

# Emergency Response Management Plan



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# PROPOSED CHANDLER FACILITY DRAFT EMERGENCY RESPONSE PLAN

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**Draft Report | October 2016**





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<b>Chandler Draft Emergency Response Plan</b>	Draft Version A	Tellus Holdings Ltd	29 September 2016	Internal



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## ABBREVIATIONS

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CLC	Central Land Council
DME	Department of Mines and Energy
EIS	Environmental Impact Statement
EPA	Environment Protection Authority
Km	kilometres
NT	Northern Territory
MLA	Mining Lease Area
MMP	Mine Management Plan
RCP	Rehabilitation and Closure Plan
RMP	Risk Management Plan



# 1 INTRODUCTION

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## 1.1 Purpose

Tellus Holdings' emergency plan aims to identify hazards that may cause an emergency at site. Many of the hazards identified in the Risk Management Plan (RMP) pose risks but may not necessarily have the capacity to reach emergency status. Using the principles applied to all hazard analysis and assessment, the activities that can lead to an emergency situation have been identified in this plan and procedures to effectively respond to these are documented.

## 1.2 Policy

Hazards that can lead to the development of an emergency situation are a high priority in Tellus Holdings' Risk Management Policy, and the company strives to;

- Provide the best quality and most appropriate equipment and work place facilities to minimise the risk of an emergency arising and maximise the effectiveness of response if required,
- Provide a structured work place system so relevant personnel are alarmed of an emergency as soon as possible, this involves regular drills and site inductions to ensure the system works,
- Develop appropriate procedures to deal with emergencies,
- Provide training in best practices to avoid emergency situations and procedures to respond to an emergency if required (this includes first aid, fire fighting and risk assessment training)
- Ensure no emergency is recurrent, through review and alteration of procedures as necessary.

The specific training and control measures in place to prevent emergencies from arising, is outlined for each potential hazard in Section 6 of the RMP.

## 1.3 Emergency Situations

Emergency situations that have potential to occur during the construction and operation of the projects have been identified throughout the EIS and Risk assessment process. The ERP provides specific emergency procedures that are to be followed in the case of an emergency situation.

The procedures will be reviewed and updated at regular intervals and as required during the life of the project.



## 2 PROJECT DETAILS

### 2.1 Location

The project is located approximately 120 kilometres (km) south of Alice Springs in the NT (Figure 3-1). The project site is currently accessed from the Maryvale Road. The Maryvale Road is predominantly unsealed for approximately 100 km and links Alice Springs to the Aboriginal Community of Titjikala, Maryvale store and the Chambers Pillar Road.

### 2.2 Contact details

The Proponent's details are:

#### **Tellus Holdings Ltd**

Suite 2, Level 10  
151 Castlereagh Street  
Sydney NSW 2000  
Tel: +61 2 8257 3395

The key contact for this draft EMP is:

#### **Mr Richard Phillips**

#### **Environment and Approvals Manager**

Suite 2, Level 10  
151 Castlereagh Street  
Sydney NSW 2000  
Tel: +61 2 8257 3395  
Email: [richie@tellusholdings.com](mailto:richie@tellusholdings.com)

### 2.3 Emergency Communications

The Project is located within a remote area of Central Australia where mobile phone coverage is generally not available. In general, communication at the site will be undertaken via Ultra High Frequency (UHF) radio or satellite phone. A summary of emergency contacts is provided in Table 2-2.

**Table 1 Emergency contacts**

<b>Internal</b>	<b>Contact</b>	<b>Assistance</b>
<b>Mine Manager</b>	TBC	Emergency Response Team
<b>Site Supervisor</b>	TBC	Emergency Response Team
<b>Environment Supervisor</b>	TBC	Emergency Response Team
<b>HSE Officer</b>	TBC	Emergency Response Team
<b>Head Office</b>	(02) 8257 3395	Incident Notification
<b>External</b>	<b>Contact</b>	<b>Assistance</b>
<b>Fire / Police / Ambulance</b>	000 / 112	Emergency Response
<b>Royal Flying Doctor Service</b>	000 / 112	Emergency Response Team
<b>Remote Health Centre</b>	(08) 8956 0906	Nearest Medical centre
<b>Alice Springs Hospital</b>	(08) 8951 7777	Nearest Medical facility



## 2.4 Emergency Assembly location

Designated emergency assembly locations will be situated at various locations within the Chandler project site, identified as the lease hazardous in the event of an emergency. All site personnel, contractors and visitors will be informed of emergency assembly response and designated location areas.

In an emergency evacuation, all personnel will stop work immediately, leave equipment and belongings in a safe condition and move towards the emergency assembly area or muster point.

## 3 SPECIFIC EMERGENCY PROCEDURES

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Specific emergency procedures will be reviewed and updated prior to and during each phase of the projects life. As additional activities commence, specific emergency procedures will be developed and implemented by the Company.

### 3.1 Missing Person Procedure

Risks associated with getting lost and having to be recovered by search personnel include;

- Dehydration
- Potential malnourishment/malnutrition
- Heat or cold related illnesses
- Worst case scenario, death
- The introduction of a heightened safety risk to all search personnel.

This response plan applies if one or more persons have gone missing from the field team. The same plan will be applied by the Base Office in case of a missed scheduled call. The following procedures are to be followed;

- Attempt to establish radio or phone contact with the missing person/s and thereafter every half hour.
- Contact the Base Office. Discuss location information and check designation map. If spot trackers are used, get exact coordinates over the tracking link.
- Mobilise vehicle/s to search area within half an hour. If applicable, contact the station owner in search area to assist in search. The search crew will be first aid qualified and carry a first aid kit along with rescue equipment (e.g. trauma kit, recovery kit etc.) and should proceed to last known position of the responsive person/s.
- Search teams have to be in contact with each other over UHF. The most senior field staff will stay in contact with the Base Office. The Site supervisor will notify the Company Director.



- If the missing person/s cannot be located within an hour, contact the Site Supervisor and decide if police, SES etc. should be contacted to establish a full-scale search. Once informed, the police or SES will take control of the search.
- If the missing person/s is/are located, contact SES and notify them that the emergency is over.
- Once the emergency is over, fill out the incident report form and submit it to the Base Office as soon as possible. The most senior employee will start an incident investigation.

### 3.2 Medical Emergency Procedure

Some activities associated with remote exploration, construction and during operations can lead to accidents occurring or problems arising, causing a medical emergency. The risks and management measures to eliminate and / or minimise the likelihood of an emergency related to each hazard put in place by Tellus Holdings' are outlined in the RMP.

In the event of an accident requiring first aid treatment the following procedure is in place;

- Look for DANGER and if necessary make the scene safe to initiate the first aid treatment,
- If there are several injured people, start with the most severely injured person (e.g. unconscious, bleeding from major artery etc.),
- If there are other field personnel present and not required to attend to other casualties, ask the field personnel to call '000' and contact the Base Office and if applicable notify the other crews close by,
- Administer appropriate First Aid; e.g. CPR; Pressure Immobilisation Technique for snake bites. Tellus Holdings ensures that all personnel are trained in first aid techniques relevant to the work they are involved in before they commence field work. Should personnel find it difficult to recall exact techniques required for a particular situation, a detailed first aid manual is stored in all vehicles for reference.
- Once the severely injured person/s is/are stable call '000' and contact the Base Office, if not already done,
- After conducting emergency call to Base Office, leave satellite phone switched on and in a location with adequate reception,
- Follow Incident Notification Flow Charts in Figure 3-1

### 3.3 Flood Emergency Procedure

In the event of a flood, the following procedures are to be followed;

- Contact emergency services and Base Office as soon as practically possible,
- Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.,
- Avoid already flooded and high velocity flow areas. Do not attempt to cross flowing streams. If you come upon a flowing stream where water is above your ankles, STOP! Turn around and go another way,



- If driving, be aware that the road bed may not be intact under flood waters. Turn around and go another way. NEVER drive through flooded roadways,
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away,
- If you have to evacuate an area at night, be especially cautious as it is harder to recognize flood dangers,
- Figure 3-1 define the Notification procedures,
- After the emergency, notify the Mine Manager and, if applicable, the emergency services that the emergency is over.

