

Insert Company Logo

Incident Management Procedure

<Insert document number>

EHSQ Management Solutions

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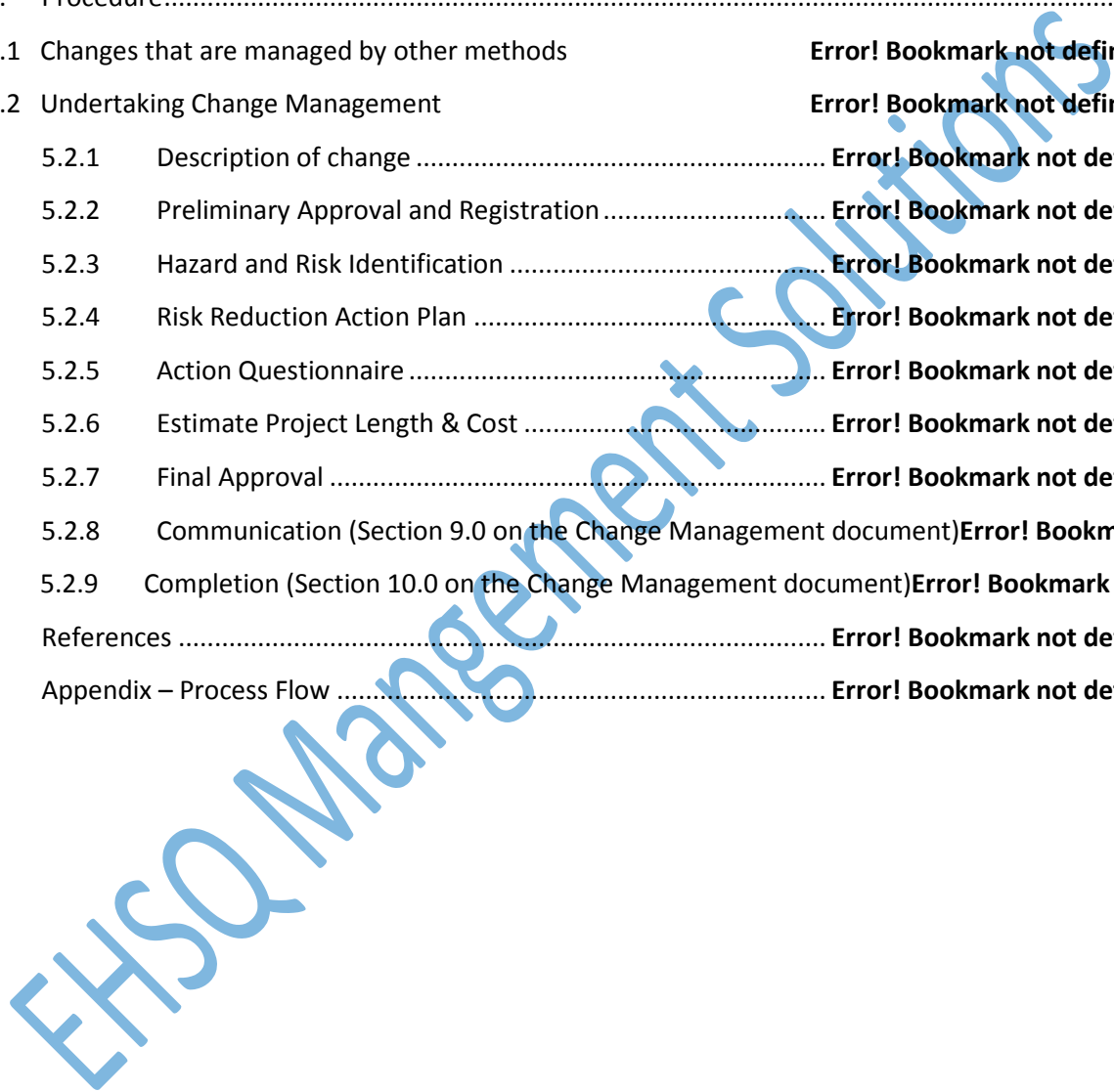
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1. Purpose

The purpose of this procedure is to provide detailed guidance regarding <Insert Company Name> incident management requirements in order to ensure that all hazards/incidents are reported, documented and investigated so that appropriate action can be implemented to prevent recurrence.

2. Scope

This procedure shall apply to all <Insert Company Name> personnel, contractors, sub-contractors and their employees at <Insert Company Name> controlled workplaces.

3. Definitions

Term	Definition
DMP	Department of Mines and Petroleum
Hazard	A condition in the work place that has the potential to result in injury or illness to people, damage to the environment, or equipment, and loss of reputation.
Incident	An unplanned occurrence that has resulted or had the potential to result in injury or illness to people, damage to the environment, or equipment, and loss of reputation including near misses.
LTI	Lost time injury – see incident classification table.
MTI	Medical treatment injury – see incident classification table.
Near Miss	An unplanned occurrence which potentially could have resulted in injury or illness to people, damage to the environment, or equipment, and loss of reputation but did not.
Normal Work Duties	<p>An employee is deemed to be at work during the conduct of their duties in the workplace during normal and / or overtime working hours. Employees travelling in company vehicles, rental vehicles, contractor vehicles, aeroplanes, helicopters, etc. on company business are deemed to be at work. This includes employees who are travelling from home to workplace for call out purposes and employees who are travelling for business purposes to a location other than their normal business unit.</p> <p>The employee is deemed to NOT be at work in the following situations:</p> <ul style="list-style-type: none"> • Travelling from place of abode to workplace for normal shift whether in commercial transport, personal or company vehicle. • Travelling from home to mine site on fly-in fly-out basis on normal roster change. <p>Employees living in mine site camps, when they are in the camp and not engaged in normal work, or are en-route to and from the camp to the workplace. This includes time spent undertaking recreation activities in the camp. An employee injured out of work hours in company provided accommodation, camp, wet or dry mess in “off duty” hours may be entitled to workers compensation.</p>