

<b>Department</b>	<b>Environmental, Health and Safety</b>	<b>Document no</b>	<b>EHS-070</b>
<b>Title</b>	<b>Hazard Identification and Incident Investigation Reports</b>		
Prepared by:		Date:	Supersedes:
Checked by:		Date:	Date Issued:
Approved by:		Date:	Review Date:

## 1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

## 2.0 PURPOSE

The purpose of this document is to define the procedure for identifying, investigating and reporting hazards, near misses and accidents. The outcome is to identify appropriate risk controls and **corrective actions** to prevent a recurrence of the event.

## 3.0 SCOPE

This procedure covers all hazards, near misses, accidents and environment incidents (as defined in **Section 6.0** of this document) on the GMP site. This SOP does not cover emergency incidents such as fire, bomb threat or earthquake etc. Motor Vehicle Accidents are also not investigated.

## 4.0 RESPONSIBILITY / BUSINESS RULES

4.1 Where possible, hand deliver the report to appropriate person.

4.2 For accidents / incidents that do not occur at the GMP site (e.g. state offices / field force) information must be communicated to the site EHS Group via telephone, email or urgent notice.

4.3 Job Safety Analysis reviewed if necessary during accident investigation.

## 5.0 PROCEDURE

### 5.1 Steps for Hazard, Near Miss and Environment Incident Reporting

5.1.1 On becoming aware of an event, do whatever is needed to make the area safe.

5.1.2 Notify a member of the Safety Group.

5.1.3 Complete the front page of the report form.

5.1.4 Give the white copy to the EHS Group.

5.1.5 Give the area team leader or manager the pink copy of the form.

5.1.6 Complete the investigation sections of the form.

5.1.7 Give the completed form to the area leadership team member for review and endorsement.

5.1.8 When endorsed, give the completed form to the EHS Group for record keeping.

### 5.2 Steps for Accident Reporting

5.2.1 On becoming aware of an event, do whatever is needed to make the area safe.

5.2.2 Notify a first aider (if a colleague is injured) and the EHS Group.