

OAKY CREEK COAL

GLENCORE

Procedure

Incident Reporting and Investigation

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1 Purpose

- 1-1 To facilitate a management culture that promotes the recognition, response, reporting and investigation of incidents including hazards and near misses in accordance with the requirements of:
- a) Glencore Coal Assets Australia's (GCAA) HSEC Standard **Incident**, which defines the Oak Creek Coal process for incident reporting and notification timeframes; and
 - b) GCAA's procedure for **Incident Reporting and Investigation** which defines the Oak Creek Coal process for the reporting and investigation of incidents
- 1-2 This procedure provides a process for Oak Creek Coal sites to satisfy the requirements of the:
- a) Coal Mining Safety and Health Act 1999:
 - i. Section 106 - the Site senior executive to tell site safety and health representatives about an injury or illness that causes an absence from work of the person and a high potential incident happening at the coal mine
 - ii. Section 198 - the site senior executive must notify an inspector and an industry safety and health representative about an accident, incident or death either orally or by notice, as soon as possible after becoming aware of the accident, incident or death in terms that include the primary information pertaining to the incident
 - iii. Section 200 - site not to be interfered with without permission
 - iv. Section 201- action to be taken in relation to site of accident or incident
 - b) Coal Mining Safety and Health Regulation 2001:
 - i. Section 15 - for investigating accidents and incidents
 - ii. Section 16 - for giving notice of incidents
 - c) Environmental Protection Act 1994:
 - i. Section 320 - duty to notify of environmental harm

2 Scope

- 2-1 The notification and reporting requirements described in this procedure are applicable across all Oak Creek Coal mine sites; and apply to all personnel including managers, employees, contractors and visitors.
- 2-2 This procedure links the Oak Creek Coal Incident Investigation process to GCAA's **Compliance – Health and Safety Management System Procedure**.
- 2-3 Injury management, emergency response and first aid are outside the scope of this procedure.
- 2-4 This procedure does not include the Glencore Coal Assets Australia (GCAA) process for incident reporting and investigation as this is covered in GCAA's procedure for **Incident Reporting and Investigation**.

3 Immediate Response to Incidents

- 3-1 Any person who becomes aware of an incident is obliged to initiate the emergency procedure over the two way radio network or over the telephone system, in accordance with the sites ***Emergency Response procedure***.
- 3-2 Upon responding to an emergency, it is the responsibility of the coal mine worker to:
- Assess the situation and if safe to do so, render first aid to anyone injured
 - Do not move injured personnel until emergency assistance arrives unless they are in immediate danger
 - Seek assistance from other coal mine workers
 - Secure the area and attempt to control the situation if it is safe to do so
 - Direct the First Response Team to the incident site
 - Be prepared to assist the First Response Team once they arrive and take control of the emergency
- 3-3 To manage the scene security and preserve information, no person shall interfere with the incident scene until permission is given by the Site Senior Executive, with the exception of saving lives, administering first aid and/or making the scene safe.

4 Notifications and Reporting

- 4-1 Incident notification and reporting processes for Oak Creek Coal incidents are aligned to meet the requirements of legislation and GCAA's ***Incident*** HSEC Standard in ***Table 4.1 Incident notification and reporting requirements***.
- 4-2 Definitions for injury classifications are provided in ***GCAA HS Definition Guideline***.
- 4-3 For further clarification on incident classification, contact your Health, Safety and Training or Environment and Community Department representative.

