure this is done appropriately and within the specified timeframe.

Where an incident has resulted in serious injury or death, no mention of the injured / deceased person's name or the incident in which they were injured is to be made public. ONLY the MWPA appointed representative is to make contact with the member's family, media or any other party that is deemed relevant. In the event of a fatality the WA Police are responsible for contacting the person's next of kin.

Alcohol and drug testing should be conducted with the involved person where appropriate. See Attachment B as a guide. Contact the WHS team to organise. All testing MUST be undertaken in accordance with Alcohol and Drug Testing Checklist and Guide, and two trained testers are required to be in attendance.

## **5.2 INCIDENT REPORTING**

It is a MWPA requirement that all incidents are reported to an appropriate line manager, WHS Team or Environmental Team (dependent on the situation) immediately so that appropriate action can be taken to recover from, or reduce the risk of further harm to people, the environment, plant and equipment.

Records of all incidents are to be logged in CAMMS. The Incident Report Form can be used to record initial information, then uploaded against the CAMMS record. The Line Manager shall ensure the initial incident report is recorded in CAMMS before the end of the shift, where practicable. Subsequent findings must be recorded in CAMMS at the next earliest available opportunity. If this is not until another shift or you are going on rostered time off, contact your supervisor and request them to log the incident and follow up with details upon return.

Event Managers will be automatically notified through CAMMS via an email when an incident is logged within their area of control.

A reasonable timeframe to investigate the incident must be followed. MWPA stipulate all investigations requiring an ICAM (Refer to Attachment B) to be conducted within 14 days. If this timeframe is unachievable, contact a member of the WHS team to discuss a suitable timeframe.

All injuries and significant incidents are tabled at the weekly leadership team meeting. All incidents are reported to the WHS Committee.

### **5.2.1 Injury Reporting**

Incidents resulting in injury to personnel shall be reported to the injured person's supervisor, and the injured person provided with first aid. If further treatment is required, the person that provided first aid shall notify the MWPA WHS Officer 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 Workers Compensation and Injury Management Procedure, for information about case management for injured MWPA workers.

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 WHS Officer shall notify the Safety Manager and Chief Environment Social and Governance Officer as soon as practicable.

## 5.2.2 Environmental Incident Reporting

For all environment incidents, the Supervisor or Team Leader is responsible for:

- immediately notifying a representative of the Environmental Department via telephone (unless otherwise agreed in writing by MWPA); and
- ensuring an initial incident report is recorded in CAMMS before the end of the shift where practicable.

## 5.2.3 Marine Event

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

The Pilot or Pilot Boat Skipper shall ensure the initial incident report is recorded in CAMMS before the end of the shift, where practicable. Relevant events should be communicated to the Harbour Master as soon as practicable.

## 5.2.4 All Other Incident Reporting

In all cases of equipment damage, security breach, near miss events and all other incidents, the supervisor or team leader shall ensure the initial incident report is recorded in CAMMS before the end of the shift, where practicable.

Damage requiring an insurance claim will need to be communicated to the finance department as soon as practicable.

Security incidents need to be communicated to the Security and Emergency Response Supervisor immediately.

## 5.2.5 Incident Classification

First Aid Treatment (FAT)	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.
Medical Treatment Injury (MTI)	Injured person requires <b>treatment</b> 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, ECGs, or blood tests, 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.
Restricted Work Injury (RWI)	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.
Lost Time Injury (LTI)	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.
Non-Recoverable Injury	A permanently disabling injury or illness, or fatality.
Environment	An unplanned or uncontrolled event has potential to result in adverse impacts to the environment.
Marine Event	An unplanned event involving a vessel at sea or within Port controlled waters, with potential to cause an incident or disrupt the shipping schedule.

Near Miss	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.
Production Loss	An unplanned loss of production which has not resulted from an injury, damage, near miss or other event classification.
Property or Damage Loss	Plant, equipment, or any other asset is damaged as a result of the incident.
Security Event	An event involving the secure zone.

### 5.2.6 Incident Risk Rating

Incidents shall be assessed and assigned a potential and actual risk rating using MWPA Risk Matrix when entering into CAMMS. The risk ratings will represent the highest plausible consequence of the event, and the likelihood of the consequence occurring, along with the actual outcome of what transpired. Incidents with multiple classifications shall be risk rated using the most significant classification.

### 5.2.7 Confidentiality

Incident information recorded in the free-text fields of an incident report shall not identify any injured or implicated persons by name.

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

Drug and Alcohol results and incident entries are not to include names of workers or contractors.

### 5.2.8 Recordkeeping

All records of incident reports, analyses and associated documentation shall be managed in accordance with Record Management Procedure.

## 5.3 INCIDENT REPORTING (EXTERNAL)

Some incidents, due to their nature and/or severity, may be reportable to an external authority.

The Safety or Sustainability Manager (and Mines Manager for Mines Legislation) shall ensure all notifiable events are reported to the relevant regulatory bodies.

### 5.3.1 Worksafe WA

The Safety Manager, or their delegate, are responsible for reporting any instances of the following to the Commissioner, in accordance with the *Work Health and Safety Act 2020*. Managers are invited to seek advice and assistance from the WHS Officers:

- 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 ten days of the day on which the injury occurred; and

- infectious diseases:
  - Tuberculosis;
  - Viral Hepatitis;
  - Legionnaire's Disease; and
  - 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:
  - Q fever;
  - Anthrax;
  - Leptospirosis; and
  - Brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

The Safety Manager, or their delegate, are responsible for reporting any instances of the following to the Commissioner, in accordance with the Work Health and Safety (General) Regulations 2022.

