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1. INTRODUCTION

This guideline provides details on the external reporting requirements for occupational safety & health, electrical, dangerous goods and environmental incidents.

All incidents that affect the safety of personnel (employees, contractors, customers and visitors), the quality of our products / processes, cause equipment damage or have impact on the environment shall be reported within CSBP.

Additionally, depending upon the nature of the incident or injury / illness, incidents may need to be reported to a range of government departments. To ensure that time constraints are met in relation to prompt initial notification and subsequent reporting to the relevant external agency required by law, reporting and analysis of incidents shall be completed as soon as practicable.

All incidents and work related illnesses shall be captured in SiteSafe and analysed to determine contributing factors.

2. NOTIFIABLE INCIDENTS

A reportable injury, illness or incident is one that must be initially notified to the relevant area(s) of government:

- Department of Commerce –WorkSafe
- Department of Commerce - Energy Safety
- Department of Mines and Petroleum (DMP) - Resource Safety Division
- Department of Industry and Resources (DoIR)
- Department of Environment and Conservation (DEC)

In some instances, incident notification may be required to be made to multiple Government Agencies. The assessment of whether an incident meets the notifiable criteria shall be made by the relevant Area Manager (or delegated representative) in consultation with the relevant Support Department Manager (or delegated representative) e.g. Safety, Technical Risk and Assurance, Environment, etc.

Note: Where there is a requirement to formally notify a Government Agency, consideration should be given by the Support Department Manager (or delegated representative) to notification of Wesfarmers Group Risk Department beforehand.

3. STATUTORY REPORTING

3.1 OCCUPATIONAL SAFETY & HEALTH

3.1.1 REPORTABLE SAFETY INCIDENTS

All deaths and certain types of injury or disease, in connection with work, must be reported to WorkSafe. Failure to report could lead to prosecution.

Reporting must be undertaken by the relevant employer whenever death or certain types of injury occurs in connection with the relevant employer's business. Relevant employers may include the self-employed, principal contractors, labour hire agents and directors.

In some cases, WorkSafe will require notification of the same reportable death, injury or disease by different 'relevant employers'. For example, if a manufacturer hired a self-employed contractor whose work caused a reportable injury at the manufacturer's workplace, a report would be required from both the manufacturer and the self-employed person.

Reporting is required for:

- employees who suffer death/injury/disease at work or at employer provided residential premises as described under s23G(2) of the Act;
- non-employees who suffer death/injury/disease at a workplace or in connection with the business of an employer or a self employed person; and
- self-employed people who suffer death/injury/disease at work or in connection with work.

3.1.1.1 Reportable Injuries

Under the General Provisions of the Occupational Safety and Health Act 1984 (WA), an employer is required to report to WorkSafe any injury or disease that results in:

1. The death of any employee;
2. A fracture of the:
 - (a) skull, spine or pelvis.
 - (b) any bones in the arm, other than the wrist or hand
 - (c) any bone in the leg, other than a bone in the ankle or foot;
3. An amputation of an arm, hand, finger, finger joint, leg, foot, toe or toe joint;
4. The loss of the sight of an eye; or
5. Any injury other than those detailed above that in the opinion of a medical practitioner is likely to prevent the employee from being able to work within ten (10) days of the day on which the injury occurred.

Reporting is completed by the Safety Department using WorkSafe notification form [SF2488](#). Details of the report shall be checked with the Manager for the area where the incident occurred.

The person / people involved may be 'For Cause' tested, in line with the CSBP's [Drug and Alcohol Policy and Procedure \(GM-01-120-04\)](#). Each case will be dealt with on its own merits.

Note: Reporting of ALL electrical incidents to the Office of Energy Safety at the Department of Commerce is a statutory requirement. Refer to Section 3.2.

3.1.2 HYGIENE REPORTING

Additional to the above reportable injuries, WorkSafe shall also be notified of biological sampling results related to chemical exposures (arsenic, fluosilicic acid [FSA] and thiocyanate [cyanide]) at CSBP. CSBP medical centre personnel shall provide notifications required to the WorkSafe Medical Officer.

3.1.3 REPORTABLE ILLNESSES (DISEASES)

Types of diseases that must be reported

- Infectious diseases: tuberculosis, viral hepatitis, legionnaire's disease and 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, leptospiroses 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.

