WHS/Environmental Incident Communication Process

Immediate Written/Verbal Notification Flow

```
Person Reporting / Involved in Incident
        ↓
Supervisor/Line Manager
   ↓        ↓         ↓
Incident   Level 2    WHS/Enviro
Owner      Manager    Team
              ↓
           Level 1 Manager
              ↓
             CEO
              ↓
        Board of Directors
```

Other Reporting Requirements

WHS/Enviro Team —Notifiable/Electrical→

- Legal Team
- WHS or Environmental Regulator
- Head of PC&E

Level A
Level B (including Electrical and Notifiable)
Level C
Level D

NOTE: All electrical and suspected notifiable incident are to be communicated through to the WHS Team.

Notifiable Incidents can be defined as an incident that has occurred in the workplace which has resulted in either:

- a death, or
- someone suffering a serious injury or illness, or
- a dangerous incident.

A serious illness or treatment is defined as:

a) immediate treatment as an in-patient in a hospital; or

b) immediate treatment for:

- the amputation of any part of their body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of their skin from underlying tissue (such as degloving or scalping)
- a spinal injury
- the loss of a bodily function
- serious lacerations; or

c) medical treatment within 48 hours of exposure to a substance.

A dangerous incident' is defined as a workplace incident that exposes a worker (or any other person) to a serious risk to their health or safety, emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance, or
- an uncontrolled implosion, explosion or fire, or
- an uncontrolled escape of gas or steam, or
- an uncontrolled escape of a pressurised substance, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of or damage to any plant that must be authorised for use, or
- the collapse/partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.