- Exposure of a person at a workplace to a carcinogenic substance as a result of a spill or other incident.
- 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 the Work Health and Safety (General) Regulations 2022, the Safety Manager, or their delegate, 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:
  - boom type elevating work platforms;
  - bridge cranes with a safe working load greater than 10 tonnes, or which are designed to handle molten metal or dangerous goods;
  - building maintenance units;
  - gantry cranes with a safe working load greater than 5 tonnes, or which are designed to handle molten metal or dangerous goods;
  - gas cylinders;
  - hoists, other than elevating work platforms, that have a platform movement in excess of 2.4 metres and which are designed to lift people;
  - lifts;
  - mast climbing work platforms;
  - mobile cranes, other than tow trucks, with a safe working load greater than 10 tonnes;



- pre-fabricated scaffolding systems;
- pressure equipment categorized as hazard level A, B, C or D according to the criteria set out in AS 4343, but not pressure piping;
- tower cranes;
- 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
- work boxes.

### **5.3.2 EnergySafety**

The Safety Manager, or their delegate, are responsible for reporting the following to the Director of EnergySafety.

- Electricity related fatalities, in accordance with the Electricity (Licensing) Regulations 1991.
- 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.

### **5.3.3 Western Power**

The Safety Manager, or their delegate, are responsible for reporting all electric shocks and accidents, (including electrical fatalities), irrespective of their seriousness, to Western Power, in accordance with the *Electricity (Licensing) Regulations 1991*.

### **5.3.4 Environmental Incidents**

MWPA is required to report environmental incidents to relevant State and Federal environmental regulators. Such reporting may be triggered by the requirements of statutory approval issued by MWPA, or legislative requirements (not limited to those outlined below).

#### **Reporting Pollution Events Under the *Environmental Protection Act 1986***

The *Environmental Protection Act 1986* defines pollution as the “direct or indirect alteration of the environment to its detriment or degradation; the detriment of an environmental value; or of a prescribed kind, that involves an emission”.

Under section 72 of the EP Act, the Port has a duty to notify the CEO of the Department of Water and Environmental Regulation (DWER) of discharges of waste; if a discharge of waste:

- a) occurs as a result of an emergency, accident or malfunction; or
- b) occurs otherwise than in accordance with a works approval or licence or with a requirement contained in an environmental protection notice; or
- c) is of a prescribed kind or a kind notified in writing to the occupier concerned;

and as caused or is likely to cause pollution, material environmental harm or serious environmental harm, the occupier of the premises on or from which that discharge took place who does not as soon as practicable after that discharge, give the CEO oral or electronic notification followed by written notification of the details of that discharge commits an offence under the EP Act.

DWER is responsible under Part V of the *Environmental Protection Act 1986* for the licencing of prescribed premises. MWPA holds a licence (L4275/1982/15) issued under Part V of the EP Act with conditions contained within the licence relating to the prevention, reduction and control of emissions and discharges to the environment and the monitoring and reporting of them.

Under the EP Act the occupier of any premises who does not comply with any prescribed standard for an emission and take all reasonable and practicable measure to prevent or minimise emissions from the premises commits an offence.

MWPA licence outlines all reporting requirements under subsection 5.2 of the licence. Incident reporting requirements under the licence include:

Parameter	Condition or Table of the Licence	Reporting Date (After End of the Reporting Period)
Target Exceedances	Table 3.8.1	Within 30 days after the end of each quarterly period. Notify with form ET1.
Lead, copper or nickel target exceedances	Table 3.8.1	Within seven days of becoming aware of exceedance. Notify with form ET1.
Sediment sampling exceedances	Condition 3.8.2	Within six weeks of becoming aware of an exceedance.

The licence shall not negate the requirement to comply with s72 of the EP Act.

### Reporting of Known, Suspected, Contaminated Sites Under the *Contaminated Sites Act 2003*

A person referred to in subsection (4) of the *Contaminated Sites Act 2003* must report to the CEO of the Department of Water and Environmental Regulation (DWER) any site that the person:

- a) knows is contaminated, within 21 days after the day on which the person first knew that the site was contaminated, or such later period as the CEO approves in writing before the expiry of that 21 days; or
- b) suspects is contaminated, as soon as it is reasonably practicable to do so.

Subsection 4 of the Act specifies the following persons as having a duty to report a site:

- a) an owner or occupier of the site;
- b) a person who knows, or suspects, that he or she has caused, or contributed to, the contamination; or
- c) an auditor engaged to provide a report that is required for the purposes of the Act in respect of the site.

Failure to do so can result in a penalty of up to \$250,000, and a daily penalty of \$50,000.

More information can be found on the department’s website [here](#).

### Reporting Biosecurity Incidents Under the *Biosecurity Act 2015*

The *Biosecurity Act 2015* requires persons in charge of goods that are subject to biosecurity control to notify the Department of Agriculture and Water Resources of reportable biosecurity incidents.

A reportable biosecurity incident is defined in the Act as the following:

- a) in relation to goods that are subject to biosecurity control – means an act, omission or event that is determined to be a reportable biosecurity incident under section 154; and
- b) in relation to an approved arrangement – has the mean given by subsection 431(1).