3.1.4 FATALITY OR INJURY PROCEDURE AND REPORTING

If an incident involves a fatality or other reportable injury the most senior area Manager shall carry out ALL the following actions immediately.

1. Arrange for the relevant area to be bunted off to prevent disturbance of evidence.
2. Post a sentry person to ensure no person enters the area until the Government Inspector arrives.
3. Notify the Safety Manager and their General Manager who is to advise the Managing Director.
4. Notify the Police.
5. Notify WorkSafe and other appropriate authorities.
6. Notify the Area Safety Advisor.

Note: The CSBP person or persons designated to analyse the incident, and the Area Safety Advisor are to accompany the Government Inspector **at all times** during the investigation and analysis of the incident.

For details refer to procedure [Incident and Illness Investigation \(GM-11-050-01\)](#).

The Western Australian Occupational Safety and Health Act provides for Government Investigations of serious and fatal incidents. Fatal incidents also involve a Stipendiary Magistrate's Investigation. These investigations have legal precedence over company investigation and analysis, but should not stop CSBP from commencing investigation and analysis in accordance with this procedure. The CSBP investigation shall be as for Significant Incidents.



3.2 ELECTRICAL

3.2.1 REPORTABLE ELECTRICAL INCIDENTS

In accordance with the Electricity (Licensing) Regulations 1991, **ALL** electrical incidents, irrespective of their seriousness, must be reported to the relevant Network Operator (supply authority) and the Director of Energy Safety (Energy Safety WA). This shall include any electric shocks.

All electric shock incidents shall be referred immediately to the Medical Centre for review and or treatment. The CSBP medical centre nurse, or the Shift Supervisor in the event that an incident occurs out of hours, shall then communicate with the CSBP License Holder Nominee (within Field Engineering) to notify, as soon as possible after the incident, the Network Operator or the Director of Energy Safety on phone number 1800 678 198.

The person / people involved may be 'For Cause' tested, in line with the CSBP's [Drug and Alcohol Policy and Procedure \(GM-01-120-04\)](#). Each case will be dealt with on its own merits.

3.2.2 NOTIFICATION RESPONSIBILITIES AND ACTIONS

3.2.2.1 Initial notification by the License Holder Nominee to Network Authority or Director of Energy Safety shall be by phone, or Fax within 24 hours of the incident.

Information to be included will be the personnel details, electrical equipment involved and severity of the incident.

3.2.2.2 A Detailed report of the incident will be sent to the Network Authority using the appropriate Electrical incident notification form within two weeks of the incident.

3.3 DANGEROUS GOODS

3.3.1 REPORTABLE CRITERIA

Note: The assessment of whether an incident meets the notifiable criteria shall be made by the relevant Area Manager or delegated person.

The Department of Mines and Petroleum (DMP) Resource Safety Division shall be notified as soon as reasonably practicable of the following incidents:

- a. Any dangerous goods incident;
- b. Any Security Risk Substances (SRS) incident; or
- c. Any incident associated with the natural gas pipeline (PL57) that runs between Wesfarmers LPG and the Sodium Cyanide Manufacturing Facility.

A **“dangerous goods incident”** means any incident that involved dangerous goods and that caused or resulted in, but for intervening events, could have caused or resulted in:

- a. The death of an individual, unreasonable bodily injury to an individual that interferes with his or her health or comfort, or unreasonable harm to the health of an individual; or
- b. Significant and unreasonable damage or harm to property or the environment; or
- c. An unexpected spill, leak or other emission that exceeds reporting limits as detailed in Table 1; or
- d. Any fire, explosion or other release of energy.

“Harm” means:

- a. injury to, or harm to the health of, an individual; or
- b. damage or harm to property or the environment.

Note: For clarity, the meaning of harm should be interpreted in the context of at least causing discomfort, irritation or pain as a result of contact with the dangerous good substance.

“Unreasonable” harm, harm from dangerous goods is capable of being reasonable, and only if:

- a. it was foreseen, and caused intentionally, by the person who had the control or management of the goods at the time the harm occurred;
- b. it was caused by a lawful act; and
- c. in the case of harm to an individual or to property, it was caused with the consent of the individual or of the owner of the property, as the case may be.

A “SRS incident” means:

- a. Any theft, attempted theft or unexplained loss of any amount of security risk substances; or
- b. Any unlawful use, or attempted unlawful use, of a vehicle being used to transport security risk substances.

Note: Security risk substances include any solid substances that contain more than 45% ammonium nitrate.

