



Rethinking safety through  
**INCLUSION**  
+  
**WELLBEING**

# HS+E

## SYSTEM REQUIREMENT

21/01/2025

# EVENT MANAGEMENT, REPORTING + INVESTIGATION

## PURPOSE AND SCOPE

This procedure outlines the notification, reporting, management and investigation process for all Health, Safety and Environmental (HSE) events and observations at Laing O'Rourke.



For Rail related events, further information is available through **E21 Managing Notifiable Occurrences and Investigations** and **E21A Reporting Rail Safety Issues**.

## 1.0 ROLES AND RESPONSIBILITIES

Refer to each section below for detailed roles, responsibilities and timeframes:

- ACTUAL/POTENTIAL **CLASS 1** - See **Section 4.1** (Refer to **Checklist for Responding to Class 1 Events**)
- ACTUAL/POTENTIAL **CLASS 2** - See **Section 4.2**
- ACTUAL/POTENTIAL **CLASS 3** - See **Section 4.3**

ROLE	RESPONSIBILITIES
<b>WORKERS / ALL STAFF</b>	<ul style="list-style-type: none"> <li>• Notify Supervisor/Manager immediately of all events.</li> <li>• Participate in investigations, as required.</li> <li>• Close out actions in appropriate timeframes with evidence, as required.</li> </ul>
<b>SUPERVISOR / FRONTLINE LEADER</b>	<ul style="list-style-type: none"> <li>• Ensure all events are notified and entered into Intelex management system</li> <li>• Investigate all events as required.</li> </ul>
<b>PROJECT HS/E PERSONNEL</b>	<ul style="list-style-type: none"> <li>• Manage events in line with <b>SR Injury Management and Return to Work</b>.</li> <li>• Ensure events in Intelex are monitored to close out. This includes ensuring events are up to date with accurate information, approved investigation is attached with relevant materials, actions are logged and closed out with evidence.</li> <li>• Class 1 Events, develop an Event Alert within 24 hours of event.</li> <li>• Class 1 and Actual Class 2 Environmental Events, develop a Lessons Learned at the completion of the investigation.</li> <li>• Inform the HS/E leader of a Notifiable Event, Complete Regulator Notifications in line with relevant state timeframes, HS/E Leader, and Legal Advice.</li> <li>• Communicate Regulator Site Visits and Notices to HS / E Leader and ensure that this information is maintained in Intelex.</li> <li>• Inform the HS Leader of a "OFSC notifiable incident" and complete the '<b>LOR OFSC Event Report</b>'. See <b>Section 5.1</b>.</li> </ul>
<b>INVESTIGATION LEADER</b>	<ul style="list-style-type: none"> <li>• Undertake investigations within the agreed timeframes, scope, and Legal Professional Privilege instructions, where applicable.</li> <li>• Ensure that the final approved investigation is uploaded to Intelex and agreed corrective actions assigned.</li> </ul>
<b>TECHNICAL LEAD</b>	<ul style="list-style-type: none"> <li>• Class 1 and 2 Events, participate in investigations, as required</li> </ul>
<b>PROJECT LEADER / DIRECTOR</b>	<ul style="list-style-type: none"> <li>• Ensure there is no continued risk to health, safety, or further environmental harm and or damage following an event.</li> <li>• Class 1 and 2 Events, facilitate a Collective Insight within the appropriate timeframes.</li> <li>• Class 1 and 2 Events, review investigation.</li> <li>• Class 2 Events, identify the Investigation Leader in consultation with the HS/E Leader.</li> </ul>



ROLE	RESPONSIBILITIES
HS/E LEADER	<ul style="list-style-type: none"> <li>• Provide advice to sites on event scene preservation, external authority notification requirements and authorise access to site following a significant event.</li> <li>• Ensure all notifiable WHS/Environment events are notified to the external authorities within the required timeframe.</li> <li>• Ensure Notifiable Events and Regulator Notices are communicated to Legal.</li> <li>• Class 1 and 2 Events, review the investigation.</li> <li>• Class 1 Events, ensure the Event Alert is issued within 24 hours of the event.</li> <li>• Class 1 and Actual Class 2 Environmental Events, ensure the Lessons Learned is developed and issued.</li> <li>• Class 2 Events, identify the Investigation Leader in consultation with the Project Leader.</li> <li>• Actual Class 2 Environmental Events, Environmental Leader or delegate to conduct a site visit.</li> <li>• Enter 'OFSC notifiable incidents' into the OFSC Portal within the required timeframes. See <b>Section 5.1</b>.</li> </ul>
RESPONSIBLE DIRECTOR	<ul style="list-style-type: none"> <li>• Class 1 Events, identify the Investigation Leader in consultation with the General Manager HS/ES.</li> <li>• Class 1 Events, undertake a site visit within appropriate timeframe (or a nominated AEC Member).</li> <li>• Class 1 Events, review the investigation.</li> </ul>
GENERAL MANAGER HS/ES	<ul style="list-style-type: none"> <li>• Confirm Class 1 event classification.</li> <li>• Liaise with Head of Legal to establish legal professional privilege where required.</li> <li>• Class 1 Events, identify the Investigation Leader in consultation with the Responsible Director.</li> <li>• Class 1 Events, review investigation and approve all Event Alerts and Lessons Learnt prior to distribution.</li> </ul>