### 3.4 Fire on Equipment Emergency

The emergency action plan for fire on equipment is as follows;

- Shut the machine down; Turn the vehicle off as soon as safe to do so,
- Activate fire suppression (if fitted/applicable),
- Vacate the machine/vehicle from the safe side away from the emergency,
- Account for all personnel,
- Do not attempt to extinguish the fire unless it is safe to do so,
- If required, call Emergency Services on '000' and contact the Base Office (Field Manager). After conducting emergency call/s, leave satellite phone switched on and in an area of good reception.
- Figure 3-1 define the Notification procedures.

### 3.5 Chemical Emergency

- Identify if the emergency is a spillage, fire or explosion,
- Evacuate the work site,
- Notify Senior Site Personnel,
- If threat is immediate, notify emergency services (000) following the Emergency Procedures as trained from the Occupational Health & Safety Manual. Give details of the accident including location, types of hazardous material involved, and whether there are any injuries. (This would generally be done by the Senior Site Personnel),
- If the accident involves personal injury, move the victim from the immediate area of fire, explosion or spill (if this can be done without further injury to the victim or yourself),
- Administer first aid as appropriate and seek immediate medical attention,
- Assess whether trained personnel available or external specialists services are required to clean up spill,
- If internal clean-up:
  - Assign work tasks to trained personnel,
  - Specify equipment and tools for clean-up including PPE,
  - Locate and control spilled material,
  - Neutralise and/or absorb material,



- Prepare residue for removal (consult relevant MSDS, product manufacturer and/or local council for advice on removal)

### 3.6 Bushfire Emergency

In case of being surprised by a full scale bush fire, follow the procedure below:

- Contact emergency services and Base Office as soon as practically possible.

If personnel are to respond on foot;

- Stay together as a team,
- Never run uphill to escape fire, move across the face of a hill out of the way of the fire,
- Run only when absolutely necessary and only if your chances of escape are clear,
- Seek shelter in a creek, waterhole, dam, in-ground earth tank, muddy area, or swamp at the side away from the fire. Wet or plaster the exposed parts of the body with mud and keep it moist,
- Do not climb into elevated tanks as this water heats rapidly and collapse can occur within a few minutes,
- If no water is available, take refuge behind a raised object (a rock, log or tree stump) in a cleared area. A slight hollow in the ground is also sufficient in a bare area (e.g. wheel ruts),
- If there is no suitably safe location available, seek shelter in the barest area away from any heavy quantity of fuel; cover exposed skin with dirt or dust or clothing or any available protection, lie face downwards with boots towards the fire.

If personnel are to respond with use of a vehicle

- Never drive through heavy smoke,
- Wind up the windows and shelter down below the window level,
- Switch the headlights on so that other vehicles can see your car,
- Switch off fans and air-conditioning to keep smoke out,
- Park the vehicle on cleared ground where there are no low shrubs or long grass,
- Never leave the vehicle and try to escape on foot,
- Lie down low on the floor of the car and cover the body with a woollen blanket, floor mats, spare clothing or whatever is available. It will get very hot inside the car, but if you are under the blanket you will be protected from radiant heat until the fire front has passed,
- Remember to drink plenty of water to stop you from dehydrating,
- Follow Notification Charts in Figure 3-1
- After the emergency, notify the Supervisor and Mine Manager and, if applicable, the emergency services that the emergency is over.



## 3.7 Personnel Responsibilities in Emergency Situations

### *Site supervisor or a prior designated Field Safety Supervisor*

- Undertake the role of Incident Manger in the event of an emergency,
- Initiate appropriate emergency response,
- Coordinate the response during an emergency;
- Ensure all operations are shut down until emergency has been controlled;
- Ensure all personnel have been accounted for;
- Ensure emergency contact numbers are displayed in prominent places and are communicated to the work force;
- Conduct reviews and ensure that appropriate changes are implemented after the emergency;
- If necessary, nominate an Emergency Response Coordinator

### *Emergency Response Coordinator*

- Assist in coordinating emergency response in consultation with the Project Geologist or Field Safety Supervisor,
- Ensures all personnel have been accounted for and made aware of the nature of the emergency.
- Senior Field Personnel
- If at scene of emergency, must assist in emergency response and notify the Field Safety Supervisor of emergency if he/she is not aware of the situation,
- Undertake the role of Incident Manager in the event of an emergency until relieved by the Field Safety Supervisor or appropriate authorities,
- Ensure team members understand and follow the emergency procedure.
- Field Personnel, Contractors and Visitors
- Follow the procedures whenever an emergency arises and cooperate with all instructions from the Incident Manger,
- Switch off powered equipment and tools where safe to do so;
- Cease current work activities;
- Remain in a safe location until instructed otherwise by the Incident Manager.
- Visitors must be escorted at all times

### *Senior Site Personnel*

- If at scene of emergency, must assist in emergency response and notify the Field Safety Supervisor of emergency if he/she is not aware of the situation,
- Undertake the role of Incident Manager in the event of an emergency until relieved by the Field Safety Supervisor or appropriate authorities,
- Ensure team members understand and follow the emergency procedure.



### *Personnel, Contractors and Visitors*

- Follow the procedures whenever an emergency arises and cooperate with all instructions from the Incident Manger,
- Switch off powered equipment and tools where safe to do so;
- Cease current work activities;
- Remain in a safe location until instructed otherwise by the Incident Manager.
- Visitors must be escorted at all times.

## **3.8 Post Emergency Procedures**

Following an emergency, all personnel shall cooperate fully with any investigations initiated. The Field Safety Supervisor will conduct a full investigation. At the completion of the investigation, the Emergency Response Procedure shall be revised, if required.

Where required, personnel shall receive trauma counselling.

# **4 INCIDENT NOTIFICATION**

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All notifiable incidents will be reported in accordance with the ERP, MMP and RMP and duty to notify obligations with Government departments and other organisations, as summarised in sections below:

## **4.1 NT Worksafe**

### **4.1.1 Notifiable incidents**

Under the Work Health and Safety (National Uniform Legislation) Act, it is a requirement to notify NT WorkSafe if certain incidents occur at the workplace (refer to Appendix A for further details).

These notifiable incidents include:

- a death of a person
- a serious injury or illness of the person, or
- a dangerous incident.