Division 8 of the Act outlines when a biosecurity incident should be reported. This includes:

- the goods or any container holding the goods, or the conveyance or other premises in which the goods are being held, have been, or are likely to have been, exposed to contamination, infestation or infection from prohibited goods, conditionally non-prohibited goods or suspended goods;

- the goods are infested with live pest (for example, an insect, invertebrate or other animal); or
- biosecurity measures that have been required to be taken in relation to the goods under Chapter 3 of the Act have not been taken (including because it was not possible for the biosecurity measures to be taken in relation to the goods).

Persons who must report biosecurity incidents include:

- a person in charge of goods subject to biosecurity control or an exposed good order; or
- a person in charge of a vessel carrying goods subject to biosecurity control or an exposed goods order; and
- you become aware of a reportable biosecurity incident in relation to those goods.

The person must report the biosecurity incident then as soon as practicable after becoming aware of the incident. The Emergency Response Procedure outlines the initial response actions to be undertaken in the event of a biosecurity incident.

Biosecurity incidents can be reported:

- directly to a biosecurity officer;
- to the department (DAWR) on 1800 798 636; or
- by completing a reportable biosecurity incident form [here](#).

Penalties apply to those who fail to report a biosecurity incident as per the Act. More information can be found [here](#).

#### **Reported Events Under the Environmental Protection (Unauthorised Discharges) Regulations 2004**

Discharges of certain materials is prohibited under the Environmental Protection (Unauthorised Discharges) Regulations 2004. A person who causes or allows a material listed in Schedule 1 to be discharged into the environment commits an offence. This includes but it not limited to:

- Acid with a pH less than 4;
- Alkali with a pH more than 10;
- Animal waste;
- Animal oil, fat or grease;
- Compounds or solutions of cyanise, chromium, cadmium, lead, arsenic, mercury, nickel, zinc and copper;
- Degreaser;
- Detergent;
- Dust produced by mechanical process including cutting, grinding, sawing, sanding or polishing a material;
- Dye;
- Engine coolant or engine corrosion inhibitor;
- Food waste;
- Mineral oil;
- Organic solvent;
- Paint;

- Petrol, diesel, or other hydrocarbon;
- Pesticide;
- Sediment;
- Sewage; and
- Vegetable oil, fat or grease.

Any persons should report any unauthorised discharges to the Environmental Department as soon as practicable.

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

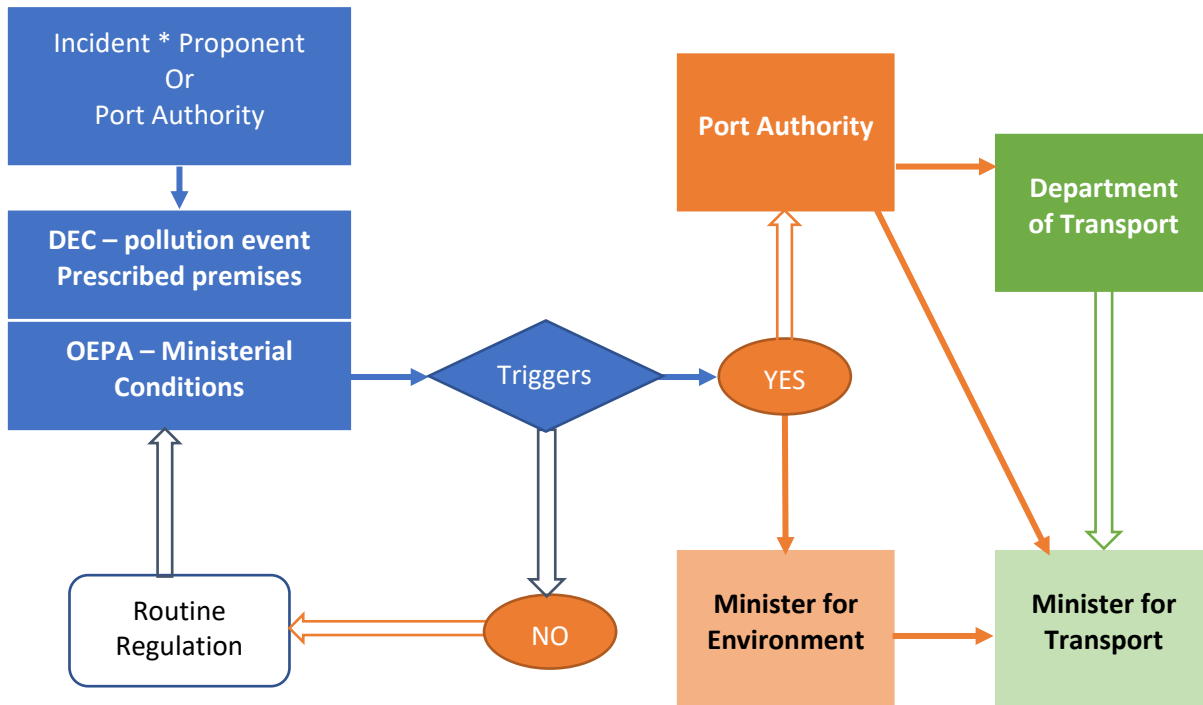
In 2011, the Western Australian (WA) Environmental Protection Authority (**EPA**) released a [protocol](#) for reporting environmental breaches in WA Ports to WA Cabinet Ministers. The protocol serves to ensure that certain WA Cabinet Ministers receive timely and appropriate advice of breaches that have potential health or environmental consequences and may escalate to stimulate media interest at a local, or a State level.