## 2.0 INTERNAL EVENT NOTIFICATION

- Print out, populate and display the 'Event Notification Flowchart and Emergency Contacts' sheet at local project common areas.
- All unplanned events (including complaints from external stakeholders) must be notified to the Supervisor immediately. The Supervisor is responsible for ensuring the relevant project personnel are notified, including Project Personnel and HS/E teams and where applicable, the Senior Leadership Team.
- Events involving an actual or potential (including suspected) psychological or physical injury arising from exposure to psychosocial hazards, sexual harassment or sexual assault, violence or aggression, or bullying, can be reported and managed as a complaint or concern in accordance with the Group Investigation Guidelines, and lead by the People function and/or as an event under this SR Event Management, Reporting and Investigation system requirement.
- Any event involving workplace bullying and/or harassment and/or any form of inappropriate interpersonal physical or psychological interaction) that is managed under the SR Event Management and Reporting system requirement, will only be investigated in relation to the elimination or mitigation, as far as is reasonably practicable, of the general health and safety risk, which will usually occur without recording any personal information relevant to a specific event. A key principle is that the investigation process does not create (as much as reasonably practicable) potential for further harm to arise out of the process itself.

**NOTE:** Complete the **Internal Event Notification** and **Personal Injury Report** when a project site does not have access to Intalex. Verbally notify the relevant personnel, depending on the class of the Event, as soon as possible and forward a completed copy of the form.



### 3.0 EVENT CLASSIFICATION

- Class of Event is to be identified using the below matrix. (**Table 1**).
- A **NEAR MISS** is an event that occurs that did not result in injury, environmental harm or damage, however, had the potential to do so under the same or similar circumstances. An energy source must be released, or event must occur for a near miss classification to be made.
- An **OBSERVATION** is when :
  - A potential safety/environmental/damage concern is identified that can lead to an event or injury.
  - Personnel observe behaviour or work areas that are above operational expectations and standards.

**NOTE:** Observations are recording by using the Intelex app. Nominated Supervisors are responsible to review, action and close our negative observations in a timely manner and provide feedback and recognition for positive observations.

**Table 1** Event Classification

	ACTUAL / POTENTIAL CLASS 1	ACTUAL / POTENTIAL CLASS 2	ACTUAL / POTENTIAL CLASS 3
SAFETY	<p>Injury or illness that alters the future of an individual permanently and may include:</p> <ul style="list-style-type: none"> <li>• Fatality</li> <li>• Quadriplegia/paraplegia</li> <li>• Amputation</li> <li>• Back Impaired</li> <li>• Disfiguration</li> <li>• Psychological disturbance such as Post-Traumatic Stress Disorder, Anxiety, Depression</li> </ul> <p>The following are deemed Class 1 events:</p> <ul style="list-style-type: none"> <li>• Fatality</li> <li>• Permanent Disability</li> <li>• Lost time injury &gt; 220 days</li> </ul>	<p>Injury or illness that alters the future of an individual temporarily and includes:</p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Contusions and Sprains</li> <li>• Lacerations requiring sutures</li> <li>• Emotional distress, Depression or Anxiety</li> </ul> <p>The following are deemed Class 2 events:</p> <ul style="list-style-type: none"> <li>• Lost time Injury &lt; 219 days</li> <li>• Medical Treatment with suitable duties</li> </ul>	<p>Injury or illness that does no more than inconvenience the person, causes discomfort but allows the person to quickly carry out normal duties and includes:</p> <ul style="list-style-type: none"> <li>• Minor cuts and bruises</li> </ul> <p>The following are deemed Class 3 events:</p> <ul style="list-style-type: none"> <li>• Medical treatment only</li> <li>• First Aid treatment</li> <li>• No treatment given</li> </ul>
ENVIRONMENTAL	<p>Creates permanent or long-term damage to the environment. They typically require immediate notification to a regulator and include:</p> <ul style="list-style-type: none"> <li>• Damage taking 12 months or more to return to pre-existing condition and requires significant rectification work</li> <li>• Unlawful damage that is classed as serious environmental harm</li> <li>• Major regulator investigation with potential for significant prosecution and site shutdown</li> <li>• Reportable incident and likely prosecution &gt;\$50,000</li> <li>• Cost to make good &gt;\$50,000</li> </ul>	<p>Creates short to medium term damage to the environment. They may require notification to regulators or authorities depending on the jurisdiction and include:</p> <ul style="list-style-type: none"> <li>• Damage that takes up to 12 months to return to pre-existing condition and/or requires rectification work</li> <li>• Unlawful damage that is classed as material environmental harm</li> <li>• Potential for prosecution or infringement notice or other regulatory instrument</li> <li>• Cost to make good on environmental damage \$10,000 - \$50,000</li> </ul>	<p>May cause short term or nuisance damage and includes:</p> <ul style="list-style-type: none"> <li>• Damage that is easily rectified that doesn't exceed a cost threshold as defined by regulation</li> <li>• Typically cost ≤\$10,000 to make good.</li> <li>• Minor pollution event</li> <li>• Minor failure of environmental controls.</li> <li>• No mandatory external reporting</li> </ul>