In accordance with the Workplace Health and Safety Act 2007, Part 6, as follows;

A serious injury or illness of a person means an injury or illness requiring the person to have:

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for:
  - (i) the amputation of any part of his or her body; or
  - (ii) a serious head injury; or



- (iii) a serious eye injury; or
- (iv) a serious burn; or
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance;

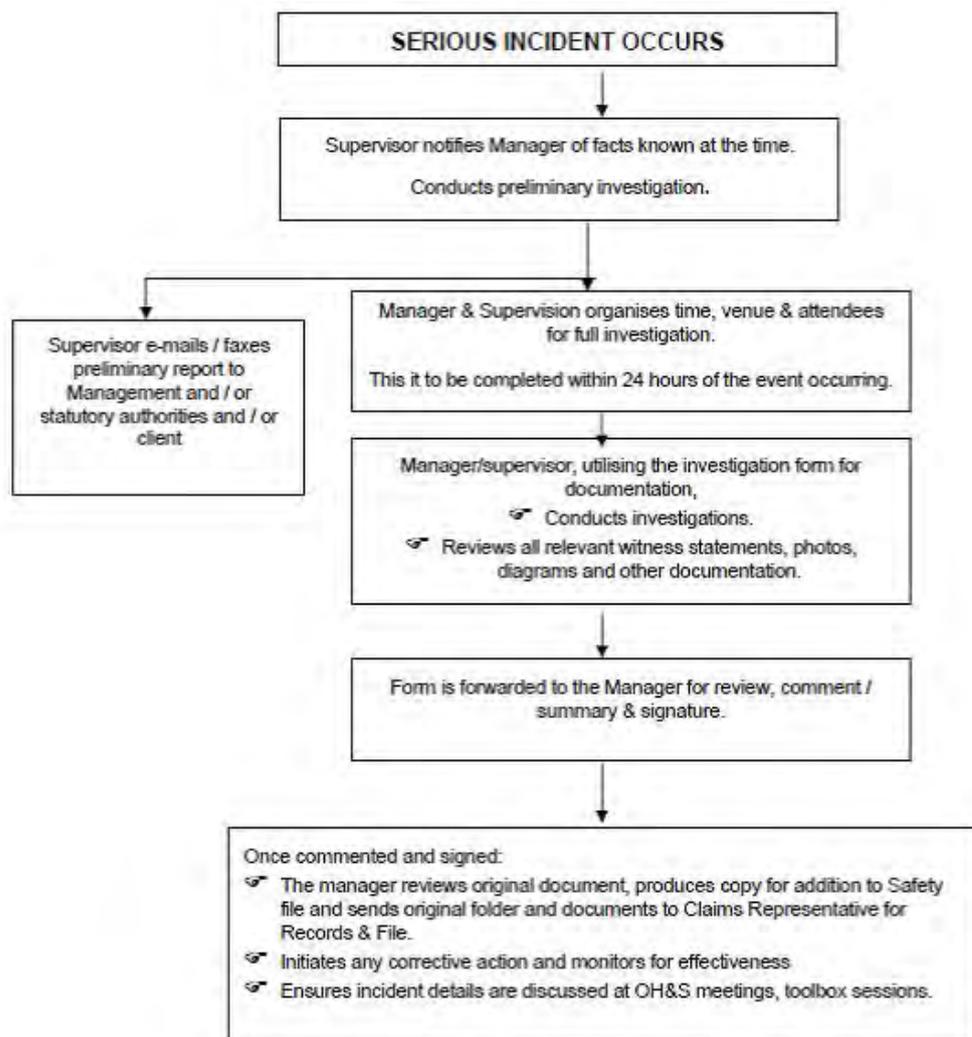
and includes any other injury or illness prescribed by the Regulations, but does not include an illness or injury of a prescribed kind.

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to the person's health or safety emanating from an immediate or imminent exposure to: :

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the Regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the Regulations;
- (m) but does not include an incident of a prescribed kind.



Figure 1 Incident Notification Flow Chart



#### 4.1.2 Duty to notify

A Person Conducting a Business or Undertaking (PCBU) is required to contact NT WorkSafe immediately after becoming aware of a notifiable incident at their workplace.

Notification must be done by the fastest possible means by either:

- calling **1800 019 115**, or
- completing the appropriate 'incident notification form', and
  - faxing it to 8999 5141, or
  - emailing it to [ntworksafe@nt.gov.au](mailto:ntworksafe@nt.gov.au)

A PCBU may also be required to complete and submit an 'Incident notification form' (Appendix 2) to NT WorkSafe. A PCBU who is required to submit an 'Incident notification form' has 48 hours from the time they notified the incident by phone.

Penalties will apply to a PCBU who fails to notify an incident.



### **4.1.3 Duty to preserve incident sites**

- (1) The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

## **4.2 NT EPA**

### **4.2.1 Notifiable Incidents**

Section 14 of the Waste Management and Pollution Control Act ("the Act") describes the duty to notify of incidents causing or threatening to cause pollution.

The criteria for triggering a Section 14 Incident Report fall within the definition of material environment harm and serious environmental harm. A Section 14 Incident Report must be submitted if any of the following criteria are triggered:

- (a) is not trivial or negligible in nature; or
- (b) consists of an environmental nuisance of a high impact or on a wide scale; or
- (c) results, or is likely to result in \$50 000 or more or the prescribed amount (whichever is greater) being spent in taking appropriate action to prevent or minimise the environment harm or rehabilitate the environment; or
- (d) results in actual or potential loss or damage to the value of \$50 000 more or the prescribed amount (whichever is the greater)

### **4.2.2 Duty to Notify**

Section 14 requires that where an incident occurs in the conduct of an activity and the incident causes, or is threatening or may threaten to cause, pollution resulting in material environmental harm or serious environmental harm that the person conducting the activity must notify the NT EPA within 24 hours.

A Section 14 Incident Report must specify:

- (a) the incident causing or threatening to cause pollution;
- (b) the place where the incident occurred;
- (c) the date and time of the incident;
- (d) how the pollution has occurred, is occurring or may occur;
- (e) the attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident; and
- (f) the identity of the person notifying the NT EPA.



A Section 14 Incident Report may be completed by the person conducting the activity or the NT EPA using the Section 14 Incident Report Form (Appendix 3).

## 4.3 Department of Mines and Energy

### 4.3.1 Notifiable Incidents

An environmental incident is defined as an unplanned event that causes environmental harm (i.e. where an activity or procedure not contained in or contemplated by the approved Mining Management Plan occurs and its impact is harmful to the environment).

“Environment” is defined under section 4 of the MMA as follows:

*land, air, water, organisms and ecosystems on a mining site and includes:*

- (a) the well-being of humans;*
- (b) structures made or modified by humans;*
- (c) the amenity values of the site; and*
- (d) economic, cultural and social conditions.*

### 4.3.2 Duty to Notify

Operators should conduct an appropriate assessment of the incident in order to determine the severity of the incident and whether the operator will be required to report the incident to the Chief Executive Officer of DME. Refer to Guideline in Appendix 4.

In accordance with section 29 of the MMA operators are required to report an environmental incident or serious environmental incident:

*(1) As soon as practicable after the operator for a mining site becomes aware of the occurrence of an environmental incident or serious environmental incident on the site, the operator must notify the Chief Executive Officer of the occurrence.*

*Maximum penalty: 200 penalty units.*

Section 29 of the Act also states:

*(2) An operator who gives notice orally must, as soon as practicable after doing so, give a written notice to the Chief Executive Officer.*

*Maximum penalty: 200 penalty units.*

*(3) An offence against subsection (1) or (2) is an offence of strict liability.*



Operators should also be aware of section 33 of the MMA, which states:

*A person commits an offence if:*

- (a) the person releases waste or a contaminant that is from a mining site; and*
- (b) the release is not authorised by the mining management plan for the site.*

*Maximum penalty: 200 penalty units.*

*An offence against subsection (1) is an offence of strict liability.*

*It is a defence to a prosecution for an offence against subsection (1) if the defendant establishes a reasonable excuse.*

*Subsection (1) applies regardless of whether the release:*

- (a) occurs on or outside the mining site; or*
- (b) causes, or has the potential to cause, environmental harm.*

## **4.4 Department of Environment**

### **4.4.1 Notifiable Incidents**

This requirement to notify applies to activities:

- provided for, and done in accordance with, a recovery plan or a wildlife conservation plan in force under Part 13 of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act); or
- covered by an approval in operation under another Part 9 of the EPBC Act; or
- declared by the Environment Minister as not requiring approval under Part 9 of the EPBC Act and taken in accordance with a management plan that is accredited; or
- taken in a humane manner that are reasonably necessary to relieve or prevent suffering by a listed species or ecological community; or
- necessary to prevent a risk to human health; or
- necessary for the purposes of law enforcement; or
- necessary to deal with an emergency involving a serious threat to human life or property; or
- that occur as a result of an unavoidable accident; or



- taken in accordance with a permit issued under regulations made under the Great Barrier Reef Marine Park Act 1975; or
- provided for, and taken in accordance with, a plan or regime that is accredited under Part 13 of the EPBC Act.