Oaky Creek Coal Procedure

Incident Reporting and Investigation

Incident Type:	Near Miss Reportable Incident (NMRI) Category 1 (First Aid Injury / Illness) Damage to asset or property less than \$10K Environmental Incident with no lasting damage		Near Miss Reportable Incident (NMRI) Category 2 (MTI / RWI) Category 3 (LTI / Disabling Injury) Damage to asset or property \$10K – 2M Environmental Incident with < 2 year impact		High Potential Incident (HPI) or High Potential Risk Incident (HPRI) Category 4 (Serious Accident / Fatality / Permanent Incapacity) Category 5 (Multiple Fatalities / Multiple cases of permanent disability) Damage to asset or property greater than \$2M Environmental Incident with 2-10 year impact		
	Who	What	When	What	When	What	When
Person Involved	Verbally Notify Supervisor or ERZ Controller	Immediately	Verbally Notify Supervisor or ERZ Controller	Immediately	Verbally Notify Supervisor or ERZ Controller	Immediately	Immediately
Line Supervisor / ERZ Controller	Verbally notify Line Superintendent / Manager	As soon as practicable	Verbally notify Line Superintendent / Manager	Immediately	Verbally notify Line Superintendent / Manager	Immediately	Immediately
	Complete Parts 1 & 2 of <i>GCAA Incident Report & Investigation Booklet</i> with person involved	Prior to end of shift	Complete Parts 1 & 2 of <i>GCAA Incident Report & Investigation Booklet</i> with person involved	Prior to end of shift	Secure the scene and commence data collection for ICAM Investigation	Immediately	Immediately
	Submit completed <i>GCAA Incident Report & Investigation Booklet</i> to line Supt / Manager	Within 24 hrs	Submit completed <i>GCAA Incident Report & Investigation Booklet</i> to line Supt / Manager	Within 24 hrs	Complete Part 1 only of <i>GCAA Incident Report & Investigation Booklet</i>	Prior to end of shift	Prior to end of shift
	Complete verification activities using <i>GCAA Investigation Quality Report</i>	Within 6 months of the incident	Complete One-Up review with Line Superintendent or Manager using <i>GCAA Investigation Quality Report</i>	Within 5 days	Submit completed <i>GCAA Incident Report & Investigation Booklet</i> to line Supt / Manager	Within 24 hrs	Within 24 hrs
Line Superintendent / Manager	Record initial incident data in Incident Database	Within 2 working days	Verbally notify HST or E&C Manager and SSE	Immediately	Verbally notify HST or E&C Manager, OCE and SSE	Immediately	Immediately
	Complete Incident Database record	Within 10 days	Record initial incident data in Incident Database	Within 2 working days	Record initial incident data in Incident Database	Within 2 working days	Within 2 working days
	Endorse Incident record and investigation process	Within 10 days	Complete Incident Database record	Within 10 days	Pass on <i>GCAA Incident Report</i> to ICAM facilitator	Within 2 working days	Within 2 working days
			Endorse Incident record and investigation process	Within 10 days	Complete Incident Database record	Within 10 days	Within 10 days
HST Manager <i>add all Level 2 to 5 incidents to the site's Weekly Report</i>	Confirm incident recorded in Incident Database	Within 10 days	Confirm incident recorded in Incident Database	Within 10 days	Verbally notify HST General Manager (HPRI's only)	Within 24 Hrs	Within 24 Hrs
			Conduct "One Up" review of content and quality of Incident Report with Line Supervisor / ERZ Controller using <i>GCAA Investigation Quality Report</i>	Send out HSEC Alert	24 Hours	24 Hours	
				Confirm incident recorded in Incident Database	Within 10 days	Within 10 days	
				Facilitate ICAM investigation & report	Within 28 days	Within 28 days	
				Conduct "One Up" review of content and quality of Incident Report with Line Supervisor / ERZ Controller	Within 60 days	Within 60 days	
				Provide GCAA ICAM Presentation	Within 1 month	Within 1 month	
				Participate in GCAA Verification Activities	As scheduled by GCAA	As scheduled by GCAA	
E&C Manager <i>add all Level 2 to 5 incidents to the site's Weekly Report</i>	Confirm incident recorded in Incident Database	Within 10 days	Verbally notify E&C General Manager	As soon as practicable	Verbally notify E&C General Manager	As soon as possible	As soon as possible
			Notify DEHP in writing	Within 24 hours	Notify DEHP in writing	Within 24 hours	Within 24 hours
			Review and authorise incident investigation report	Within 7 days	Send out HSEC Alert	Within 24 hours	Within 24 hours
			Submit full E&C report to DEHP	Within 10 days	Complete & submit full ICAM / E&C report to DEHP	Within 10 days	Within 10 days
					Present ICAM Presentation to GM	Within 1 month	Within 1 month
					Participate in GCAA Verification Activities	As scheduled by GCAA	As scheduled by GCAA
SSE / Operations Manager	Review all incidents at SMT meeting	Weekly	Verbally notify General Manager and Director	As soon as practicable	Verbally notify - Director, Mines Inspector & SSHR	As soon as practicable	As soon as practicable
			Inform SSHR	As soon as practicable	Written notice to local Inspector of Mines	48 hrs (24 hrs fatality)	48 hrs (24 hrs fatality)
			Complete DME Monthly Incident Summary Form	Monthly	Written notice to ISHR	48 hrs (24 hrs fatality)	48 hrs (24 hrs fatality)
			Complete DME Incident Report Form (Form 5A)	Monthly	Complete DME Incident Report Form (Form 5A)	Within 28 Days	Within 28 Days
					Complete DME Monthly Incident Summary Form	Monthly	Monthly