	ACTUAL / POTENTIAL CLASS 1	ACTUAL / POTENTIAL CLASS 2	ACTUAL / POTENTIAL CLASS 3
DAMAGE	Value to repair/replace \$250k or more	Value to repair/replace is \$50k up to \$250k	Value to repair/replace is less than \$50k
PEOPLE	<p>The following are deemed Class 1 events:</p> <ul style="list-style-type: none"> <li>• Fatality</li> <li>• Permanent Disability</li> </ul> <p>Deliberate / Malicious intent and/or repeated breach of anti-discrimination legislation, Harmonious Workplace Guidelines, Workplace Anti-bullying Guidelines, Code of Conduct, and/or other applicable Laing O'Rourke policies.</p> <ul style="list-style-type: none"> <li>• Lost Time Injury &gt; 220 days</li> <li>• Injury or illness that alters the future of an individual permanently and may include:</li> <li>• Fatality</li> <li>• Psychological disturbance such as Post-Traumatic Stress Disorder, Anxiety, Depression for an extended period of time</li> </ul>	<p>The following are deemed Class 2 events:</p> <ul style="list-style-type: none"> <li>• A breach of anti-discrimination legislation, Harmonious Workplace Guidelines, Workplace Anti-bullying Guidelines, Code of Conduct, and/or other applicable Laing O'Rourke policies.</li> <li>• Lost Time Injury &lt;219 days</li> <li>• Medical Treatment with suitable duties</li> </ul> <p>Injury or illness that alters the future of an individual temporarily and may include:</p> <ul style="list-style-type: none"> <li>• Emotional distress, Depression or Anxiety</li> <li>• Psychological disturbance such as Post-Traumatic Stress, Anxiety, Depression for a short period of time</li> </ul>	<p>The following are deemed Class 3 events:</p> <ul style="list-style-type: none"> <li>• An unintended breach of anti-discrimination legislation, Harmonious Workplace Guidelines, Workplace Anti-bullying Guidelines, Code of Conduct, other applicable Laing O'Rourke policies.</li> <li>• An outcome that does no more than inconvenience the person, causes discomfort but allows the person to quickly carry out normal duties.</li> </ul>

See **APPENDIX 1** – EVENT CLASSIFICATION TERMS AND DEFINITIONS for more information.



## 4.0 MANAGEMENT OF AN EVENT

### 4.1 RESPONDING TO AN ACTUAL/POTENTIAL CLASS 1 EVENT

Actual and Potential Class 1 Events are considered critical events and apply to health, safety, and environmental events. Both must be treated in the same robust and systematic manner.