#### **4.4.2 Duty to Notify**

If you are a person who undertakes an activity that results in the unintentional death, injury, trading, taking, keeping or moving of a member of a listed threatened species (except a conservation dependent species), a member of a listed threatened ecological community, all cetacean (whale, dolphin or porpoise) species, a member of a listed migratory species, or a member of a listed marine species in or on a Commonwealth area and your activity was not authorised by a permit, then you must notify the Secretary of the Department of Sustainability, Environment, Water, Population and Communities within 7 days of becoming aware of the results of your activity.

Failure to notify is an offence punishable on conviction by a fine.

Notifications should be sent to:

The Secretary  
Department of the Environment  
John Gorton Building  
King Edward Terrace  
Parkes ACT 2600  
GPO Box 787  
Canberra ACT 2601  
Phone: +61 2 6274 1111  
Fax: +61 2 6274 1666  
Email: [EPBC.Permits@environment.gov.au](mailto:EPBC.Permits@environment.gov.au)



## 5 PERFORMANCE REVIEW

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No emergency situations occurred during the reporting period



## 6 DEFINITIONS

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**Consequence** - The outcome of an event, sequence of events or situation.

**Designated Health Safety and Environmental Critical Position** - Position which has responsibility for making health safety or environment critical decisions e.g. Incident and Crisis Management duty roster.

**Drug** - Any substance that may result in psychological or behavioural changes that use impaired work performance In this context the term "substance includes, but is not limited to alcohol, intoxicating products, prescribed and non –prescribed medication including OTC medications.

**Emergency** – A situation that develops suddenly and unexpectedly and poses a threat to life, property or the environment. It necessitates immediate and positive action to reduce impact, loss or injury.

**Fatigue** - A state resulting from mental or physical effort, or sustained periods of time awake which may result in psychological or behavioural changes that cause impaired work performance.

**Field Risk Assessment Process** – The risk assessment process conducted in the field i.e. site, facility, operations.

**Guideline** – A recommended course of action designed to achieve a specific outcome.

**Hazard** - A potential source of harm/damage to life, health, property and environment.

**Hierarchy of control** - The implementation of control methods in a formalised manner to ensure that the most disciplined controls are completed first.

**Impairment** - The alteration of the normal physical or mental function which results in diminished ability to perform assigned tasks in a safe and productive manner.

**Job Safety and Environment Analysis (JSA)** – A process used to identify all critical tasks, through a written procedure, conducted by the supervisor and the work team doing the specific task at the task location.

**Likelihood** - An assessment of the probability of occurrence.

**Medical and Physical Fitness** - Relates to the physical capacity and health of an individual which is directly related to duties performed and the work environment.

**PPE** – Personal protective equipment.

**Residual Risk** – The risk remaining of an unwanted negative consequence from an injury, damage, near miss or hazard after measurement controls have been put in place.



**Risk** - The chance of unwanted negative consequences from an injury, damage, near miss or hazard. It is measured in terms of likelihood and consequence.

**Risk Analysis** – The process of determining the likelihood and consequence of Hazard, using available information.

**Risk Assessment** – The process used to determine risk management priorities by evaluation and comparing the level of risk against predetermined standards.

**Risk management process** - The process of identifying hazards, assessing the risks that may result because of the hazard, deciding on control measures to prevent or reduce the level of risk, implementing control measures, monitoring and reviewing the effectiveness of measures.

**Risk Rating Matrix** - A matrix used to combine consequence and likelihood to a single value for risk.

**Risk Matrix Score** – The value obtained from the risk rating matrix.

**Severity** – The level of impact of an event, sequence of events or situation.

**Standard** – An acceptable measure of performance or quality that determines the minimum criteria required to ensure a safe and healthy work environment.

**Standard Operating Procedure (SOP)** – A statutory procedure developed through consultation for the purpose of achieving an acceptable level of risk.

**Trigger** – A condition or an event that identifies a change in the environment, people, equipment and process. It must be able to be measured or observed and on being reached, requires initiation of predetermined action responses.



## 7 REFERENCES

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This Risk Management Plan has been designed using the listed references and through consultation with NTWorkSafe. Tellus assumes all information utilized is accurate as of the date of completion (31/12/2014) to ensure that the company meets all regulations and criteria.

### *Legislation*

Mining Management Act

Work Health Administration Act 2011

Work Health and Safety (National Uniform Legislation) Act

Work Health and Safety (National Uniform Legislation) Regulations

### *Standards*

AS/NZS-4360 – Australian and New Zealand Risk Management Standard

AS/NZS-4804-OHS Management Systems

Standards Australia (2004). Australian Standard AS1940 – 2004: The storage and handling of flammable and combustible liquids

Standards Australia and Standards New Zealand, Australian / New Zealand Standard AS/NZS 4360: 2004, Risk Management

Standards Australia and Standards New Zealand, Australian / New Zealand Standard AS/NZS 4801: 2001, occupational health and safety management systems – specification for guidance for use

### *Guidelines*

Minerals Industry Risk Management Model

HB436 – Risk Management Guidelines

Risk Management Handbook for the Mining Industry

Safety and Environmental Procedures and Guidelines for Field Operationse



## **Appendix 1- NT Worksafe Incident Notification**



## **Appendix 2 – NT Worksafe Incident Form**



## Appendix 3 – NT EPA Incident Form



## Appendix 4 – DME Reporting Guidelines

## Bulletin

# Work Health and Safety – incident notification

The *Work Health and Safety (National Uniform Legislation) Act* – WHS (NUL) Act – requires the Regulator to be notified of certain **notifiable incidents**. This information bulletin will help you decide whether the Regulator needs to be notified of a work-related injury, illness or dangerous incident under the WHS (NUL) Act.

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## Part 3 of the WHS (NUL) Act

In summary, Part 3 of the WHS (NUL) Act requires:

- immediate notification of a 'notifiable incident' to the Regulator after becoming aware of it
- if the Regulator asks – written notification within 48 hours of the request, and
- preservation of the incident site until a NT WorkSafe Inspector arrives or directs otherwise (subject to some exceptions).

Work health and safety Regulators are committed to preventing work-related deaths and injuries. Notifying the Regulator of notifiable incidents can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

However, failing to notify is a criminal offence and penalties apply.

## What is a 'notifiable incident'

A notifiable incident as outlined in the WHS (NUL) Act is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace.

'Notifiable incidents' may relate to any person – whether an employee, contractor or member of the public.

Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the Regulator.