Table 4-1 Incident notification and reporting requirements

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5 GCAA Notifiable Incident

- 5-1 A **GCAA Reportable Incident Report** shall be generated using the Custom Reports in CMO, for the following incidents:
- Lost Time Injuries
 - Restricted Work Injuries
 - Medical Treatment Injuries
 - Health exposure exceedance
 - Environmental Incidents (Category 2 and above)
 - Community Complaints
 - Legislative Directive
 - Department Notification
- 5-2 The **GCAA Reportable Incident Report** shall be distributed to the following:
- #Coal – AU – COO Direct Reports
 - #Coal – AU – Senior Management
 - #Coal – AU – General Managers
 - #Coal – AU – Operations Managers
 - #Coal – AU – NSW – Environment and Community Managers
 - #Coal – AU – QLD – Environment and Community Managers
 - #Coal – AU – HST Managers

GCAA Reportable Incident Notification	
Operation/ Project : Bulga OC	
Date of Incident : 28/03/2017	
Notification Classification : Serious	
Type :	
<input type="checkbox"/> LTI	<input type="checkbox"/> Production Interruption
<input type="checkbox"/> RWI	<input type="checkbox"/> High Potential Risk Incident (HPRI)
<input checked="" type="checkbox"/> MTI	<input type="checkbox"/> Statutory Dept Notification / Compliance
<input type="checkbox"/> Environment	<input type="checkbox"/> Community Complaint
<input type="checkbox"/> Asset Damage	<input type="checkbox"/> Health Exposure Exceedance
<input type="checkbox"/> Statutory Order	<input type="checkbox"/> Other
Approximate location: Eastern Emplacement Area (EEA) - RL92 West stripping area	
Brief Description of Incident as reported:	
At approximately 09:45 am on 28/3/17, MRS operator Craig Thomas sustained a laceration to his left hand. Prior to the injury he was requested to move EX14 (36T CAT excavator) from the eastern side of the EEA to the western side where it would be used to load topsoil. As he was walking the excavator, the rock bucket which was sitting in the mud bucket for transport, contacted the stick of the excavator as he passed through a low point, causing gouging to the stick.	
Mr Thomas parked the excavator and got out to inspect the damage. In order to inspect the damage, he used his bare left hand to wipe away some mud from the damaged section. He suffered a 5 cm laceration to the palm of his left hand when it came in contact with a burr of steel under the mud. Mr Thomas was taken to the first aid room for observation and then transported to a doctor's surgery where 9 sutures were applied to the wound.	
Incident Consequences: Medical Treatment Injury	
What immediate action has been taken? :	
1. Investigation process initiated with key stakeholders.	

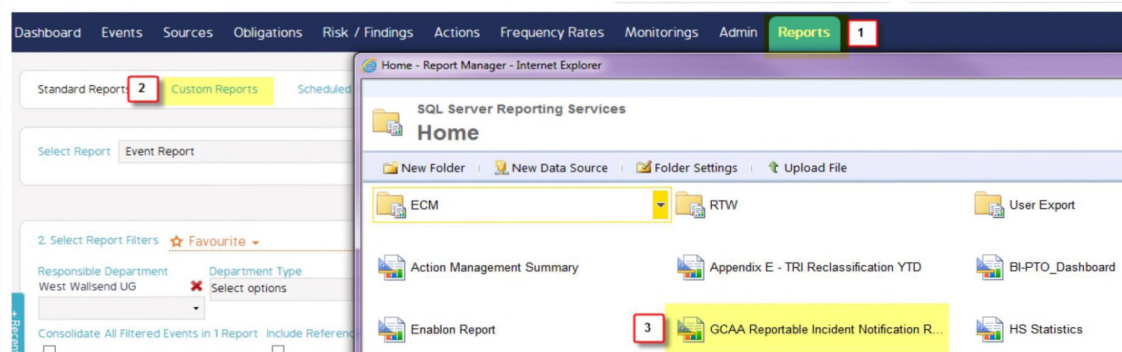
Figure 5-1 Example of GCAA Reportable Incident Report

Generating a GCAA Reportable Incident Notification

To generate the report in CMO a record must first be created e.g. incident record.