ACTUAL/POTENTIAL CLASS 1 EVENT	
INITIAL RESPONSE ASAP	<p><b>1. INITIAL RESPONSE</b></p> <ul style="list-style-type: none"> <li>i. <b>Emergency Response</b> Ensure safety of others, no continued risk to health and safety, further environmental impact or damage. Administer first aid to all injured persons, contact emergency services, establish access routes for emergency vehicles. Instigate site evacuation (if necessary), provide EAP contact details.</li> <li>ii. <b>Secure and isolate the scene</b> Work stopped in the immediate / surrounding area, area/plant/services involved isolated/shut down and secured. The <b>Project Leader</b> shall ensure that there is no continued risk to health, safety or further environmental harm and or damage.</li> <li>iii. <b>Preserve the scene.</b> No access until authorised by the <b>HS/E Leader</b>; and <ul style="list-style-type: none"> <li>i. If the event is notifiable to a regulatory authority, the scene is not disturbed until approval from the regulator has been given. See <b>Section 5.0</b>.</li> </ul> </li> <li>iv. <b>Witness Statements / Interviews.</b> See <b>Section 6.0</b>.</li> <li>v. <b>Drug and Alcohol Testing</b> - If required, arrange drug and alcohol tests of person(s) involved in the event by a qualified testing operator. Refer to PS Fitness to Work.</li> <li>vi. <b>Obtain critical information</b> to support the investigation (<b>Project HS/E Personnel</b>) <ul style="list-style-type: none"> <li>i. Photos of scene (Do not attempt to recreate the event)</li> <li>ii. Details of plant/equipment involved, registration numbers, clean up materials</li> </ul> </li> </ul> <p><b>2. VISIT</b> - <u>Within 24 hours</u> of the event, the <b>Responsible Director</b> or a nominated AEC Member shall attend the workplace (with consideration for remote project travel)</p>
NOTIFICATION + EVENT CLASSIFICATION ASAP (WITHIN 1 HOUR)	<p><b>3. NOTIFICATION + CLASSIFICATION</b></p> <ul style="list-style-type: none"> <li>i. <b>Supervisor</b> must be notified immediately to the Actual and Potential Class 1 Event.</li> <li>ii. <b>Supervisor</b> is responsible for <u>verbally</u> notifying the relevant <b>Project Manager / Leader</b> and <b>Project HS/E Personnel/Manager</b> immediately.</li> <li>iii. <b>Relevant Project HS/E Personnel/Manager</b> is responsible for <u>verbally</u> notifying the <b>HS/E Leader</b> immediately. (Environmental Lead to be notified, if environmental event. See <b>Section 5.2</b>) <ul style="list-style-type: none"> <li>i. If the event/observation is in relation to a psychosocial hazard then it must be escalated to the <b>Head of IR and People Operations, Head of Diversity and Wellbeing and HSE Governance Lead</b>. This will then be escalated to the <b>Head of People, Legal Director and General Manager HS</b>.</li> </ul> </li> <li>iv. <b>HS/E Leader</b> is to verbally notify the responsible <b>General Manager HS/ES</b> immediately, whom shall: <ul style="list-style-type: none"> <li>i. Confirm Class 1 event classification.</li> <li>ii. Contact <b>Head of Legal</b> to establish legal professional privilege (where required), and</li> <li>iii. inform the <b>Managing Director, General Manager Corporate Affairs, Employee and Industrial Relations Lead</b> and the <b>Responsible Director</b>.</li> </ul> <p><u>If the event is considered a crisis</u>, then the <b>General Manager HS/ES</b> will notify the event to the <b>Crisis Director</b>. Once briefed, the Crisis Director will assess and declare a crisis and initiate the Crisis Management Plan. See <b>Appendix A</b> for crisis definition.</p> </li> </ul> <p><b>4. EXTERNAL AUTHORITY / REGULATOR NOTIFICATION</b> to be considered. See <b>Section 5.0</b>.</p> <p><b>5. COMMUNICATE</b> – <u>Within 24 hours</u> of the event having occurred, and where a similar risk may be present on other project sites, the <b>HS/E Leader</b> is responsible for ensuring that a Hub wide 'Event Alert' is issued to communicate the event occurring. The details of this alert are to be developed in consultation with Legal to ensure information is approved for release in line with Professional Legal Privilege. The alert should be released and shall provide a brief summary of the facts known to date. See <b>Section 7.0</b>.</p>



## ACTUAL/POTENTIAL CLASS 1 EVENT

REPORTING	24 HOURS	6. <b>REPORTING</b> – Once all notifications have been completed and the classification has been agreed, the event will be recorded into Intelix at the earliest possible opportunity by the <b>Project HS/E Team</b> , ensuring that details are concise and factual, under the guidance of the Legal Team. See <b>Section 5.0 + Section 8.0</b>
INVESTIGATION	24 HOURS	7. <b>INVESTIGATE</b> – The <b>General Manager HS/ES</b> , <b>Responsible Director</b> and <b>HS/E Leader</b> shall determine the <b>Investigation Leader</b> to undertake the investigation process. The Investigation Leader will be decided based on the event and the best person to lead the investigation. The investigator will be qualified by being formally trained in either ICAM or Taproot. The <b>Investigation Team</b> shall be selected from the Project HS/E Team upon approval from the appointed Investigation Leader. <b>ICAM Report Template</b> to be used. <b>Section 9.0.</b>
SHARE	28 DAYS	8. <b>DISCUSS</b> – <b>Project Leader</b> is to facilitate a Collective Insight within 28 days of the Event. See <b>Section 10.0.</b>  9. <b>COMMUNICATE</b> – Following the approval of the investigation, the <b>HS/E Leader</b> is responsible for ensuring that a 'Lessons Learned' is issued to communicate the findings. See <b>Section 11.0.</b>
REVIEW	ONGOING	10. <b>MONITORING + REVIEW</b> – <b>HS/E Leader</b> , <b>Project Leader</b> , <b>Project HS/E Personnel</b> and <b>Action Owners</b> will continue to track the progress and effectiveness of corrective actions to ensure that the likelihood of a reoccurrence of a same/similar event has been reduced to an acceptable level. See <b>Section 12.0.</b>  Open and Overdue actions are reported at a hub level monthly attended by the AEC Members.

