

Minerals and Petroleum Regulation

Procedure

FILE COPY

Incident Notification MP3-1

**Department of Primary Industries
Minerals and Petroleum Regulations
Complaint / Incident Notification Report Form**

Your Reference No:

Title No:WA 355 or 369

System reference No:

*(Generated during data entry) You must make a Privacy statement to the Informant (see Reverse)***DETAILS OF NOTIFICATION**

Notification received by: Telephone Fax <input type="checkbox"/> In Person <input type="checkbox"/> Correspondence <input type="checkbox"/> Electronic (e-mail) <input type="checkbox"/> Other (specify): V - hearsay	Notification Date: 06/04/2005 Notification Time: 7.34am
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Notification	Complaint / Incident Type	Classification select only one (see reverse)	Priority (see reverse)
Complaint <input type="checkbox"/>	OHS <input checked="" type="checkbox"/>	Major <input type="checkbox"/>	A <input type="checkbox"/>
Incident <input checked="" type="checkbox"/>	Environmental <input type="checkbox"/>	Significant <input checked="" type="checkbox"/>	B <input checked="" type="checkbox"/>
	Illegal Operations <input type="checkbox"/>	Moderate <input type="checkbox"/>	C <input type="checkbox"/>
		Minor <input type="checkbox"/>	

PERSON SUBMITTING DETAILS (The person submitting details may remain anonymous where it is still practicable and feasible to investigate the incident (*Information Privacy Act*))

PLEASE PRINT IN BLOCK LETTERS**Name** (*Business Name if Incident*)**Telephone Number**

Mr Steve Rieniets

03 51 355700

Address (*Business address if incident*)

Hazelwood Mine

Post Code**Date of Incident****Time of Incident****Place/Location where incident occurred**

3/04/05

5.10 am

Hazelwood Slot Bunker

Brief description (*If incident details as to type of injury, if any, caused by the incident, work activity at time of incident*)

The fire appeared to have started on the rising conveyors M171 and M172 by a failed idler and made its way to the spill conveyors just inside the bunker, where it was fanned by very strong winds.

There was no injury personnel and minimal plant damage.

DETAILS OF INJURED PERSON(S)**Name** Female Male**Residential address****Post Code****Date of Birth****Home telephone (or mobile)**

/ /

Occupation/job title/description**Employee/ Contractor/ member of the public**

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Action Officer - Please complete and fax within 48 hours of notification to MPR Head Office for data entry (03) 9412 5152.

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Incident Accident Notification MFS-1

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Statement to Person Submitting Details (Informant):

You must read this out to the person submitting details: "The personal information you are providing will be stored and used by us to investigate the incident or complaint and provide you with feedback. You have the right of access to this information by contacting the Department. We may disclose your personal information to another government organisation for the purpose of administering or enforcing the legislation relevant to this complaint or incident. We may also need to disclose your details to the site operator for the purpose of monitoring or correcting the problem."

NOTE: The person has the right of anonymity if it is feasible and practical to investigate the complaint or incident without recording the informant's details

NOTE: INTERNAL PROCESS-TYPE COMPLAINTSA complaint about a MPR staff member or MPR internal processes should be recorded in the QSI CAR system where Source of Corrective Action =Customer Complaint.

EXPLANATION OF CODES**CLASSIFICATION**

Major - Major accidents and incidents (including environmental incidents) and complaints of an urgent nature

Significant- Significant incidents (including environmental incidents) and complaints relating to specific sites, client or customer issues

Moderate- Minor Injuries (includes environmental incidents and complaints relating to specific sites, client or customer issues.

Minor- Minor accidents and incidents (including environmental incidents) and complaints about general issues

Major incidents and complaints are defined as (but not limited to) incidents or complaints resulting in:

- Death
- Permanent disability
- Loss of bodily function, not resulting from a previous medical condition
- Acute exposure to toxic substances (including spills)
- Current illegal discharge
- Dam collapse

Report Format: Investigation Report

Significant incidents and complaints have the potential for serious consequences eg:

- Burns to 10% or more of the body
- Serious injuries including those resulting in concussion or loss of consciousness
- Temporary or permanent loss of sight
- Spills resulting in environmental contamination on tenement sites likely to affect areas outside the lease' licence area
- Incidents involving classified or designated plant under the Dangerous Goods Act resulting in damage that prevents safe operation
- Near misses (specific incident circumstances may result in down grading to Moderate)

Report Format: Field Report unless circumstances dictate investigation report (to be determined in accordance with MPR Procedure MP 3-1)

Moderate incidents and complaints are defined as, but not limited to:

- Any injury resulting in hospitalisation beyond routine observation
- Hydrocarbon releases in excess of 500 lt, spillage of Dangerous Goods
- Structural damage resulting in the need for extensive repairs
- Obstruction, assault etc of Inspectors of the Department / Divisional representatives
- Incidents attracting media attention or involvement
- Exposure to hazardous substances that could result in ill effects to people or the environment
- Allegations of discrimination against the elected Health and safety representative or other employees
- Complaints from third parties relation to specific breaches of licence or permit conditions or general nuisance

Report Format: Field Report

Minor incidents or complaints are defined as:

- Any other event reported by the operator / contractor or member of the public that is not classified above

Report Format: Field Report

PRIORITY

- A** Site investigation has to be carried out without delay all Major Incidents and as agreed in relation to Significant Incidents
- B** Site investigation and report should be carried out at the first available opportunity
- C** Record incident. Do not investigate unless required seek a report from the operator

Person(s) who witness the incident or first to the scene (provide contact details)

[Empty box for witness details]

Greg Sleziak
MPR Officer Received Notification: (Print name and sign)

02/08/04
Date

ACTION & FEED BACK

Fax notification to Head Office Data Entry Officer (03) 9412 5152 and forward to Action Officer

Name of MPR action officer

Date forwarded for action

Greg Sleziak	06/04/05
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Other Agencies of Departments involved (if any)

CFA

Actions Taken to Address Complaint or Incident:

Recommendations and actions taken by the Mine are acceptable.
Implemented controls will be inspected in July 2005.

Feedback to Person submitting details if required (describe)

[Empty box for feedback]

Closed date: 110705

G. Sleziak
MPR Officer: (print and sign)

Data Entry Date: ___ / ___ / ___
Date Received by OHS Industry Coordinator: ___ / ___ / ___