## Serious injury or illness

Notification is required of a serious injury or illness of a person if they require any of the following.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

### Incident triggers for serious injury that requires notification

Incident Trigger	Serious injury that requires notification
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer. <b>It does not include:</b> <ul style="list-style-type: none"> <li>• Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) and immediate discharge</li> <li>• Subsequent corrective surgery such as that required to fix a fractured nose.</li> </ul>
Immediate treatment for the amputation of any part of the body	Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear. <b>It does not include:</b> Bruising or minor abrasion or laceration to the skin
Immediate treatment for a serious head injury	<ul style="list-style-type: none"> <li>• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function</li> <li>• Head injuries resulting in temporary or permanent amnesia.</li> </ul>
Immediate treatment for a serious eye injury	<ul style="list-style-type: none"> <li>• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision</li> <li>• Injury that involves an object penetrating the eye (for example metal fragment, wood chip)</li> <li>• Exposure of the eye to a substance which poses a risk of serious eye damage.</li> </ul> <b>It does not include:</b> Eye exposure to a substance that merely causes irritation
Immediate treatment for a serious burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft. <b>It does not include:</b> A burn that merely requires washing the wound and applying a dressing
Immediate treatment for the separation of skin from an underlying tissue (such as degloving or scalping)	Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).
Immediate treatment for a spinal injury	Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.
Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ. <b>It does not include:</b> <ul style="list-style-type: none"> <li>• mere fainting, or</li> <li>• a sprain, strain or fracture.</li> </ul>
Immediate treatment for serious lacerations	<ul style="list-style-type: none"> <li>• <b>Serious</b> lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment</li> <li>• Deep or extensive cuts</li> <li>• Tears of wounds to the flesh or tissues – this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</li> </ul>
Medical treatment within 48 hours of exposure to a substance	

## Prescribed serious illness that requires notification

Notification is also required for the following prescribed serious illness:

- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - i. with micro-organisms
  - ii. that involves providing treatment or care to a person
  - iii. that involves contact with human blood or body substances
  - iv. that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - i. Q fever
  - ii. Anthrax
  - iii. Leptospirosis
  - iv. Brucellosis
  - v. Hendra Virus
  - vi. Avian Influenza
  - vii. Psittacosis.

## Meaning of 'treatment

'Treatment' means the kind of treatment that would be required for a serious injury or illness and includes 'medical treatment' (i.e. by a registered medical practitioner), treatment by a paramedic or treatment by a registered nurse practitioner.

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

## Dangerous incidents (commonly referred to as 'near misses')

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:

### examples of electrical shock that are not notifiable

- shock due to static electricity
- 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
- defibrillators are used deliberately to shock a person for first aid or medical reasons

### examples of electrical shocks that are notifiable

- minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the *Work Health and Safety (National Uniform) Regulations*
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Any of these occurrences are reportable as a 'dangerous incident' (or 'near miss') if a person is exposed to a serious risk from immediate or imminent exposure to a hazard.

For most hazards such as plant or a structure collapsing a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

However some hazards such as an uncontrolled leak of a hazardous gas or a fire can travel towards a person and expose them to a serious risk to health and safety away from the original source.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

Only occurrences involving a 'serious risk' are notifiable taking into account the likelihood of a serious illness or injury occurring from the incident. This would include any situation which seriously endangers or threatens the health or safety of a person.

## Only work-related incidents are notifiable

Incidents are only notifiable if:

- there is a death, **or**
- a 'serious injury or illness' is suffered, **or**
- there is a dangerous incident ('near miss' as described above), **and**
- the incident arises out of the conduct of the business or undertaking. This may or may not include the management or control of the workplace.

An incident is not notifiable just because it happens at or near a workplace.

These kinds of incidents are **not notifiable**: incidents may occur for reasons which do not have anything to do with the conduct of the business or undertaking. For example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking
- an amateur athlete is injured while playing on the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

Work-related incidents that occur outside a workplace **may be notifiable**: work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident. For example:

- an object like a hand tool falls off a multi-storey building under construction hitting a person below
- scaffold collapse that causes a risk of serious injury to persons adjacent to the construction site
- an awning over a shop-front collapses, hitting a person passing by underneath.

**Appendix A** provides more information about [incidents that occur at public places or sporting events](#).

## Still unsure?

If you are still unsure about whether a particular incident should be notified then contact your Regulator for guidance.

## Who is responsible for notifying?

Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has occurred.

Procedures should be put into place to ensure work health and safety incidents are promptly brought to the relevant individual's attention, for example a manager and then notified to the Regulator, if required.

For more information on the definition of a PCBU see the Interpretive Guideline: *The Meaning of 'Person Conducting a Business or Undertaking'*.

### Incidents involving multiple businesses or undertakings

If the 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to the Regulator.

There is no need for all duty holders to notify – only one needs to.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example:

Contractors at a construction workplace may agree that the principal contractor for the workplace will notify of all 'notifiable incidents' that occur at the workplace.

### Incidents involving a 'State-based contractor working for a Commonwealth entity'

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety (WHS) laws.

For example:

An asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Robertson Barracks in the Northern Territory and a dangerous incident occurs (as previously defined). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the company must ensure that both Comcare and NT WorkSafe are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare on behalf of both.

## When and how to notify

A Regulator must be notified of a 'notifiable incident' immediately after the PCBU becomes aware of the incident arising from the business or undertaking.

The notice must be given by the fastest possible means which could be by telephone or in writing, for example by facsimile, email or other electronic means.

If notifications are made by telephone follow-up information may be requested either by telephone or in writing. If you are asked to follow-up in writing you must provide the required information in writing within 48 hours of the request being made.

Regulators have adopted a common-sense approach to assessing whether an incident has been notified immediately. In other words incidents must be notified immediately as the particular circumstances permit.

In general a PCBU 'becomes aware' of a notifiable incident at the time that any of their workers in supervisory or managerial roles become aware of that incident.

For example:

If a worker suffers a serious injury and notifies their immediate supervisor it is at this point that the PCBU is considered to be aware of the incident. It is essential that PCBUs develop appropriate internal communication systems to ensure safety incidents are promptly brought to the relevant persons' attention.

## What information will be requested?

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the Regulator.

Where insufficient details are provided in a telephone notification, the Regulator may contact the notifier if further information is required. All WHS Regulators have agreed that the following information should be collected as a minimum at the point of incident notification.

### 1. What happened: an overview

- Provide an overview of what happened
- Nominate the type of notifiable incident – was it death, serious injury or illness, or ‘dangerous incident’ (as previously defined)?

### 2. When did it happen

- Date and time

### 3. Where did it happen

- Incident address
- Details that describe the specific location of the notifiable incident – for example section of the warehouse or the particular piece of equipment that the incident involved – to assist instructions about site disturbance.

### 4. What happened: detailed description

- Detailed description of the notifiable incident

### 5. Who did it happen to

- Injured person’s name, salutation, date of birth, address and contact number
- Injured person’s occupation
- Relationship of the injured person to the entity notifying.

### 6. How and where are they being treated (if applicable)

- Description of serious injury or illness – i.e. nature of injury
- Initial treatment of serious injury or illness
- Where the patient has been taken for treatment.

### 7. Who is the PCBU (there may be more than one)

- Legal and trading name
- Business address (if different from incident address), ABN/ACN and contact details including phone number and email.

### 8. What has/is being done

- Action taken or intended to be taken to prevent recurrence (if any).

### 9. Who is notifying

- Notifier’s name, salutation, contact phone number and position at workplace
- Name, phone number and position of person to contact for further information (if different from above).