The **Checklist for Responding to Class 1 Events** can provide further information on the specific actions required to manage the event.





## 4.2 RESPONDING TO AN ACTUAL/POTENTIAL CLASS 2 EVENT

Actual and Potential Class 2 Events must be treated in the same robust and systematic manner.

ACTUAL/POTENTIAL CLASS 2 EVENT		
INITIAL RESPONSE	ASAP	<p><b>1. INITIAL RESPONSE</b></p> <ul style="list-style-type: none"> <li>i. <b>Emergency Response</b> Ensure safety of others, no continued risk to health and safety, further environmental impact or damage. Administer first aid to all injured persons, contact emergency services, establish access routes for emergency vehicles. Instigate site evacuation (if necessary), provide EAP contact details.</li> <li>ii. <b>Secure and isolate the scene</b> Work stopped in the immediate / surrounding area, area/plant/services involved isolated/shut down and secured. The <b>Project Leader</b> shall ensure that there is no continued risk to health, safety or further environmental harm and or damage.</li> <li>iii. <b>Preserve the scene</b> No access until authorised by the <b>HS/E Leader</b>; and <ul style="list-style-type: none"> <li>i. If the event is notifiable to a regulatory authority, the scene is not disturbed until approval from the regulator has been given. See <b>Section 5.0</b>.</li> </ul> </li> <li>iv. <b>Witness Statements / Interviews</b> See <b>Section 6.0</b>.</li> <li>v. <b>Drug and Alcohol Testing</b> If required, arrange drug and alcohol tests of person(s) involved in the event by a qualified testing operator. Refer to PS Fitness to Work.</li> <li>vi. <b>Obtain critical information</b> to support the investigation (<b>Project HS/E Personnel</b>) <ul style="list-style-type: none"> <li>i. Photos of scene (Do not attempt to recreate the event)</li> <li>ii. Details of plant/equipment involved, registration numbers, clean up materials</li> </ul> </li> </ul> <p><b>2. VISIT</b> - <u>For Actual Class 2 Environmental Events</u>, the project team will facilitate a site visit from the Environmental Leader or delegate who is independent of the project. If the event resulted in material or serious environmental harm, or is a repeat event within 12 months, the relevant General Manager will also attend the site visit. Following the site visit and initial data collection, the team will brief the relevant portfolio General Manager on the status of the incident, investigation details and proposed actions.</p>
NOTIFICATION + CLASS	ASAP	<p><b>3. NOTIFICATION + CLASSIFICATION</b></p> <ul style="list-style-type: none"> <li>i. <b>Supervisor</b> must be notified immediately.</li> <li>ii. <b>Supervisor</b> is responsible for <u>verbally</u> notifying the relevant <b>Project Manager / Leader</b> and <b>Project HS/E Personnel/Manager</b> immediately.</li> <li>iii. <b>Relevant Project HS/E Personnel/Manager</b> is responsible for <u>verbally</u> notifying the <b>HS/E Leader</b> immediately. (Environmental Lead to be notified, if environmental event. See <b>Section 5.2</b>).</li> <li>iv. <b>HS/E Leader</b> is to verbally notify the <b>General Manager HS/ES</b> immediately, whom shall inform the <b>Responsible Director</b>.</li> </ul> <p><b>4. EXTERNAL AUTHORITY / REGULATOR NOTIFICATION</b> to be considered. See <b>Section 5.0</b>.</p>
REPORTING	24 HOURS	<p><b>5. REPORTING</b> - Once all notifications have been completed and the classification has been agreed, the event will be recorded into Intelix at the earliest possible opportunity by the Project HS/E Team, ensuring that details are concise and factual. See <b>Section 5.0 + Section 8.0</b></p>
INVESTIGATE	24 HOURS	<p><b>6. INVESTIGATE</b> - The <b>HS/E Leader</b> shall determine the <b>Investigation Leader</b> to undertake the investigation process. The Investigation Leader will be decided based on the event and the best person to lead the investigation. The investigator will be qualified by being formally trained in either ICAM or Taproot. The Investigation Team Members shall be selected from the Project HS/E Team upon approval from the appointed Investigation Leader. <b>Event Investigation Template</b> to be used See <b>Section 9.0</b>.</p>
	14 DAYS	<p><b>7. DISCUSS</b> – <b>Project Leader</b> is to consider facilitating a Collective within 14 days of the Event. See <b>Section 10.0</b>.</p>
SHARE	14 DAYS	<p><b>8. COMMUNICATE</b> – Following the review of the investigation, the <b>HS/E Leader</b> is to consider a Hub wide 'Lessons Learned' is issued to communicate the findings. See <b>Section 11.0</b>.</p>
REVIEW	ONGOING	<p><b>9. MONITORING + REVIEW</b> – <b>Project Leader, Project HS/E Personnel</b> and <b>Action Owners</b> will continue to track the progress and effectiveness of corrective actions to ensure that the likelihood of a reoccurrence of a same/similar event has been reduced to an acceptable level. See <b>Section 12.0</b>.</p>



### 4.3 RESPONDING TO AN ACTUAL/POTENTIAL CLASS 3 EVENT

Actual and Potential Class 3 Events must be treated in the same robust and systematic manner.