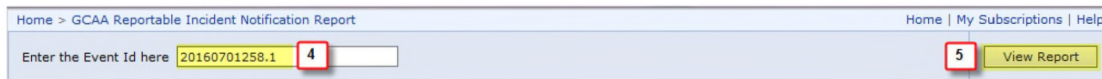
Once the record is created you:

- a) Go to the "report" tab
- b) Select "Custom Reports"
- c) Select "GCAA Reportable Incident Notification Report"



Enter the full event ID of the event.

Select view report.



Save report as a word document



Modify word document as required to include all relevant data.

Operations Manager to review content of document prior to sending.

Email GCAA Reportable Incident Notification to "#AU-GCAA Reportable Incident Notification".

Note:

To assist with personnel reviewing the notification, it is recommended the subject line in the email include a reference to the type of notification e.g.

- Site Name – Type of incident – DDMMYY
- For example:
 - CLE OC – Noise Complaint – 010517
 - GLD OC – LTI – 100317
 - BUL OC – Department Notification – 250317

Table 5-1 How to generate a GCAA Reportable Incident Notification

6 Hazard Reporting

- 6-1 Any worker who becomes aware of a hazard must take immediate action to deal with the hazard. Such action may include:
 - a) The immediate removal (where practical) of the hazard cause
 - b) Notification to others who may be affected by the hazard
 - c) Notification to their immediate Supervisor
- 6-2 The hazard report form found in the *Glencore Coal Assets Australia SafeCoal Supervisor and Employee Passports* is used to report hazards in the first instance; and is a mechanism by which other coal mine workers may be informed of a situation that has the potential to cause harm.
- 6-3 To complete the hazard report form:
 - a) Identify the context of the hazard i.e.:
 - i. Property damage
 - ii. Health and safety
 - iii. Environment
 - b) Determine the Potential Consequences (level 1 through to 5) using the definitions provided in the Potential Consequence table in the *SafeCoal Passport*
 - c) Complete the Date, Time, Department and Location of the hazard
 - d) Complete the Description and document the Immediate Actions Taken to make the area safe
 - e) Complete the Recommendations and Corrective Actions sections of the Hazard Report Form with your Supervisor who is responsible for reviewing the hazard report to determine if further action is required
- 6-4 Where the hazard cannot be rectified immediately; the hazard shall be entered into the site's Incident Management Database where actions can be allocated and tracked to completion. Sites may opt to record all hazard reports in the site's Incident Management Database.
- 6-5 Completed Hazard Report Forms shall be forwarded to the site's Health and Safety Department for statistical analysis and filing.

HAZARD REPORT BOOK		
PROPERTY DAMAGE	HEALTH & SAFETY	ENVIRONMENT
POTENTIAL CONSEQUENCE (Please tick level of consequence using table provided)		
LEVEL 1 <input type="checkbox"/>	LEVEL 2 <input type="checkbox"/>	LEVEL 3 <input type="checkbox"/>
LEVEL 4 <input type="checkbox"/>	LEVEL 5 <input type="checkbox"/>	
MAKE SAFE AND NOTIFY YOUR SUPERVISOR		
Date: / / hrs Department: Location:		Company or persons involved (if any):
DESCRIPTION		TO BE COMPLETED WITH YOUR SUPERVISOR
IMMEDIATE ACTION TAKEN		RECOMMENDATION
CORRECTIVE ACTIONS:		
CORRECTIVE ACTIONS	ASSIGNED TO	DUE DATE
Supervisor's Name: _____		
Supervisor's Signature: _____		Date: _____