Table 1 - Guide to Quantities of Dangerous Goods Losses that are Externally Reportable

Dangerous Goods Classification	Report any loss exceeding the quantities below	
	Loss <i>not</i> contained on site	Loss contained on site
Flammable gas (Division 2.1)	50 m ³	50 m ³
Non-flammable non-toxic gas (Division 2.2)	100 m ³	100 m ³
Toxic gas (Division 2.3)	5 m ³	5 m ³
Dangerous goods classified as Packing Group I	5 L / kg	50 L / kg
Dangerous goods classified as Packing Group II or III, or C1 combustible liquids	100 L / kg	1000 L / kg
Goods too dangerous to transport	5 L / kg / m ³	50 L / kg / m ³

Note: Determine loss of gas as cubic metres (m³) at standard temperature and pressure (STP), currently defined by the International Union of Pure and Applied Chemistry (IUPAC) as absolute pressure of 101.3 kPa (1 bar) and temperature of 273.15 K (0°C).

Note: Refer to ‘Guideline for Reporting Dangerous Goods Incidents (Published by Department of Mines and Petroleum, Resources Safety Division’.



3.3.2 LICENSED PIPELINES (PL57)

Department of Industry and Resources (DoIR) issue the Petroleum Pipelines Act 1969 and the subordinate regulations. The Department of Mines and Petroleum (DMP) – Petroleum Pipelines administer the Pipelines Act on behalf of DoIR, as such reporting activities are to be made to DMP.

3.3.2.1 Reporting Criteria

a. Under Regulation 23 of the Petroleum Pipelines Regulations 1970:

Immediately a licensee becomes aware of the escape or ignition from a pipeline of petroleum being conveyed, the licensee shall notify an inspector of the event.

b. Under Regulation 24 of the Petroleum Pipelines Regulations 1970:

Where, during the construction and operations of the pipeline any accident occurs directly arising therefrom, wherein death or serious injury is suffered by any person, or any property is seriously damaged, the licensee shall immediately report the accident to an inspector.

Note: This procedure is applicable to CSBP owned dangerous goods, incidents that occur on CSBP property and only to areas within DMP's jurisdiction. Incidents that occur, or have an impact, elsewhere must be reported to the relevant authority in accordance with local laws.

Note: AGR are the licence holder for PL57, however CSBP has management responsibility and therefore undertakes reporting authority. If further clarification is required on the assessment criteria used for notification to the DMP, contact the Process Safety superintendent.

References:

- Dangerous Goods Safety Act 2004
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
- Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007
- Dangerous Goods Safety (Goods in Ports) Regulations 2007
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007
- Petroleum Pipelines Act 1969
- Petroleum Pipelines Regulations 1970

3.3.3 NOTIFICATION RESPONSIBILITIES AND ACTIONS

Initial notification to DMP Resource Safety Division shall be by phone and fax, as per Table 2:

Note: The “Responsible person for the notification” is the person responsible for sending the advice to the regulator, which must be authorised by the area manager prior to sending.

Table 2 – DMP Resource Safety Division Notification

Incident	Responsible Persons for Notification	Incident Time of day	Contact Method	Information Provided	Notification Timing
Dangerous Goods Incidents	Process Safety Superintendent or Delegated Persons	Any	Phone 08 9358 8002	Brief details of incident	As soon as reasonably practicable
			Fax 08 9358 8188	As per Form No. SF1972	As soon as reasonably practicable
SRS Incidents	Process Safety Superintendent or Delegated Persons	Any	Phone 08 9358 8002	Brief details of incident	As soon as reasonably practicable
			Fax 08 9358 8188	As per Form No. SF1972	As soon as reasonably practicable
Incidents associated with PL57 Pipeline	Process Safety Superintendent or Delegated Persons	Any	Phone 1. 1300 665 500 2. 0419 960 621	Brief details of incident	As soon as reasonably practicable
			Fax (08) 9358 8000	As per Form No. SF1972	As soon as reasonably practicable

In addition, for SRS Incidents the Western Australian Police Service must be contacted as follows:

Incident	Responsible Persons for Notification	Incident Time of day	Contact Method	Information Provided	Notification Timing
SRS Incidents	Security, ER and Improvements Coordinator or Delegated Persons	Any	Phone 131444	Brief details of incident	As soon as reasonably practicable

Note: Fax notification is via Form - [Notification of an Incident to a Government Authority \(SF1972\)](#).