ACTUAL/POTENTIAL CLASS 3 EVENT		
INITIAL RESPONSE	ASAP	<b>1. INITIAL RESPONSE</b> <ul style="list-style-type: none"> <li>i. <b>Emergency Response</b> Ensure safety of others, no continued risk to health and safety, further environmental impact or damage. Provide EAP contact details. Administer first aid to all injured persons.</li> <li>ii. <b>Secure and isolate the scene</b> Work stopped in the immediate / surrounding area, area/plant/services involved isolated/shut down and secured. The <b>Supervisor</b> shall ensure that there is no continued risk to health, safety or further environmental harm and or damage.</li> <li>iii. <b>Preserve the scene.</b> No access until authorised by the <b>Project HS/E Personnel</b>; and</li> <li>iv. <b>Witness Statements / Interviews.</b> (If required) See <b>Section 6.0</b>.</li> <li>v. <b>Drug and Alcohol Testing</b> - If required, arrange drug and alcohol tests of person(s) involved in the event by a qualified testing operator. Refer to PS Fitness to Work.</li> <li>vi. <b>Obtain information - Project HS/E Team</b> <ul style="list-style-type: none"> <li>i. Photos of scene (if required) (Do not attempt to recreate the event)</li> <li>ii. Details of plant/equipment involved, registration numbers, clean up materials</li> </ul> </li> </ul>
NOTIF. + CLASS	ASAP	<b>2. NOTIFICATION + CLASSIFICATION</b> <ul style="list-style-type: none"> <li>i. <b>Supervisor</b> must be notified immediately.</li> <li>ii. <b>Supervisor</b> is responsible for <u>verbally</u> notifying the relevant Project HS/E Personnel/Manager immediately.</li> </ul>
REPORTING	24 HOURS	<b>3. REPORTING</b> - Once all notifications have been completed, the event will be recorded into Intelix at the earliest possible opportunity by the Project HS/E Team, ensuring that details are concise and factual. See <b>Section 5.0 + Section 8.0</b> .
INVESTIGATE	7 DAYS	<b>4. INVESTIGATE - Project HS/E Personnel</b> to conduct a sufficient level of investigation to develop actions to prevent a recurrence. Actions to be finalised within 7 days of event. See <b>Section 9.0</b> .
SHARE	7 DAYS	<b>5. COMMUNICATE - Project HS/E Personnel</b> - Consider a Project wide Lessons Learned to communicate the findings and to prevent a reoccurrence. See <b>Section 10.0</b> .
REVIEW	ONGOING	<b>6. MONITORING + REVIEW - Project HS/E Personnel and Action Owners</b> will continue to track the progress and effectiveness of corrective actions to ensure that the likelihood of a reoccurrence of a same/similar event has been reduced to an acceptable level. See <b>Section 12.0</b> .





## 5.0 EXTERNAL EVENT NOTIFICATION (AUTHORITIES AND REGULATORS)

Laing O'Rourke will report Notifiable events arising out of the conduct of the business on a worksite to the relevant State, Federal and Rail Authorities as required under relevant Acts, Regulations and Ordinances.

### 5.1 HEALTH OR SAFETY EVENTS

The external incident notification process and times, varies across the different state and territory jurisdictions, refer to the **LOR Obligations to Notify Regulatory Authorities and Legal Professional Privilege Guidelines** on IGMS for further information.

It is the responsibility of the project HS Personnel to undertake the initial assessment of the event and to notify the relevant **Health and Safety Leader** who will determine if the incident is notifiable to the regulator.

Where an incident is deemed a notifiable incident, the HS Leader will inform the **General Manager HS** and **Group Legal**. The **HS Leader** will determine if Legal Professional Privilege is required in consultation with the **General Manager HS**.

The **Health and Safety Leader** is to be involved in any required communication or notification to the external regulators.

External statutory notifications must be completed to relevant external stakeholders and Regulatory Authorities, as directed by the **Health and Safety Leader**, within statutory timeframes. The information reported shall be factual and provide an agreed summary of the event.

External Event Notification requirements for the project must be determined, this will be outlined in the Work Health and Safety Management Plan for the project including roles and responsibilities.

Records of contact with external regulatory authorities and details of the information provided to external authorities must be maintained in the event in Intellex. This is to include notifiable incident details, regulator incident number and details of information provided.

See **APPENDIX 1 – EVENT CLASSIFICATION TERMS AND DEFINITIONS** for definitions of external reporting requirements.