Figure 6.1 Hazard Report Form from the GCAA SafeCoal Passport

7 Incident Investigation

- 7-1 Incidents occurring at Oak Creek Coal sites will be investigated in accordance with **GCAA Incident Reporting and Investigation** procedure which determines the level of investigation based on the potential consequence; which in turn determines the incident category.
- 7-2 All incidents are to be reported using **GCAA Incident Report and Investigation** form. The form is separated into two parts with:
- Part 1 completed for all incident categories; and
 - Parts 1 and 2 completed for all category 1 and 2 incidents; and category 3 Health and Safety incidents
- 7-3 Environment and Community category 3 incidents and Health and Safety category 4 and 5 incidents require:
- Part 1 of **GCAA Incident Report and Investigation** form to be completed;
 - And an ICAM Investigation
- 7-4 The immediate supervisor is responsible, in the first instance, to categorise each incident, based on potential consequence, and take appropriate action which includes making the relevant notifications as per **Table 3-1 Incident notification and reporting requirements**.
- 7-5 **GCAA Investigation Quality Review** form contains a scoring system which will be used to review the quality of incident investigations conducted at Oak Creek Coal. Scores will be used to assess and rate the quality of the investigation and identify areas for improvement.
- 7-6 Investigation quality reviews will be conducted in accordance with **Table 3-1 Incident notification and reporting requirements**.
- 7-7 Corrective actions and new risks that could be introduced as a result of implementing actions arising from incident investigations shall be managed through the **GCAA Change Management** process. This is to consider document revisions, training, communication of changes to relevant personnel and other stakeholders.

GCAA Safety Compliance Procedure

- 7-8 **GCAA Compliance – Health and Safety Management System Procedure** provides the process to be followed in response to a breach or a suspected breach of the site's Safety and Health Management System (SHMS).
- 7-9 This procedure enables a course of action that provides for procedural fairness and the unbiased treatment of those involved in an incident which includes appropriate escalation dependent on the seriousness of the incident.
- 7-10 Using **GCAA Compliance – Health and Safety Management System Procedure** will assist investigators to:
- Identify and address the failure of individuals to comply with the site's SHMS including underpinning legislative requirements and SafeCoal Rules
 - Make a distinction between honest acts with unintended consequences and intentional acts which place persons at risk of harm
 - Provide a measured and investigative response to a breach
 - Direct the focus to the behaviour that caused the breach to occur not just the resulting impact of the breach

Note



When a person **intentionally** breaks a well-known rule to gain an advantage or through simple disregard for known risks and/or workplace standards, then it is reasonable that there should be a personal consequence.

However, the consequence for **unintentional** human error must be different to those associated with intent. Unintentional human error may result from a lack of skill, training or knowledge which will be identified as part of the investigation process.

Involvement of OCE

- 7-11 For surface mines, the responsible Line Superintendent or Manager is to notify all stakeholders in accordance with **Table 3-1 Incident notification and reporting requirements**; including the Open Cut Examiner (OCE) if the incident occurred in or around the surface excavations of the mine.
- 7-12 The Line Superintendent or Manager is responsible for involving the OCE in the investigation as required.

Involvement of ERZ Controller

- 7-13 For underground mines, the responsible Line Superintendent or Manager is to confirm that all stakeholders are notified in accordance with **Table 3-1 Incident notification and reporting requirements**; including the ERZ controller for the ERZ in which the accident or incident happened who was on duty at the time of the incident.
- 7-14 The Line Superintendent or Manager is responsible for involving the ERZ controller in the investigation as required.

8 Incident Data Analysis

- 8-1 Factors from incidents shall be graphed in order to identify trends in causal factors. These should be cross referenced to other data, such as equipment damage and injury data.
- 8-2 All incidents and hazard reports shall be presented at the morning planning meeting on a daily basis by the department responsible.
- 8-3 Immediately following the meeting available SMT members meet to review all incident and hazard reports to review the actions assigned to check they are relevant and deemed effective to prevent or control the cause of the incidents or hazards.
- 8-4 These results shall be tabled at the monthly HSEC Meetings and options for improvement initiatives developed. Analysis of the trends shall be communicated to work groups and displayed on the HSEC Noticeboard.