Although all of this information may not be available at the time of notification, PCBUs must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the Regulator at a later time.

## Can work continue where the incident occurred?

The person with management or control of a workplace at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier).

Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation, or
- after a NT WorkSafe Inspector has given a direction to do so either in person or by telephone.

The sooner the Regulator is notified, the sooner the site can be released.

If however after arriving at the incident site an NT WorkSafe Inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply – no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

## Site preservation requirements only apply to the incident site

Requirements to preserve a site only apply in relation to the immediate area where the incident occurred – not the whole workplace.

If you are unsure about what you need to do to preserve a site, ask the Regulator when you notify them of the incident.

You can also ask the Regulator to be relieved of your legal obligations to preserve the incident site at this point – even if you don't meet the strict criteria above.

## Upgrading Notifications

If a notifiable incident escalates from a serious illness or injury to a death the Regulator must be separately notified of the death immediately after becoming aware that the person has died.

## Record keeping requirements

The notifier must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.

As a practical matter these records should include any directions or authorisations given by an Inspector at the time of notification (including authorisations to disturb incident sites) and any confirmation you received from the Regulator that you notified them about the incident.

## Contact us

For further information please contact us on 1800 019 115, facsimile (08) 8999 5141, via email at [ntworksafe@nt.gov.au](mailto:ntworksafe@nt.gov.au) or go to the NT WorkSafe website at [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

## Appendix A – incidents that occur at public places or sporting events

### Public places and sporting events

Workplaces may also be public or partly public places, for example:

- public parks, streets
- public transport
- shopping centres
- sports facilities
- schools and colleges
- aged care facilities, hospitals and medical centres
- cafes, restaurants, hotels and other kinds of public accommodation.

Incidents involving bystanders, visitors, students, patrons or other members of the public are only notifiable if:

- there is a death
- a 'serious injury or illness' is suffered or there is a dangerous incident ('near miss' as described above), and
- the incident arises out of the conduct of a business or undertaking.

An incident may arise out of the conduct of a business or undertaking for example because of:

- the way a work activity is organised (for example inadequate safety precautions)
- the way equipment or substances are used (for example lifts, machinery)
- the condition of a workplace (for example poorly maintained or slippery floors)
- actions of someone who is not a worker at the workplace.

If a visitor at a shopping centre is taken to hospital after sustaining a serious fracture then the incident would be notifiable. If a visitor is taken to hospital because of their pre-existing medical condition (for example heart attack, epileptic seizure at a shop) this would not be notifiable as it did not result from the conduct of the business or undertaking.

### Incidents during sports activities

Work health and safety duties apply in relation to professional sports people for whom sport is work and sport organised by businesses or undertakings. They do not apply to purely social or recreational activities or activities organised by wholly volunteer associations that do not employ anyone.

For more information about the way the work health and safety laws affect volunteers and organisations with volunteers refer to the online resource kit published by Safe Work Australia.

Some sports injuries may arise from 'work' (for example a professional AFL footballer) while others may not (a local amateur club footballer).

Sports injuries are not notifiable if arising out of the normal conduct of a sports activity for example rough and tumble of a game.

Sports injuries are notifiable only if arising out of the conduct of a business or undertaking for example:

- the way a work activity involving sport is arranged
- the way the sporting activity is managed or controlled
- the condition, design or maintenance of premises or equipment, or
- the way work is carried out for example inadequate supervision.

Examples of notifiable incidents include:

- the condition of the premises or sports equipment was a factor in the incident – for example where a participant suffers an injury requiring admission as an inpatient at a hospital due to tripping over on a potholed tarmac surface, or
- there was inadequate supervision to prevent an incident – like ensuring the safe use of equipment used by students on a school excursion or failings in the organisation and management of an event.

## GUIDELINE

# Environmental Incident Reporting

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***This guideline outlines the legislative requirement for reporting environmental incidents under Section 29 of the Mining Management Act.***

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## INTRODUCTION

In order to assist operators in meeting their environmental incident reporting requirements under section 29 of the *Mining Management Act* (MMA), the Department of Mines and Energy (DME) has developed this guideline.

An environmental incident is defined as an unplanned event that causes environmental harm (i.e. where an activity or procedure not contained in or contemplated by the approved Mining Management Plan occurs and its impact is harmful to the environment).

## LEGISLATION

In accordance with section 29 of the MMA operators are required to report an environmental incident or serious environmental incident:

- (1) *As soon as practicable after the operator for a mining site becomes aware of the occurrence of an environmental incident or serious environmental incident on the site, the operator must notify the Chief Executive Officer of the occurrence.*

*Maximum penalty: 200 penalty units.*

Section 29 of the Act also states:

- (2) *An operator who gives notice orally must, as soon as practicable after doing so, give a written notice to the Chief Executive Officer.*

*Maximum penalty: 200 penalty units.*

- (3) *An offence against subsection (1) or (2) is an offence of strict liability.*

Operators should also be aware of section 33 of the MMA, which states:

- (1) *A person commits an offence if:*
  - (a) *the person releases waste or a contaminant that is from a mining site; and*
  - (b) *the release is not authorised by the mining management plan for the site.*

*Maximum penalty: 200 penalty units.*

- (2) *An offence against subsection (1) is an offence of strict liability.*

- (3) *It is a defence to a prosecution for an offence against subsection (1) if the defendant establishes a reasonable excuse.*

- (4) *Subsection (1) applies regardless of whether the release:*
- (a) *occurs on or outside the mining site; or*
  - (b) *causes, or has the potential to cause, environmental harm.*

## **REPORTING AN INCIDENT**

### **Assess the Incident**

When assessing an incident and making decisions about reporting on an environmental incident or serious environmental incident an operator should have regard to the definition of “environment” in the MMA.

“Environment” is defined under section 4 of the MMA as follows:

*land, air, water, organisms and ecosystems on a mining site and includes:*

- (a) *the well-being of humans;*
- (b) *structures made or modified by humans;*
- (c) *the amenity values of the site; and*
- (d) *economic, cultural and social conditions.*

Operators should conduct an appropriate assessment of the incident in order to determine the severity of the incident and whether the operator will be required to report the incident to the Chief Executive Officer of DME.

For the purpose of classifying the severity of an incident and determining whether a report is required an operator may be **guided** by the assessment matrix in Table 1.

Operators should also have regard to the obligations set out in section 16 of the MMA, the conditions of authorisation, the permitted activities and the relevant procedures contained in the operator’s own management plan, including its associated systems.

It is not always necessary for there to have been an environmental impact for the requirement to report an incident to be triggered. The *potential* for any incident to have an impact on the environment should also be taken into account when considering whether to make a report to the Chief Executive Officer. The definition of “environment” is broad and careful consideration should be given to each aspect of the environment before a determination is made.