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 media exposure.
- Has a history of controversial non-compliance.
- Subject to EPA assessment which may have been high profile.
- Any enforcement action initiated by DEC or OEPA for a breach of licence or Ministerial condition within a port area.

If MWPA is responsible for an environmental incident, it is a requirement under the protocol to immediately advise the Minister of Transport (now the Minister for Regional Development; Agriculture and Food; Ports) and Department of Transport at the time it report through to DWER.

**Figure 1 – Protocol for Reporting Environmental Breaches to Ministers**



### 5.3.5 Australian Maritime Safety Authority (AMSA)

The master of all vessels within MWPA 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. MWPA shall be advised of the incident and provided a copy of the Form 18 and 19.

<https://www.amsa.gov.au/forms>

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:

<https://amsa-forms.nogginoca.com/public/>

Refer to Oil Spill Contingency Plan for more information on marine pollution reporting.

### 5.3.6 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:

<http://www.transport.wa.gov.au/mediaFiles/marine/MAC-F-PollutionReport.pdf>

### 5.3.7 WA Police

Reports of matters which are reportable to the WA Police shall be made by the Safety Manager in consultation with the General Manager Sustainability, Culture and People, or by the Port Security Officer for matters relating to security.

### 5.3.8 Security Incidents

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

## 5.4 INCIDENT ANALYSIS

All incidents shall be subject to a level of analysis commensurate with the more significant of:

- the actual consequence; and
- the potential risk rating.

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. Refer to Attachment C – Risk Matrix.

Regardless of the actual or potential risk rating, all externally reportable incidents (excluding those reportable to AMSA by the Master of a vessel) shall be subject to a Detailed Analysis where practicable. A Detailed Analysis may be required for other incidents at the discretion of the Safety or Sustainability Manager or other Senior Managers as appropriate.

All other incidents shall be subject to a Basic Analysis.

Refer to sections 3.4.2 and 3.4.3 for more information on Basic and Detailed Analyses.

### 5.4.1 Evidence

The collection of evidence relating to all incidents shall be coordinated by the Area Supervisor or WHS Officers 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 Environmental Analyses prepared, evidence of workplace inspections, compliance to standards and legislation, review of past audits and their effectiveness.
- **Organisation** – Organisational structure and chain of command, clarity communication, effectiveness of supervision, appropriateness of company policies, health of reporting culture.

**Note:** Witness Statements required for a Detailed Analysis shall be obtained by a person trained in the analysis methodology to ensure the adequacy of information.

### 5.4.2 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. Basic analysis will be undertaken within CAMMS for consistency across the organisation.

Corrective Actions shall be implemented to reduce the risk of future recurrence. CAMMS report shall be updated to reflect the findings and corrective actions.

### 5.4.3 Detailed Analysis

A Detailed Analysis shall be conducted in accordance with a Root Cause Analysis method. MWPA selected methodology is the Incident Cause Analysis Method or ICAM. External agencies may choose another method provided it is to the same or higher standard as the ICAM methodology.

- **Analysis Team** – The Manager, or their delegate, shall mobilise an Analysis team ('the team') as soon as practicable on identifying the actual or potential high risk nature of the incident. 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 WHS Team member (either safety or environment) as appropriate; and
  - a Subject Matter Expert where appropriate.
- **Analysis Workshop** – The Manager or their delegate shall convene an Analysis Workshop as soon as practicable, but no later than 14 days, after the collection of evidence, at a time convenient to the team. The Manager may request assistance from an HSE team member in facilitating the Analysis, where they themselves have not undergone appropriate training.

### 5.4.4 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.
- Final analysis findings shall be recorded in CAMMS.

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 CAMMS.

### 5.4.5 Corrective Actions

Corrective actions should be determined in accordance with the Hierarchy of Controls, which provides guidance on the most effective options.

- Eliminate the Hazard altogether – for example, get rid of the dangerous machine.
- Substitute the Hazard with a safer alternative – for example, replace the machine with a safer one.
- Isolate the Hazard from anyone who could be harmed – for example, keep the machine in a closed room and operate it remotely.

- Use Engineering controls to reduce the risk – for example, attach guards to the machine to protect users.
- Use Administrative controls to reduce the risk – for example, train workers how to use the machine safely.
- Use Personal Protective Equipment (PPE) – for example, wear gloves and goggles when using the machine.

Controls should follow the SMARTER methodology, in being:

- specific;
- measurable;
- attainable;
- realistic;
- timely;
- effective; and
- reviewed.

Controls shall be entered in CAMMS and assigned to an appropriate individual for actioning. The ‘assigned person’ should be consulted to ensure the appropriateness of the action and the allotted timeframe for completion.

Notes and appropriate evidence (RFW, Email, discussion notes, photos) shall be recorded in the record prior to closing the record. The HSE Team may request or conduct audits on the effectiveness of corrective actions from time to time.

For further detail and assistance refer to Non-conformance, Corrective and Preventative Action Procedure or contact the HSE Team.

#### **5.4.6 Analysis Review**

The Safety or Environment Manager (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.

#### **5.4.7 Lessons Learned**

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

Communication outside of the Port community shall be at the discretion of the CEO.