9 HSEC Alert Notification

- 9-1 Where a HSEC Alert is received, an evaluation shall be undertaken by the relevant HST Manager or Superintendent to determine its' relevance to site, and if relevant, what corrective actions are to be instigated to prevent a similar occurrence.
- 9-2 Where actions to prevent a similar occurrence have been identified, these shall be entered into and managed using CMO.
- 9-3 Where a corrective action is for the Alert to be communicated via GCOM or toolbox meeting, the Safety Alert details shall be recorded on the appropriate GCOM or Toolbox meeting record form.
- 9-4 Corrective actions and new risks that could be introduced as a result of implementing actions arising from incident notifications shall be managed through the **GCAA Change Management** process. This is to consider document revisions, training, communication of changes to relevant personnel and other stakeholders.
- 9-5 Where it is identified that site Risk Assessments need to be updated in light of this incident notification, the relevant HSEC Manager shall update them accordingly.
- 9-6 Where deemed appropriate, HSEC Alerts shall be posted to notice boards and published through weekly reports.
- 9-7 Where a HSEC Alert is issued by the site, initial details of the incident are collated in the Glencore HSEC Alert Notification format. Each alert must be approved by the relevant Operations Manager and Emerald Region General Manager prior to circulation to other Glencore operations.

10 Accountabilities

Site Senior Executive shall:

- 10-1 Review the contents of the procedure and approve for the document to be added to the HSEC Document Management System.
- 10-2 Provide adequate resources to meet requirements of this procedure.
- 10-3 Notify the local Inspector of Mines, General Manager, Director, ISHR and SSHR for HPI's and Serious Accidents and Lost Time Injuries.
- 10-4 Forward an Incident Analysis/Investigation for all HPI's, Total Recordable Injuries and Serious Accidents to the Inspectorate within 30 days.

Health Safety and Training Superintendent shall:

- 10-5 Complete the DME 'Queensland mining industry incident report form as required.
- 10-6 Complete the DME 'Queensland Mining Industry Monthly Incident Summary' form as required.
- 10-7 Participate in or facilitate incident investigation/s, including HPI's, HPRI's, Critical Incidents and Serious Accidents.
- 10-8 Collate and table for discussion, External HSEC Alerts at the Senior Management Team meeting.
- 10-9 Complete detailed notification of environmental emergencies, incidents and exceptions for submission to Department of Environment and Heritage Protection.
- 10-10 Provide training in incident investigation to all supervisory personnel.

Line Superintendents / Managers shall:

- 10-11 Consult SSE as soon as possible for incidents classified as HPI's, HPRI's, Critical Incidents, Serious Accidents, DI's (including any injury requiring offsite treatment) or where serious/material environmental harm has been caused as defined under internal Glencore requirements.
- 10-12 Participate in or facilitate incident investigation/s, including HPI's, HPRI's, Critical Incidents and Serious Accidents.
- 10-13 Confirm the OCE / ERZ controller is involved in the investigation as required.
- 10-14 Make Coal Mine Workers available to participate in an incident investigation (persons involved as relevant to incident).
- 10-15 Complete and close off corrective actions for their relevant area.

Supervisors / ERZ Controllers shall:

- 10-16 Complete Incident Report forms for all incidents, injuries, hazards or near misses as per required timeframe.
- 10-17 Facilitate or participate in the investigation.
- 10-18 Arrange testing for alcohol and drugs of all coal mine workers directly involved in incident.
- 10-19 Communicate incident information to the oncoming shift/s.

Coal Mine Workers shall:

- 10-20 Report all incidents immediately to their supervisor.
- 10-21 Participate, where required, in an incident investigation.

11 Communication / Training

- 11-1 Communication will involve crew talks, tool box talks, pre start talks; risk assessment participation, HSEC Safety meetings, Intranet availability throughout site, Planned Task Observations (PTOs), and Hazard report Forms.
- 11-2 All Oak Creek Surface personnel shall receive required site-specific skill and knowledge during mandatory induction training, refresher training, and ongoing job safety training as per the Oak Creek **Training, Assessment and Competency** procedure, developed in line with s82 of the Coal Mining Safety and Health Regulation 2001.
- 11-3 Additional communication and training will be conducted whenever significant changes are made to this procedure.
- 11-4 All personnel affected by the content of this document shall receive instruction or explanation on the relevant parts of this document, at induction and during job safety training.

