

**INCIDENT REPORTING****DOC. NO.** : BSWP118
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APPROVAL AUTHORITIES

Prepared by	Nick Alexis	Controlled by	Nick Alexis	Approved by	Phil Durell
Position	Safety Manager	Position	Safety Manager	Position	Terminal Manager

TRACKING

Added to Library	Categorization
Yes	WHS
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OBJECTIVE

The purpose of this procedure is to ensure all hazards, incidents and accidents involving Bunge staff, visitors to Bunge, contractors to Bunge and/ or Bunge property, are reported, investigated, and recorded in accordance with the requirements of the Occupational Health and Safety Act 1984 (WA), the Dangerous Goods Safety Act 2004 (WA), the Environment Protection Act 1986 (WA) and the Workers Compensation and Injury Management Act 1981 (WA).

SCOPE

Incident Reporting and Investigation processes and procedures must be adhered to by all Bunge employees, contractors and site visitors.

1. Incident Reporting

- 1.1 As a minimum, the following personnel shall be competent to conduct an incident investigation:
 - Site Supervisor
 - Safety Manager
 - Maintenance Supervisor
 - Quality Control Supervisor
 - Crisis Manager
- 1.2 The timely reporting of incidents is required in order to:
 - Comply with legislative requirements; and
 - Facilitate continual OH&S improvement through the communication of incidents and establishment of preventative controls.
- 1.3 When an incident occurs, the first action to be taken is to prevent escalation and arrange any physical response such as rescue, medical treatment or equipment repairs.

2. Incident Reporting Process

- 2.1 The following points shall be followed in regards to completing the Incident Report Form:
 - The person involved in the incident must report the incident to their immediate Supervisor. If injuries are involved, the immediate Supervisor will organise First Aid/Medical treatment for the injured person/s. See Appendix B (Notification of Injury)
 - If no injuries are involved the person/s will report the incident to their immediate Supervisor and identify and rectify potential hazards and risks present in the area only if it is safe to do so.
 - If mobile equipment or light vehicles are involved in the incident, the equipment must be shutdown following the manufacturer's specifications or Safe Work Instructions.

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- For serious injury and non injury incidents, the area must be isolated and barricaded to prevent unauthorised entry until the incident scene has been investigated by authorised site personnel.
- For serious injury and non injury incidents the immediate supervisor must notify the following people:
 - Terminal Manager
 - Contractor Representative

3. Vehicle Incidents

- 3.1 For incidents involving light vehicles the following procedure should be noted:
- person/s involved in mobile equipment or light vehicle incidents or accidents may be required to undertake Fitness for Work testing for alcohol and illegal substances.

4. Investigation Team

- 4.1 The investigation team will be at the discretion of the Bunge Terminal Manager and may involve the following: injured person/s:
- Site Supervisor
 - Relevant Supervisor
 - Contractors Representative; and/or
 - External Agencies if required

RELATED MATERIAL

- Appendix A: Bunge Incident Note
- Appendix B: Notification of Injury Form
- BSWP114 Safe Work Method Statement SWMS Procedure
- BSWP119 Incident Investigation Procedure
- BSWP120 Bunge Take 5 Notebook Procedure
- Dangerous Goods Safety Act 2004 (WA)
- Environment Protection Act 1986 (WA)
- Workers Compensation and Injury Management Act 1981 (WA)
- Occupational Health and Safety Act 1984 (WA)
- Occupational Health and Safety Act 2002 (VIC)