- An illness or injury might not start as notifiable however, might become notifiable over time if it affects an employee's ability to attend and perform normal work duties. If the event changes in severity, then it is the role of the site to continue to update the **HS/E Leader** to ensure any additional reporting occurs.
- An illness or injury, however, might become notifiable if it affects an employee's ability to attend and perform normal work duties.
- States, Territories, and jurisdictions have different notification requirements. Notifications to various other regulators and authorities are required by Dangerous Goods, Electrical, Mine, Rail, and Workers Compensation Acts and Regulations, and the relevant health and safety legislation, Act, Regulation or Ordinance.
- The Office of the Federal Safety Commissioner (OFSC) must be notified of certain events on building or civil construction sites within specified time frames. If a notifiable incident occurs, Project HS Personnel are to report it directly to the HS Leader, and the HS Leader will upload to OFSC portal. Complete the '**LOR OFSC Event Report**' and send it to the HS Leader.

**Table 2** OFSC Reporting Timeframes

Incident Type	Timeframe		Project Type	
	Notifiable*	Non-Notifiable*	Scheme	Non-Scheme
Fatality	48 hours	n/a	Y	Y
Lost Time Injury (LTI)	2 weeks	2 weeks	Y	Y
Medically Treat Injury (MTI)	2 weeks	2 weeks	Y	N
Dangerous Occurrence	2 weeks	n/a	Y	N

\*A notifiable incident is an incident that is required to be notified under the relevant WHS legislation in the jurisdiction in which the project is being undertaken.



### 5.1.1 EXTERNAL AUTHORITY REGULATOR SITE VISITS/INSPECTIONS, REQUEST FOR INFORMATION, NOTIFICATION AND ENTRY REPORTS

External Authority Regulator attendance to site for a site visit or inspection will be communicated to the project HS / E Manager and Project Leader.

The HS / E Manager or delegate will attend the regulator site visit or inspection.

At completion of the visit the inspector will provide an entry report. Entry reports shall be logged in Intelex as a regulator interface visit category.

Where issues have been identified on site the inspector may issue an improvement notice or prohibition notice.

Where improvement or prohibition notices are issued this must be communicated to the HS / E Leader, Project leader and the Legal Department. Improvement notices or prohibition notices shall be logged in Intelex as a regulator interface visit category with actions to address these notices.

### 5.2 ENVIRONMENTAL EVENTS

Environmental events that have caused or have the potential to cause material environmental harm (environmental impact on the health or safety of humans or ecosystems that is not trivial) may need to be notified to the relevant State environmental authority. There are strict timeframes for notification of incidents (Class 1 or Class 2) with the potential for external notification.

Environmental events also include breaches of environmental planning requirements and or impact to heritage values or obligations. The environmental event classifications outlined in the sections below need to be considered against these definitions.

The external incident notification process and times, varies across the various State jurisdictions. Full details are provided in the relevant Project/Workplace Environmental Management Plan. It is the responsibility of the project environmental personnel to undertake the initial assessment to consider if an incident requires external notification. The details of the assessment is to be communicated to the **Environmental Leader**.

The **Environmental Leader** is to be involved in any required communication or notification to the external regulators. The Environmental Leader will inform the **General Manager ES** accordingly. The Legal Department is to be consulted prior to any external environmental incident notification.

See **APPENDIX 2 – ENVIRONMENTAL EVENT CLASSIFICATIONS** for further information.



## 6.0 WITNESS STATEMENTS AND INTERVIEW

### 6.1 WITNESS STATEMENTS

- Witness Statements are to be recorded on the **Witness Statement Form**.

### 6.2 INTERVIEW

- Interview involved individuals separately.
- Interviews may be accompanied by an independent "support person".
- At the end of the interview, the discussion should be summarised to make sure that no misunderstandings exist. A written record of the interview must be made, and any anomalies are to be discussed with the witness.
- For events that involve actual or potential psychosocial hazard, sexual assault or sexual harassment, violence or aggression, or bullying, any witness statements will be confidential unless approved otherwise by the **General Manager HS/ES, Head of People** and **Head of Legal**.

**NOTE:** For Actual/Potential Class 1 Events:

- **Project HS/E Personnel** to assist the **Lead Investigator** (if not present) in gathering initial Witness Statements and Interviews.
- The **Responsible Director** will authorise legal representative involvement for witness interviews with regulatory authorities following consultation with the **HS/E Leader** and **Legal**. (If required)

## 7.0 EVENT ALERT

Health, safety, environmental, damage and/or rail Event Alerts are shared to the wider LOR Community. Event Alerts are designed to ensure that where there is a likelihood of a similar or repeat of an event/near miss, projects can conduct a review on similar activities.