Communications may take the form of alerts, bulletins or information sheets, presentations at meetings, newsletters, and other formats deemed appropriate by MWPA Management.

The Safety or Environment Manager, or their delegate, will initiate the communication of lessons learned.

### **5.5 TIMELINES STANDARD**

#### **5.5.1 New Incident Report**

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



## 5.5.2 Basic Analysis

Basic Incident Analyses should be completed and recorded in CAMMS and incident report closed within 14 days of the incident.

## 5.5.3 Detailed Analysis

Detailed Incident Analyses should be completed and completed in CAMMS and reviewed by the relevant Manager within 21 days of the incident. Where this is not possible due to the nature of the incident or the nature of evidence required, extension may be granted by the relevant Manager.

## 5.6 TRAINING

### 5.6.1 Incident Management System Training

All personnel with responsibilities to update entries within CAMMS shall be provided with training to a level appropriate to their role and responsibilities.

### 5.6.2 Incident Analysis Training

Certain roles and positions within the organisation will require the personnel to have training in the ICAM incident investigation methodology as this is the adopted process for MWPA. MWPA will ensure these personnel are provided with the training and that an ongoing review of positions and the number of trained workers is appropriate for the organisation is undertaken.

Different legislation defines incidents and accidents that must be reported to the relevant regulatory authority in different ways; refer to Attachment A or the relevant legislation for specific definitions.

## 6 Associated Documents

Document Title
ICAM Workbook
ICAM Investigation Report
Rail Accident Investigation Template (Short Version)
Rail Accident Investigation Template MWPA
<i>Rail Safety National Law Act 2015</i> Periodic Information – ONRSR Monthly Return
Worker's Compensation and Injury Management Procedure

**Location** – Mid West Ports Intranet – [Document Centre](#)

## 7 References

Act or Reg
AMSA Marine Orders
AS4292.7 Rail Safety Investigation
<i>Biosecurity Act 2015</i>
Code of Practice for Rail Safety Investigations

Act or Reg
Criminal Code
<i>Contaminated Sites Act 2003</i>
<i>Dangerous Goods Safety Act 2004</i>
<i>Environmental Protection Act 1986</i>
Environmental Protection Regulations 1997
Environmental Protection (Unauthorised Discharges) Regulations 2004
MWPA Environmental Licence (L4275/1982/15)
Maritime Transport and Offshore Facilities Security Act 2003
<i>Rail Safety National Law (WA) Act 2015</i>
Rail Safety National Law (WA) Regulations 2015
<i>Western Australia Marine Act 1982</i>
WestPlan Marine Oil Pollution
Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022

Location - Western Australian - <https://www.legislation.wa.gov.au/> | Australian - <https://www.legislation.gov.au/>

## 8 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

## 9 Administration

Document Custodian:	Safety Manager
Document Approver:	Chief Environmental, Social and Governance Officer
Approval Date:	28 November 2024
Document Review Period:	2 yrs

## Attachment A – Reporting Requirements – Regulatory Authorities

### HEALTH OR SAFETY INCIDENT

(not in a mine site or the rail terminal which are covered by a different regulator)

<b>Regulator</b>	Work Safe WA
<b>Legislation</b>	<i>Work Health and Safety Act 2020</i> Work Health and Safety (General) Regulations 2022
<b>Jurisdictional Area</b>	All workplace locations
<b>Notification Timeframe</b>	As soon as possible
<b>Position Responsible For Reporting</b>	Safety Manager
<b>What Must Be Reported</b>	<ul style="list-style-type: none"> <li>• A fatality.</li> <li>• Any injury that is likely to prevent the worker from being able to work within 10 days of the injury date.</li> <li>• A fracture of the skull, spine or pelvis.</li> <li>• A fracture of any bone in the arm (other than wrists or hand) or in the leg (other than in the ankle or foot).</li> <li>• An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.</li> <li>• The loss of sight of an eye.</li> <li>• An occupational disease (tuberculosis, viral hepatitis, Legionnaire’s disease, HIV, Q fever, Anthrax, Leptospirosis, Brucellosis) contracted in the course of the kind of work set out in S2.5 of the Occupational Safety and Health Regulations 1996.</li> </ul>

**Note:** The WA Police need to be notified of any incident that could relate to the Criminal Code, for example a fatality, security incident, sexual assault, theft, fraud or scam.

## DANGEROUS GOODS INCIDENT

<b>Regulator</b>	Department of Mines, Industry Regulations and Safety – Resources Safety
<b>Legislation</b>	<i>Dangerous Goods Safety Act 2004 – S9</i>
<b>Jurisdictional Area</b>	All workplaces
<b>Notification Timeframe</b>	<p>If serious, by the fastest practicable method of communication. If not serious, in writing at the end of the month.</p> <p>Serious is defined as an injury that results in the person being disabled from normal work for two weeks or more; or involves unconsciousness arising from inhalation of fumes or poisonous gases or asphyxiation due to lack of oxygen or displacement of oxygen by an inert gas; or results from an accident, including fuming, arising out of the use of explosives.</p>
<b>Position Responsible For Reporting</b>	Senior Manager for section where incident has occurred
<b>What Must Be Reported</b>	<ul style="list-style-type: none"> <li>• Any dangerous goods incident or incident that, but for intervening events, could have (near miss) resulted in unreasonable (serious) harm to people, environment or property.</li> <li>• Any incident that results in a dangerous situation.</li> <li>• Any incident identified in specific regulations.</li> </ul>