**Table 1. Guide to severity classification.**

Severity Class	Physical Environmental Consequence	Social/Cultural Environmental Consequence	Appropriate Actions
1	<p>Unplanned low level impact on the physical environment, health of humans, structures or amenity of site, which was of short duration with no enduring actual or potential harm to the environment.</p> <p>No lasting effect observed or measured.</p> <p>For example:            Minimal and reversible impact on any aspect of the environment.            No impact on well-being of humans.            All products of incident capable of being immediately retrieved or neutralised.            No risk of further escape, contamination or injury.</p>	<p>Unplanned low-level impact on social, cultural, heritage conditions or amenity of community, which was of short duration with no enduring actual or potential harm to the environment;</p> <p>For example:            Minimal disturbance to heritage items or structures;            Minimal disturbance to local community, social or cultural conditions.            No lasting effect observed or measured.</p>	<p>Obligation to inspect, assess, monitor for ongoing impact, rehabilitate physical damage, mitigate any damage.</p> <p>Obligation to record in register of incidents and include in annual report to DME.</p> <p>Unlikely to require investigation by Regulator.</p>
2	<p>Unplanned minor environmental impact with some minor actual or potential harm to the environment.</p> <p>For example:            A discernible but reversible impact on non-threatened species and their environment, the</p>	<p>Unplanned minor impact on social, cultural, heritage conditions or amenity of community, which was of short to medium duration with some enduring actual or potential harm to the environment.</p> <p>For example:            People affected by minor loss</p>	<p>Identify non-compliance with MMA, authorisation, MMP, or operators own management system.</p> <p>Identify procedures to be followed, take appropriate action to contain/minimise impact or harm resulting from incident</p> <p>Obligation to inspect and</p>

	<p>duration of which is likely to be &lt; 1 month.</p> <p>Minor impact on the well-being of humans which may be left untreated or require only minor short term treatment.</p> <p>All products of incident capable of being safely contained, retrieved or neutralised in short term.</p> <p>Low risk of further escape, contamination or injury.</p>	<p>of amenity or minor reduction of usual conditions;</p> <p>Minor repairable damage to cultural or heritage sites, structures, property and items.</p> <p>Minor disturbance to community, social, cultural conditions, where it is possible to restore conditions in short term.</p> <p>Short term effect observed or measured.</p>	<p>assess impact of incident, monitor for ongoing impact, rehabilitate physical damage, mitigate any damage.</p> <p>Obligation to record in register of incidents and include in annual report to DME.</p> <p>Obligation to report incident to CEO of DME.</p> <p>Possibility that an Investigation by Regulator will be required.</p>
3	<p>Unplanned moderate environmental impact &gt;1 month duration to non-threatened species in their natural environment.</p> <p>Unplanned moderate impact on the well-being of humans.</p> <p>For example:          A moderate impact on non-threatened species and the environment, the duration of which is likely to be &gt; 1 month.</p> <p>A moderate impact on the well-being of humans which requires treatment.</p> <p>All products of incident capable of being safely contained, retrieved or neutralised in medium term.</p>	<p>Unplanned moderate impact on social, cultural, heritage conditions or amenity of community, which was of medium duration with some enduring actual or potential harm to the environment.</p> <p>For example:          People affected by moderate loss of amenity or moderate reduction of usual conditions;</p> <p>Moderate repairable damage to cultural or heritage sites, structures, property and items.</p> <p>Moderate disturbance to community, social, cultural conditions, where it is possible to restore conditions in medium term.</p> <p>Medium term effect observed</p>	<p>Identify non-compliance with MMA, authorisation, MMP, or operators own management system.</p> <p>Identify procedures to be followed, take appropriate action to contain/minimise impact or harm resulting from incident.</p> <p>Obligation on operator to investigate incident, including inspection and assessment of impact of incident.</p> <p>Obligation to rehabilitate physical damage to environment, mitigate any other damage, including by provision of treatment/services.</p> <p>Obligation to provide continued monitoring for</p>

	Moderate risk of further escape, contamination or injury.	or measured.	ongoing impact. Obligation to record in register of incidents and include in annual report to DME. Obligation to report incident to CEO of DME. Investigation by Regulator will be required.
4	<p>Unplanned major impact on environment &gt; 1 year duration on ecosystem</p> <p>Unplanned impact on a threatened species or its habitat.</p> <p>Possible, irreversible damage to ecosystem.</p> <p>Unplanned major impact on well-being of humans.</p> <p>For example:</p> <p>A major impact on non-threatened species and the environment, the duration of which is likely to be &gt; 1 month.</p> <p>Any impact on a threatened species or its habitat whether reversible or not.</p> <p>A serious impact on the well-being of humans which requires urgent or long-term treatment.</p> <p>Likelihood of safely containing, retrieving or neutralising products of</p>	<p>Unplanned major impact on social, cultural, heritage conditions or amenity of community, with some enduring actual or potential harm to the environment.</p> <p>For example:</p> <p>People affected by significant loss of amenity or significant reduction of usual conditions;</p> <p>Significant repairable or irreparable damage to cultural or heritage sites, structures, property and items.</p> <p>Significant disturbance to community, social, cultural conditions, where it is possible to restore conditions in the longer term, or where it may not be possible to restore conditions.</p> <p>Long term effect observed or measured.</p>	<p>Identify non-compliance with MMA, authorisation, MMP, or operators own management system.</p> <p>Identify procedures to be followed, take appropriate action to contain/minimise impact or harm resulting from incident.</p> <p>Obligation on operator to investigate incident, including inspection and assessment of impact of incident.</p> <p>Obligation to rehabilitate physical damage to environment, mitigate any other damage, including by provision of treatment/services.</p> <p>Obligation to provide continued monitoring for ongoing impact.</p> <p>Obligation to record in register of incidents and include in annual report to DME.</p>

	incident is limited or will require long term action. High risk of further escape, contamination or injury.		Obligation to report incident to CEO of DME. Investigation by Regulator will be required.
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**Section 29 reporting is required for all incidents identified as being within severity class 2, 3 or 4.**

**Incident Reporting**

Incidents likely to be the subject of a section 29 incident report may include, but are not limited to, the following:

- (a) Escape (by any means such as a spill or leak) of a fuel, chemical, product or residue in solid, liquid or gaseous form including fumes, smoke, vapours, contaminated water, or dust;
- (b) Emissions of noise (beyond reasonable permitted levels);
- (c) Uncontrolled or accidental fire on any land, structure or infrastructure;
- (d) Unauthorised, uncontrolled, or both, discharge of controlled waters to surface or ground waters;
- (e) Damage to a Sacred Site, Aboriginal Protected Area, other protected area, archaeological or heritage site;
- (f) Unauthorised mining, whether the activity is undertaken on or off an authorised mining site;
- (g) Unauthorised clearing of vegetation or disturbance of the ground on or off an authorised mining site; and,
- (h) Harm to human well-being.

If it is possible to identify any one or more of the aspects of an incident set out within a severity class the operator should consider taking the appropriate actions for that class.

If an incident fits within the descriptions contained in different classes of severity, the operator should classify the incident by the highest level observed.

If an operator is in doubt about whether a report is required then the operator should contact the Executive Director of Mines for further guidance on this procedure.

All written reports to the Chief Executive Officer of DME should include clear descriptions (and where appropriate diagrams, photographs and maps) of the incident and affected area of the mining site. In the case of any unauthorised mining activities, including land clearing (on or off site), the report should include details of the affected area including all dimensions, and should include a site plan showing the approximate location of the area concerned in relation to the boundaries of the mining site.

The initial report to the Chief Executive Officer should be made as soon as possible after the incident has come to the attention of the operator (including any person employed or contracted by the operator) and can be made by telephone, facsimile or email.

Where the initial report is provided to the Chief Executive Officer of DME by oral communications the operator is also required to provide written notification of the incident on the approved form as soon as practicable after the initial report. Preferably this should be provided within 48 hours of the initial notification.

Written reports should be submitted by email to [mineral.info@nt.gov.au](mailto:mineral.info@nt.gov.au).

The 'Notification of an Environmental Incident' form can be found on the Department's website: [www.minerals.nt.gov.au/mining](http://www.minerals.nt.gov.au/mining) under 'Reporting'.