12 Monitoring and Review

- 12-1 A review of this procedure shall be triggered by the following events:
 - a) A site or external accident or incident directly related to the document contents
 - b) A legislated change directly related to the document contents
 - c) Requirements from directives issued orally or as Mine Record Entry's by the Department of Natural Resources and Mining inspectors or Industry Safety and Health Representatives or Site Safety and Health Representatives directly related to the document contents
 - d) Outcomes from inspections, audits, hazard identification, Microsafe, risk assessment, JSA or other processes where the actions recommended are directly related to the document contents
 - e) A change required by Glencore directly related to the document contents
 - f) A change required by the site SSE directly related to the document contents
 - g) The passing of a review date on the document, set at 5 Years for this document

13 Document Information

13-1 Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

Related Documents

13-2 Related documents, listed below, are internal documents directly related to or referenced from this document.

Number	Title
GCAA-625378177-10394	Incident Reporting and Investigation
CAA HSEC FRM 0020	Incident Report and Investigation Form
GCAA-625378177-10438	Investigation Quality Report
GCAA-625378177-11430	Change Management
GCAA-625378177-13717	HS Definition Guideline
GCAA-625378177-10056	Compliance – Health and Safety Management System Procedure
CAA-0002	Coal Assets Australia Supervisor Passport
CAA-0001	Coal Assets Australia Employee Passport
OCSO-297701493-1248	Training, Assessment and Competency

Table 13-1 – Related documents

Reference Information

13-3 Reference information, listed below, is external information that is directly related to the development of this document or referenced from within this document.

Reference	Title
CMSHA 1999	Coal Mining Safety and Health Act
CMSHR 2001	Coal Mining Safety and Health Regulation
EPA 1994	Environmental Protection Act
GCAA-625378177-9992	HSEC Standard 6.0 Incident
CMO# 20170530442.0	Change Assessment - Introduction of a procedure and process for the reporting of GCAA Reportable Incidents

Table 13-2 – Reference information

Change Information

13-4 Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided below.

Version	Date	Change Summary
1	27/04/2015	<p>Created complex document to capture one incident notification and reporting procedure for all 3 mine sites.</p> <p>Aligned to GCAA HSEC STD 0006 requirements</p> <p>Aligned to support the requirements of CAA HSEC PRO 0012</p> <ul style="list-style-type: none"> - Aligned types of Incident Categories to reporting requirements
2.0	26/07/2017	<p>Added section 3 Immediate response in accordance with sites Emergency Response procedure</p> <p>Updated table 4.1 to include SSHR</p> <p>Added section 5 GCAA Notifiable Incident to address GCAA Change Assessment for the introduction of a procedure and process for the reporting of GCAA Reportable Incidents</p> <p>Added sections 7-7 and 9-4 for corrective actions and new risks that could be introduced as a result of implementing actions arising from incident investigations shall be managed through the GCAA Change Management process</p> <p>Updated section 13 with new GCAA numbering format for documents</p>

Table 13-3 – Change information summary

14 Authorisations

- 14-1 As per the requirements of section 64 of the Coal Mining Safety and Health Act 1999, principal hazard management plans and standard operating procedures must be reviewed in consultation with coal mine workers affected by the plans and operating procedures.
- 14-2 The coal mine workers consulted during the review of this document are listed below:

Acknowledgement of Consultation – Review Team			
Name	Position	Signature	Date
GRAVIN DILLON	H&T COORDINATOR	Confidential	25-07-17
Emma Hanum	Health, safety, rehab		31-7-17
SCOTT DOESIE	PRODUCTION MANAGER		31/7/17
Tony Anthony	ERC		31-7-17
Acknowledgement of Consultation – Relevant Manager(s)			
Name	Position	Signature	Date
GENEVIEVE KEY	OCS HST Superintendent	Confidential	25.07.2017
A. HAZELDEN	OC1 HST Manager		31-7-2017
Judith Vardanga	OCN HST Manager		31/07/17
Authorisation by Site Senior Executive (SSE)			
Name	Position	Signature	Date
GRANAM GARDNER	OCS Site Senior Executive	Confidential	25/7/17
Shane Wright	OC1 Site Senior Executive		31/7/17
Dominic Hyman	OCN Site Senior Executive		31/7/17

Table 14-1 - Acknowledgement of consultation and SSE's Authorisation