## ENVIRONMENTAL INCIDENT

<b>Regulator</b>	Department of Water and Environment Regulation
<b>Legislation</b>	<i>Biosecurity Act 2015</i> <i>Contaminated Sites Act 2003</i> <i>Environmental Protection Act 1986 – Section 72</i> Environmental Protection Regulations 1997 Environmental Protection (Unauthorised Discharges) Regulations 2004 MWPA Environmental Licence
<b>Jurisdictional Area</b>	All MWPA owned land, including leased sites.
<b>Notification Timeframe</b>	As soon as practicable. See Environmental Licence for reporting timeframe.
<b>Position Responsible For Reporting</b>	Sustainability Manager, Environmental Officer
<b>What Must Be Reported</b>	<ul style="list-style-type: none"> <li>• A contaminated site or a site that is suspected to be contaminated.</li> <li>• All reportable biosecurity incidents as defined above.</li> <li>• Discharge of waste (accident, malfunction or emergency) that has caused or is likely to cause pollution, material environmental harm or serious environmental harm.</li> <li>• Breach of Environmental Licence.</li> <li>• Specified licence target exceedances.</li> </ul>

<b>Regulator</b>	Department of Transport, Marine Oil Response Unit
<b>Legislation</b>	WestPlan Marine Oil Pollution
<b>Jurisdictional Area</b>	All waterside locations
<b>Notification Timeframe</b>	Immediately
<b>Position Responsible For Reporting</b>	Harbour Master
<b>What Must Be Reported</b>	<ul style="list-style-type: none"> <li>• Oil Spill within WA coastal waters extending 3 nautical miles seaward.</li> </ul>

## RAIL TERMINAL HEALTH OR SAFETY INCIDENT

Regulator	Office of the National Rail Safety Regulator
Legislation	<i>Rail Safety National Law (WA) Act 2015</i> Rail Safety National Law (WA) Regulations 2015
Jurisdictional Area	Rail Terminal
Notification Timeframe	<b>Category A</b> – Immediately on becoming aware and then a written report within 72 hours of becoming aware. <b>Category B</b> – A written report within 72 hours after becoming aware.
Hotline Number	0408 947 113 (for reporting of Category A events)
Position Responsible For Reporting	GM - Operations
Notification Document	<u>Office of the National Rail Safety Regulator Notification of Occurrence – available on line from the ONRSR.</u> <b>Note:</b> The ONRSR Periodic Information – Monthly Return is also to be provided to the ONRSR as soon as practicable after the end of each month, and not later than the 21st day of the following month.
What Must Be Reported	<p><b>Category A</b></p> <ul style="list-style-type: none"> <li>• An accident or incident that causes death, serious injury or significant property damage.</li> <li>• A running line derailment.</li> <li>• A running line collision between rolling stock.</li> <li>• A collision at a road or pedestrian level crossing between rolling stock and either a road vehicle or a person.</li> <li>• A fire or explosion on or in rail infrastructure or rolling stock that affects the safety of railway operations or that endangers one or more people.</li> <li>• A suspected terrorist attack or threat of attack.</li> <li>• Any accident or incident involving a significant failure of a safety management system that could cause death, serious injury or significant property damage.</li> <li>• Any accident or incident that is likely to generate intense public interest or concern.</li> </ul> <p><b>Category B</b></p> <ul style="list-style-type: none"> <li>• A derailment other than a running line derailment.</li> <li>• Any collision involving rolling stock, other than a Category A collision.</li> <li>• Any incident at a road or pedestrian level crossing, other than a Category A collision.</li> <li>• The passing of a stop signal, or a signal with no indication, by rolling stock without authority.</li> <li>• Any accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority.</li> </ul>

Regulator	Office of the National Rail Safety Regulator
	<ul style="list-style-type: none"> <li>• Any failure of a signalling or communications system that endangers, or that has the potential to endanger, the safe operation of trains or the safety of people, or to cause damage to adjoining property.</li> <li>• Any rolling stock run-away.</li> <li>• Any slip, trip or fall by a person on railway property, or any person being caught in the door of any rolling stock.</li> <li>• Any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or cause damage to adjoining property.</li> <li>• Any accident or incident involving dangerous goods that affects, or could affect, the safety of railway operations or the safety of people, or cause damage to property.</li> <li>• Any breach of a safe working system or procedure.</li> <li>• The detection of any irregularity in any rail infrastructure (including electrical infrastructure) that could affect the safety of railway operations or the safety of people.</li> <li>• The detection of any irregularity in any rolling stock that could affect train integrity or the safety of people, or cause damage to the rolling stock.</li> <li>• Any fire or explosion that causes damage to rail infrastructure or rolling stock, or both, or that causes the disruption or closure of a railway (even if the closure is only a precautionary measure).</li> <li>• Any incident on railway property where a person inflicts, or is alleged to have inflicted, any injury on another person.</li> <li>• A suspected attempt to suicide.</li> <li>• The notification that a rail safety work has returned a result to a test designed to determine the concentrate of alcohol or drugs in a sample of blood or urine that suggests that the worker was in breach of a relevant safety requirement concerning the use of alcohol or drugs at a relevant time.</li> <li>• The infliction of any wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people.</li> <li>• A corridor security incident that affects the safety of railway operations.</li> </ul>

