



PART 2 - INCIDENT NOTIFICATION AND INVESTIGATION FOR COMMON AND MULTI-USER AREAS

1. OBJECTIVE

To ensure all safety and environment accidents, incidents, plant, equipment and infrastructure damage which occur on common and multi-user areas at the Port of Portland are reported and investigated with a consistent approach.

2. INTRODUCTION – Regulatory Obligation

The Port of Portland Pty Ltd (POPL) and all Port Users are required by Victorian Occupational Health and Safety legislation to maintain a register of all injuries that result from all activities at the Port. Under POPL's Safety Environment Management Plan (SEMP), and in line with best practice, POPL will track accidents, incidents & damage of Port Users that occur on common and multi-user areas on POPL land.

Details of all serious accidents, incidents, plant and infrastructure damage must be reported to WorkSafe Victoria (WorkSafe) as soon as the employer becomes aware of the incident or within 48 hours of the occurrence. An accident that involves a fatality or is otherwise particularly serious must be reported to WorkSafe immediately and the scene of the accident or incident is not to be disturbed until a WorkSafe inspector arrives at the scene or directs otherwise. The site can be made safe if it is necessary to protect a person's health or safety or to provide assistance to an injured person.

3. DEFINITIONS

<u>Accident</u>	Any event which has caused a fatality, injury, occupational illness, uncontrolled discharge to the environment, public complaint, or any other non-conformance.
<u>Incident</u>	An event which could have caused an accident (near miss, near hit, dangerous occurrence).
<u>Port User</u>	Any person, visitor or lessee who enters the Port or is on Port land

4. POLICY

To maintain an effective accident and incident monitoring system, POPL is committed to the following:

- Reporting of accidents, incidents and damage to plant, equipment and infrastructure which occurs in common and multi-user areas on POPL land.
- Investigation of accidents, incidents and damage to plant, equipment and infrastructure which occurs in common and multi-user areas on POPL land.
- Consultation with parties involved including implementation of measures to prevent recurrence.
- Communication of learning and safety improvement recommendations, if any, to all Port Users.

5. INVESTIGATION

Accidents, incidents and damage to plant, equipment and infrastructure which occur in common and multi-user areas must be promptly investigated by the Port User involved. Depending on the seriousness of the accident, incident or damage, POPL may, at its discretion, choose to carry out an independent investigation. The investigation must be carried out in a structured and controlled manner and should identify the hazard, cause, direct and contributory factors and reasons for the accident, incident or damage. The investigation should also identify short and long term remedial action to control the hazard and prevent a recurrence.

6. REPORTING

Responsibility of reporting of incidents must comply with the lessee agreements (i.e. Lessee must report to WorkSafe Victoria).

Port Users must notify POPL immediately of any fatality or severe damage to Port property. Other accidents, incidents and damage to plant, equipment and infrastructure which occur in the common and multi-user areas, must be notified within 48 hours. POPL's 24 hour telephone number is listed in Section 7 below.

The Port Users Incident Report form **OR** the Port of Portland Incident Report form (which can be obtained from the POPL Main Administration Office or on the POPL website at www.portofportland.com.au) must be completed and returned to POPL within 24 hours of the incident.

Lessees and Port Users which are affected by an accident or incident which occurs on common or multi-user areas shall be notified via telephone or e-mail. Accidents and incidents shall be communicated to non affected lessees and port users via the quarterly Port Users Safety and Environment Committee (PUSEC) meetings.

7. EMERGENCY CONTACT DETAILS

Emergency: 000

Port of Portland Main Administration Office: (03) 5525 0900

8. History

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1.0	June 2009	New document	M Berry
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