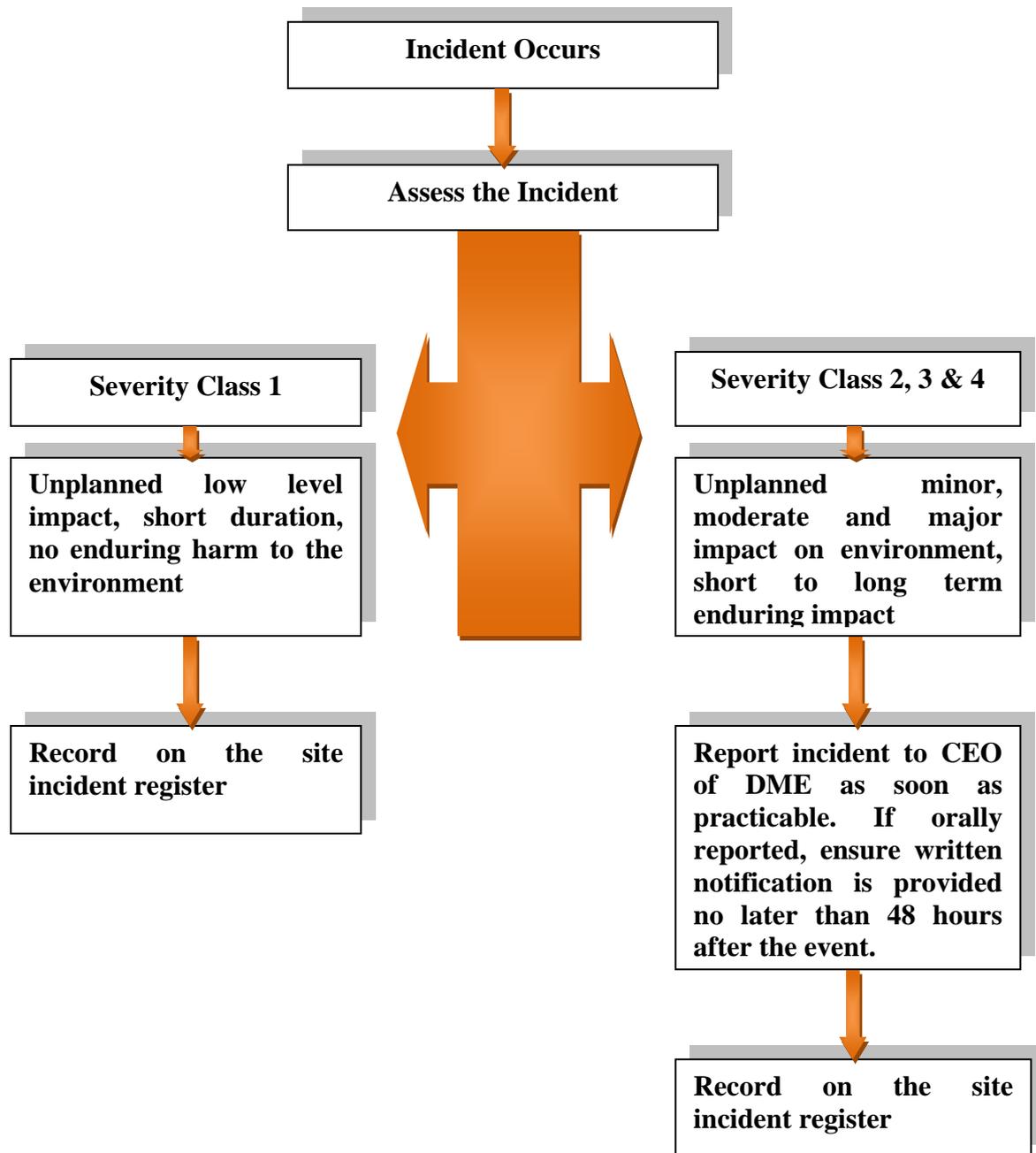
An incident reporting flowchart is located at the end of this document.

### **Register of Incidents**

All environmental incidents that occur on the mining site should be recorded in a register located on site, photographed and location recorded (i.e. GPS coordinates). Environmental incidents that are not reported to the Chief Executive Officer under section 29 of the MMA (e.g. an event that had the potential to cause serious environmental harm even if actual material harm was not observed at the time of the incident) should also be recorded by the operator in the register, photographed and location recorded. The Register must be submitted annually with the Mining Management Plan (just the incidents pertaining to that reporting period).

The register should be available at all times for inspection by Mining Officers.

## INCIDENT REPORTING FLOWCHART



**All incidents should be inspected, assessed and monitored for ongoing impacts**

## SECTION 14 INCIDENT REPORT (*Waste Management and Pollution Control Act*)

<b>Date and Time of Notification:</b>	
<b>Person / Company:</b>	
<b>Incident:</b>	

<b>(a) the incident causing or threatening to cause pollution</b>	
<b>(b) the place where the incident occurred</b>	
<b>(c) the date and time of the incident</b>	
<b>(d) how the pollution has occurred, is occurring or may occur</b>	
<b>(e) the attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident</b>	
<b>(f) the identity of the person notifying the NT EPA</b>	

# Incident Notification Form

Sections 35 to 39 of the *Work Health and Safety (National Uniform Legislation) Act* (WHS (NUL) Act) states NT WorkSafe must be notified of the occurrence as soon as practicable by the PCBU on **1800 019 115**. You will be given an incident notification Reference Number that must be included on this form. This number is proof of your notification phone call as soon as was practicable.

In addition to immediate (as soon as is practicable) phone notification, this 2-page notification form must be faxed or emailed to NT WorkSafe within **48 hours** after the incident occurrence. Fax: **08 8999 5141**. Email: [ntworksafe@nt.gov.au](mailto:ntworksafe@nt.gov.au)

For more information please see NT WorkSafe bulletin Incident Notifications.

## Incident Notification Form

<b>Reference Number:</b>		<b>Date:</b>	
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### Person Submitting Details (if completing form by hand, please print BLOCK letters)

Name:				
Position Title:				
Name of Employer/Self Employed Person notifying:				
ABN:				
Business address: (Not Postal Address)				
Suburb:		State:		Postcode:
Work number::		Mobile number:		
Email Address:				

### Incident Details

Date of Incident:		Time of Incident: (am/pm)	
Death of a person	<input type="checkbox"/>	Serious injury or illness	<input type="checkbox"/>
		Dangerous incident	<input type="checkbox"/>
Name of Employer of any Injured or Deceased Person(s) if different from above: i.e.: subcontractor			
ABN:			
Address or location where the incident occurred:			
Describe the specific location of the incident:			

### Work activity being undertaken at the time of the incident:

Provide a description of work being undertaken at the time of the incident including identifying any plant, substance and equipment involved

## Incident Notification Form

### Witnesses

Name of person(s) who saw the incident or was first on the scene

### Details of Injured/Deceased Person(s)

Full Name:			
Date of Birth:		Occupation/Job Title:	
Direct Worker <input type="checkbox"/>	Contractor <input type="checkbox"/>	Member of public <input type="checkbox"/>	Other <input type="checkbox"/>
Address:			
Suburb:		State:	Postcode:
Work number:		Mobile number:	
Email:			

### Injury/Illness

Provide a description of any injury or illness

Did the person receive treatment following the injury/illness? If yes, describe treatment below

Yes  No

### Action

Describe any Action taken/intended, if any, to prevent recurrence of the incident

### Declaration

Date form submitted:		Signed:		I have submitted this form electronically (signature is not required)	<input type="checkbox"/>
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