## MARINE INCIDENTS

Regulator	Australian Maritime Safety Authority (AMSA)
Legislation/Governing Document	<p><i>Transport Safety Investigation Act 2003</i></p> <p>MARPOL (International Convention for the Prevention of Pollution from Ships).</p> <p>Marine Orders 32 Cargo Handling Equipment.</p>
Jurisdictional Area	All commercial shipping operations and waterside locations.
Notification Timeframe	Immediately, followed by a written report with timeframe prescribed by the legislation.
Position Responsible For Reporting	Harbour Master
What Must Be Reported	<p><b><i>Transport Safety Investigation Act 2003</i></b></p> <ul style="list-style-type: none"> <li>• Death of, or a serious injury to, a person on board a ship concerned or in contact with the ship or anything attached to the ship or anything that has become detached from the ship (some exceptions apply – see Regulation 3.3 Transport Safety Investigation Regulations 2003).</li> <li>• A ship being lost, presumed lost, or abandoned.</li> <li>• A ship suffering serious damage, or the existence of reasonable grounds for believing that the ship has suffered serious damage.</li> <li>• A fire (even if subsequently extinguished), smoke, fumes or an explosion on or in any part of the ship.</li> <li>• The loss of a person from the ship.</li> <li>• A ship being stranded or disabled.</li> <li>• A ship being involved in a collision or nearly being stranded or involved in a collision.</li> <li>• Contact between a ship and another object, including a wharf or buoy, resulting in the other object being seriously damaged or destroyed.</li> <li>• A ship suffering a significant loss of stability to the extent that the safety of the ship is, or could be, seriously endangered.</li> <li>• Any other matter in relation to the operation of a ship that a reasonable person would consider seriously endangers, or, if not corrected, would seriously endanger, the safety of the ship, its occupants or any other person.</li> </ul>



Regulator	Australian Maritime Safety Authority (AMSA)
	<p><b>MARPOL (International Convention for the Prevention of Pollution from Ships)</b></p> <ul style="list-style-type: none"> <li>• A discharge above the permitted level or probable discharge of oil or of noxious liquid substances for whatever reason including those for the purpose of securing the safety of the ship or for saving life at sea.</li> <li>• A discharge or probable discharge of harmful substances in packaged form, including those in freight containers, portable tanks, road and rail vehicles and shipborne barges.</li> <li>• Damage, failure or breakdown of a ship of 15 metres in length or above which:             <ol style="list-style-type: none"> <li>i. affects the safety of a ship; including but not limited to collision, grounding, fire, explosion, structural failure, flooding and cargo shifting; or</li> <li>ii. results in impairment of the safety of navigation; including but not limited to, failure or breakdown of steering gear, propulsion plant, electrical generating system, and essential shipborne navigational aids.</li> </ol> </li> <li>• A discharge during the operation of a ship of oil or noxious liquid substances in excess of the quantity or instantaneous rate permitted under MARPOL.</li> <li>• Oil Spill outside 3nm limit.</li> </ul> <p><b>Marine Order Part 32</b></p> <ul style="list-style-type: none"> <li>• Any incident involving breakage or failure of ship's cargo gear or injury to any person on an Australian ship or on any other ship in Australian waters when engaged in cargo work.</li> </ul>

Regulator	Department of Transport, Marine Oil Response Unit
Legislation/Governing Document	WestPlan Marine Oil Pollution
Jurisdictional Area	All waterside locations
Notification Timeframe	Immediately
Position Responsible For Reporting	Harbour Master
What Must Be Reported	<ul style="list-style-type: none"> <li>• Oil Spill within WA coastal waters extending 3 nautical miles seaward.</li> </ul>

Regulator	Department of Transport
Legislation	<i>Western Australia Marine Act 1982, S64</i>
Notification Timeframe	7 days
Position Responsible For Reporting	Harbour Master
What Must Be Reported	<ul style="list-style-type: none"> <li>Marine vessel collision, damage affecting vessel seaworthiness, serious injury, casualty or loss of life or vessel causes damage of or loss of any other vessel.</li> </ul>

## SECURITY INCIDENT

Regulator	Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government
Legislation	<i>Maritime Transport and Offshore Facilities Security Act 2003</i>
Jurisdictional Area	Within the landside secure zone.
Notification Timeframe	Immediately
Position Responsible For Reporting	Port Security Officer, Harbour Master
What Must Be Reported	<ul style="list-style-type: none"> <li>If a threat of unlawful interference with maritime transport or offshore facilities is made and the threat is, or is likely to be, a terrorist act, the threat is a maritime transport or offshore facility security incident.</li> <li>If an unlawful interference with maritime transport or offshore facilities is, or is likely to be, a terrorist act, the unlawful interference is a maritime transport or offshore facility security incident.</li> </ul>