Note: If the incident occurs outside of normal business hours (i.e. Mon – Fri 8.30am – 4.30pm), initial notification shall occur as soon as reasonably practicable on the next business day.

Note: Following initial notification, more detailed reporting may be required as per Section 3.3.4 “Detailed Reporting Responsibilities and Actions”.

3.3.4 DETAILED REPORTING RESPONSIBILITIES AND ACTIONS

A detailed written report will be provided to the nominated CSBP liaison within DMP Resources Safety Division, if requested by DMP. The report shall be submitted to the DMP Dangerous Goods officer within 21 days after receiving DMP's written request.

3.4 ENVIRONMENT

3.4.1 PLANNED NOTIFICATION

The Director, DEC, should be informed prior to commencement of any planned activity that may alter the nature or volume of waste, noise, odour or electromagnetic radiation emitted (s.53 Environmental Protection Act (EP Act)).

3.4.2 INCIDENT NOTIFICATION

Incidents that have caused, or are likely to cause pollution, material environmental harm or serious environmental harm must be notified to the DEC as soon as practicable (s.72 EP Act). These include, but are not limited to:

- a. Incidents that occur as a result of an emergency, accident or malfunction.
- b. Where a material has caused or is likely to cause pollution on or offsite, including impact on the public or CSBP's neighbours (e.g. noise, smoke, odours).
- c. Where there is a potential breach of EP Act licence conditions or works approval, including limits, threshold quantities or targets as defined in the licence conditions.

Note: Potential breaches of EP Act licence limits, reportable thresholds or targets must be reported to DEC before 5pm on the next usual business day after becoming aware of the potential breach.

Incidents that may be notified to the DEC include, but are not limited to:

- a. At the discretion of the Manager Environment or delegate, when CSBP has been impacted upon by an incident or when an incident may cause an observable impact (eg odour, noise, visual amenity) to external stakeholders (e.g. community members, industrial neighbours).
- b. At the discretion of the Incident Controller, as a result of mobilising the CSBP Kwinana Emergency Response Team.

Note: If further clarification is required on notification to the DEC, contact Manager Environment.

The Responsible Manager, Incident Controller, Shift Supervisor or delegated person is to notify the DEC using form [Notification of an Incident to a Government Authority \(SF1972\)](#) by Fax, telephone or email. Refer to 3.4.1 for detail of notification timing. The Responsible Manager may delegate the reporting function.

3.4.3 NOTIFICATION RESPONSIBILITIES AND ACTIONS

DEC – notification shall include both:

- initial notification, by fax (courtesy phone call to CSBP’s DEC liaison officer is recommended) and;
- detailed reporting as described in 3.4.2.

Table 3 – Department of Environment and Conservation Notification

Incident Significance	Responsible Persons	Time of day	Contact Method	Information Provided	Notification Timing
Offsite Impact	Incident Controller or Responsible Manager or Delegated persons	Any	Phone 0439518071 (Pollution Response)	1. Brief details of incident	As soon as practicable
			1. Fax 9419 5897 (Kwinana) 9842 1204 (Albany) 9072 0499 (Esperance) 9964 5983 (Geraldton) 9726 4100 (Bunbury)	2. As per Form No. SF1972	As soon as practicable within 24 hours
Other Incidents	Incident Controller or Responsible Manager or Delegated Persons	Any	1. Fax 9419 5897 (Kwinana) 9842 1204 (Albany) 9072 0499 (Esperance) 9964 5983 (Geraldton) 9726 4100 (Bunbury)	1. As per Form No. SF1972	As soon as practicable and before 5pm on the next usual business day

Note: Delegated Person is typically the relevant area Environmental Advisor.

Note: Fax notification is via Form - [Notification of an Incident to a Government Authority \(SF1972\)](#).

Note: If the Incident Control Team has been mobilised, then reporting to DEC shall be in accordance with [Management of Emergencies \(RM-11-010-02\)](#).

Note: The General Manager Manufacturing or Manager Environment may report incidents on behalf of the Responsible Manager.



3.4.4 FORMAL REPORTING TO DEC

Formal reporting is required to the DEC within seven (7) usual business days where:

- A potential breach of EP Act licence conditions has occurred and as required by the licence.
- The DEC has requested a formal report.
- Any notification that has been made in Section 3.4.1 that is deemed to have a high potential for, or actual pollution.