

## Woolnorth Wind Farm Holding Incident Report Form



**Document No**                      WNH Q1  
**Version**                                3  
**Issue Date**                         February 2018

First Aid Treatment	<input type="checkbox"/>	Fatality	<input type="checkbox"/>	Commuting	<input type="checkbox"/>
Medical Treatment	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>	Security /Vandalism	<input type="checkbox"/>
Injury No treatment	<input type="checkbox"/>	Hazardous Observation	<input type="checkbox"/>	Property Loss/Damage	<input type="checkbox"/>
Lost Time Incident	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	System/process	<input type="checkbox"/>

*\*\*tick the most relevant e.g. if involved in a car accident and a person went to hospital for a week, report as an LTI not a Commuting Incident.*

### Step 1: Details (mandatory)

**Site and Asset** (e.g. MRWF T/L Pole 18): ..... **Date & time of incident:** .....  
**Brief Description** (e.g. bruised thumb): ..... **Primary Person involved:**.....  
**Title** (SITE\_ASSET\_Desc.\_Date) .....

### Step 2: Description (mandatory)

**Task Being Performed?:**  
 .....  
**Full Description of incident or hazard:** .....  
 .....  
 .....  
 .....  
**Any Immediate Action/s?:** .....

### Step 3: Injury Details

**Any injury?:** Yes  No  (go to Step 4)  
**Name of injured person:** .....  
**Describe injury and location:** .....  
**Any treatment?:** Yes  No  (go to Step 4) **Type:** First Aid  Doctor  Hospital  Other:.....  
**Details of Treatment:** .....  
**Administered By:**.....**Contact Details:**.....

### Step 4: Equipment Involved (see reference sheet to determine accident type and cause)

**1. Any Equipment lost/damaged?** Yes  No  (go to Step 5)  
**Describe Equipment lost/damaged:** .....

2. **Vehicle damaged?** Yes  No  (go to Step 5) **Vehicle Registration No:** ..... **Police notified**

**Was a Third Party involved?** Yes  No  (go to Step 5)

**Third Party Name:** ..... **Licence No:** ..... **Phone:** .....

**Step 5: Witnesses or Members of the work party (no witness go to step 7)**

**Name:** ..... **Company:** ..... **Witness?** Yes  No  **Phone No:** .....

**Name:** ..... **Company:** ..... **Witness?** Yes  No  **Phone No:** .....

**To be completed by HSE team in consultation with the reporter and site Supervisor**  
**Step 6: Identify the actual and potential Risk Level of the incident or hazardous observation with your supervisor**

Use the table below to agree:

a. The consequence (impact) of this incident (do not complete if HAZARDOUS obs) .....

b. The expected consequence (impact) if incident happens again (or the hazard results in an incident) .....

**FOR EXPECTED CONSEQUENCE - CONSIDER THE WORST CREDIBLE SCENARIO (NOT THE WORST POSSIBLE SCENARIO) WHILE COMPLETING THE TASK IN ACCORDANCE WITH COMPANY REQUIREMENTS**

b. The likelihood the incident will happen again if performed the same, or if a haz obs the likelihood of repeated exposure .....

LIKELIHOOD Refer Below	CONSEQUENCE (Impact) Refer below					
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Extreme	6. Catastrophic
7. Almost certain 91-100%	7	14	21	28	35	42
6. Likely 61-90%	6	12	18	24	30	36
5. Possible 21-60%	5	10	15	20	25	30
4. Unlikely 6-20%	4	8	12	16	20	24
3. Rare 1-5%	3	6	9	12	15	18
2. Extremely rare <1%	2	4	6	8	10	12

**Circle Investigation requirement based on b and c above:**

Risk Level	RISK LEVEL ACTION TABLE			
	Low	Moderate	High	Extreme
Investigation type	Basic (Page 3) By reporter or Supervisor	Formal investigation following defined format or technique (SCAT, 5 WHY, Fishbone, RCA) BY HSE Team or as delegated by WNH Manager		

**Step 7: Immediate actions and sign-off (to be done within 24hours)**

**Action Details:** .....

**Assigned to:** ..... **Accepted:** Yes  No  **Due Date:** .....

**Action Details:** .....

**Assigned to:** ..... **Accepted:** Yes  No  **Due Date:** .....

<b>Form completed by (print/sign):</b>		<b>Date:</b>
<b>Supervisor (print/sign):</b>		<b>Date:</b>

## Supplementary Form

### Step 8: Basic Investigation Notes consultation with supervisor (If required attach a separate sheet)

Think about Why it occurred – what are the hazards, what are the - unsafe acts, unsafe conditions, people factors, job factors

List possible root causes (where are the weaknesses – think about people causes, system causes, plant or site causes)

What actions are required to address the root cause/s (think about how to reduce or eliminate the consequence and frequency of exposure)

### Reference for likelihood and consequence

#### LIKELIHOOD - The probability that the identified consequence will occur, taking into account proximity and exposure to the hazard

<b>7. Almost certain</b>	Over 90% probability, <b>or</b> 'Happens Often', <b>or</b> Could occur within 'days to weeks'
<b>6. Likely</b>	60% to 90% probability, <b>or</b> 'Could easily happen', <b>or</b> Could occur within 'weeks to months'
<b>5. Possible</b>	20% to 60% probability, <b>or</b> 'Could happen has occurred before', <b>or</b> Could occur 'within a year or so'
<b>4. Unlikely</b>	5% to 20% probability, <b>or</b> 'Hasn't happened yet but could,' <b>or</b> Could occur 'after several years'
<b>3. Rare</b>	1% to 5% probability, <b>or</b> Conceivable, but only in extreme circumstances,
<b>2. Extremely rare</b>	Less than 1% probability, <b>or</b> Conceivable, but only in exceptionally extreme circumstances

#### CONSEQUENCE (impact) - The most likely result of contact with the hazard

	Health and Safety	Natural Environment	Social and Cultural Heritage	Financial loss
<b>6. Catastrophic</b>	One or more fatalities. Injury, illness or disease resulting in deaths.	Serious environmental harm causing a significant impact on regional ecosystem with eventual recovery impossible.	Irreversible damage to heritage values, significant aboriginal relics and protected sites.	>\$150m
<b>5. Extreme</b>	Severe injury, permanent disability to one or more persons.	Serious environmental harm. Eventual recovery of ecological systems, but not necessarily to the same pre-incident conditions.	Core change in the aesthetic or heritage values, significant aboriginal relics and protected sites.	\$50m – \$150m
<b>4. Major</b>	Severe injury, temporary disability.	Material environmental harm, large oil loss (> 1000 litres).	Damage to aesthetic or heritage values, significant aboriginal relics and protected sites.	\$10m – \$50m
<b>3. Moderate</b>	Serious injury with anticipated full recovery.	Environmental harm resulting in environmental nuisance or possible environment harm, loss of oil (200 - 1000 Litres).	Damage or disturbance to listed State Heritage listed places, aboriginal relics or protected sites without a permit.	\$100k – \$10M
<b>2. Minor</b>	Medical treatment injury with no long term impact on health or wellbeing.	Possible environmental harm or an environmental nuisance to land or waterways - spills <200 litres.	Minor damage or disturbance to State Heritage listed places without an exemption, incidental impacts to aboriginal relics.	\$1k – 100k
<b>1. Insignificant</b>	First-aid treatment.	Negligible or no environmental harm. Possible incidental impact on flora and fauna. Minor spills.	Incidental impacts on non-statutory heritage assets or exempted actions on state-listed places.	Negligible