## Attachment B – Incident Notification Timeframes and Investigation Levels

Injuries	Environment	Damage <sup>1</sup>	Interruption to Services/Stakeholder Impact	Procedural Compliance/Safety Breach <sup>2</sup>	Notification <sup>3</sup> to Whom and By When	ICAM/Formal Investigation <sup>4</sup>	Drug and Alcohol Test Required <sup>5</sup>
No injury or illness	No impact upon environment.	No damage	Less than 1 hour. Inconvenience and delays to individuals.	<ul style="list-style-type: none"> <li>Minor lapse of attention (rectified immediately)</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor by end of day/shift.</li> </ul>	No	No
First aid treatment	Rate of persistence / permanency of impact 1 day to 1 month; and/or clean-up cost \$1-5K. Standard regulatory reporting with no breach.	Minimal damage -<\$5,000	1 hour to 1 day. Significant impacts on individuals but no noticeable impact on overall service delivery.	<ul style="list-style-type: none"> <li>Minor compliance issue that requires intervention by a supervisor but can be quickly resolved.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor immediately.</li> <li>Environment team as soon as possible.</li> <li>WHS Officer as soon as possible.</li> </ul>	No	No
Medical treatment injury or occupational illness [recoverable]	Regulatory involvement and/or reporting a breach. Rate of persistence / permanency of impact 1 month to 2 years. Clean-up cost \$5K-50K.	Moderate damage up to -<\$10,000	1 day to 1 week. Major impacts on significant numbers of individuals, resulting in noticeable impact on overall service delivery.	<ul style="list-style-type: none"> <li>Isolation/lock out non-conformance</li> <li>Non-compliance in high risk situation</li> <li>Disciplinary action likely</li> <li>Minor security breach</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor immediately.</li> <li>Manager/Harbourmaster immediately if reportable to regulator, otherwise as soon as possible.</li> <li>Injury Rehabilitation Coordinator (Safety Manager) as soon as possible if medical treatment injury.</li> </ul>	Yes 'Mini' ICAM permitted if cause and corrective actions are obvious	Yes, if possible
Lost time injury or occupational illness [recoverable]	Regulatory fine and/or warning. Rate of persistence / permanency of impact 2-10 years. Clean-up cost \$50-100K.	High level of damage -<\$50,000	1 week to 1 month. Major and long term impacts on individuals and overall delivery of services.	<ul style="list-style-type: none"> <li>Procedural non-compliance with imminent danger</li> <li>Disciplinary action</li> <li>Electrical incident involving shock / flash</li> </ul>	<ul style="list-style-type: none"> <li>WHS Officer as soon as possible.</li> <li>WHS Representative as soon as possible.</li> <li>If environmental event notify Environmental team</li> </ul>	Yes internally	Yes

Injuries	Environment	Damage <sup>1</sup>	Interruption to Services/Stakeholder Impact	Procedural Compliance/Safety Breach <sup>2</sup>	Notification <sup>3</sup> to Whom and By When	ICAM/Formal Investigation <sup>4</sup>	Drug and Alcohol Test Required <sup>5</sup>
					or Environmental Manager immediately. • If security breach notify Port Security Officer immediately.		
Death; or disabling injury or occupational illness [non-recoverable]	Loss of licence. Rate of persistence / permanency of impact +10 years. Clean-up cost >\$100K.	Extensive damage - <\$100,000	> 1 month. Permanent or debilitating impact on individuals and overall delivery of service.	<ul style="list-style-type: none"> <li>• Dismissible event</li> <li>• Criminal act</li> <li>• Major security breach</li> </ul>	Supervisor, Relevant Managers, Safety Manager, executive team and CEO immediately.	Yes, with external facilitation	Yes

<sup>1</sup> Where an insurance claim is required, the Commercial Manager is to be notified as soon as practical.

<sup>2</sup> It is impossible to list every scenario/event. These are example events are given as an indicator of the type of event.

<sup>3</sup> All incidents should be reported into IFS by end of day or shift. This table provides minimum reporting requirements – if unsure err on the side of caution and report early.

<sup>4</sup> Minimum investigation requirements – a higher level investigation can be conducted if the relevant manager deems it necessary or regulatory authority requires.

<sup>5</sup> Minimal requirement – drug and alcohol testing can be conducted at any time for any incident but is mandatory for the events listed.

## Attachment C – Risk Matrix

**Likelihood – Consider the frequency with which circumstances give rise to any particular hazard or with which a person may be exposed to the hazard and associated**

LEVEL	DESCRIPTOR	DESCRIPTION	FREQUENCY
1	Rare	Very low likelihood, but the event may occur only in exceptional circumstances	Once in >25 years, may have occurred at other ports
2	Unlikely	Unlikely to occur, but the event could occur at some time	At least once in 5-25 years
3	Possible	Reasonable likelihood of occurrence, the event has potential to occur at some time	At least once in 2-5 years
4	Likely	High likelihood of occurrence, the event has the potential to occur regularly or in most circumstances	At least once per 1 year
5	Almost Certain	Very high likelihood of occurrence, the event has the potential to occur in most circumstances	More than once per year

### Risk Assessment Criteria Table

Consequence	Likelihood				
	Rare – 1	Unlikely – 2	Possible – 3	Likely – 4	Almost Certain – 5
Catastrophic – 5	5	10	15	20	25
Major – 4	4	8	12	16	20
Significant – 3	3	6	9	12	15
Minor – 2	2	4	6	8	10
Insignificant – 1	1	2	3	4	5

**Risk Acceptance Criteria Table** – Risk must always be reduced so far as is reasonably practicable; however, the following is provided as a general guide

Level	Risk	Risk Acceptance
20-25	Extreme	Risk not acceptable. In extraordinary circumstances requires CEO signoff.
9-16	High	Risk acceptable with mitigation. Controls verified and approved by management.
5-8	Moderate	Residual risk tolerable. Controls verified and monitored by supervisors.
1-4	Low	Risk acceptable. Controls monitored periodically.