- For Potential/Actual Class 1 Events, the Event Alert is to be distributed within 24 hours of the event occurring, and where a similar risk may be present on other project sites,
  - If the Event is under legal privilege, the details of this alert are to be developed in consultation with Legal.
- **Project HS/E Personnel** are to develop an alert using the **Event Alert Template**. All alerts must be approved by the HS/E Leader, followed by the General Manager HS/ES prior to distribution.
- For distribution outside of the project, these documents are to be forwarded to the HS/E Leader or nominee who will ensure distribution through the Central HSE Team.
- At a project level, Event Alerts are to be communicated to the Project Personnel and any relevant HSE committee (where established) and posted on the project notice board.
- Event Alert will be distributed to the wider LOR Community via email and uploaded to iGMS (LOR Users only).
- Any communications and consultation regarding actual or potential (including suspected) psychological or physical injury arising from exposure to psychosocial hazards, sexual harassment or sexual assault, violence or aggression, or bullying must be approved by the General Manager HS/ES, Legal Director and General Manager People prior to issue.



## 8.0 RECORDING OF EVENTS AND DOCUMENTATION

- Within 24 hours, all events must be entered into Intelex, Laing O'Rourke Online Incident Notification and Investigation Reporting Tool. This will ensure the relevant persons are appropriately notified depending on the event type and classification.
- Immediate actions that are taken are to be recorded in Intelex.
- **Project HS/E Personnel/Project Personnel** are to upload relevant documentation e.g. witness statements, investigations, images etc.
- When events involving actual or potential (including suspected) psychological or physical injury arising from exposure to psychosocial hazards, sexual harassment or sexual assault, violence or aggression, or bullying must be submitted via:
  - Laserfiche 'Potential Psychosocial hazard Notification Form'.
  - Before entering into Intelex contact the **HSE Governance Lead** who will provide a unique identifier to enable an event to be entered into the system without the personal injury tab having the persons details listed.
- All psychosocial hazards, incidents, observations are too entered into the Laing O'Rourke Psychosocial Risk Register through the Psychosocial Hazard notification form (located in Forms Portal – Laserfiche form) The Register is maintained by the Head of Diversity and Wellbeing and HSE Governance Lead
- Intelex can be accessed from the Laing O'Rourke Intranet Home Page.  
Access can be requested via [centralhseq@laingorourke.com.au](mailto:centralhseq@laingorourke.com.au).

## 9.0 EVENT INVESTIGATION

The level of detail for the investigation is to be commensurate with the potential level of risk of harm associated with the event.

**Table 3** Event Investigation Requirements

		ACTUAL			
		CLASS 1	CLASS 2	CLASS 3	NEAR MISS
POTENTIAL	CLASS 1	<ul style="list-style-type: none"> <li>• <b>ICAM Report Template</b> to be used or a formal investigation report.</li> <li>• Investigation finalised within <u>28 days of event</u>*.</li> <li>• <b>General Manager HS/ES, Responsible Director</b> and <b>HS/E Leader</b> shall determine the <b>Investigation Leader</b>.</li> <li>• Once approved, <b>Project HS/E Personnel</b> are to upload investigation and relevant documentation into Intelex and assign the SMART corrective actions individually with a due date.</li> <li>• Investigation Team to include a <b>Technical Representative</b> (as required).</li> </ul>			
	CLASS 2		<ul style="list-style-type: none"> <li>• <b>Event Investigation Report Template</b> to be used.</li> <li>• Investigation finalised within <u>14 days of event</u>*.</li> <li>• <b>HS/E Leader</b> shall determine the Investigation Leader.</li> <li>• Investigation Team to include a <b>Technical Representative</b> (as required).</li> <li>• Once reviewed, <b>Project HS/E Personnel</b> are to upload investigation and relevant documentation into Intelex and assign the SMART corrective actions individually with a due date.</li> </ul>		
	CLASS 3			<ul style="list-style-type: none"> <li>• <b>Project HS/E Personnel</b> to conduct a sufficient level of investigation to develop actions to prevent a recurrence.</li> <li>• Actions to be finalised within <u>7 days of event</u>.</li> </ul>	

**NOTE:** \* Unless an extension is agreed with the responsible Director / HS/E Leader for significant or complex events.

**NOTE:** Where Legal Professional Privilege is applied, the investigation shall be prepared for review by the Legal Department directly and only released wider once permission has been granted by the Legal Department.

**NOTE:** All documentation is to be labelled in accordance with the instructions received from Legal once Legal Professional Privilege has been requested. The results of the investigation shall be recorded in Intelex as agreed with Legal.

- The Investigation Leader will be decided based on the event and the best person to lead the investigation.
- The Investigation Leader must be able to conduct the investigation in an autonomous manner without interference from interested parties.

INVESTIGATION LEADER	<ul style="list-style-type: none"><li>• Will be qualified by being formally trained in either ICAM or Taproot.</li><li>• Will liaise with the site project teams in establishing the requirements around data collection and associated investigation procedures.</li><li>• Will work closely with the <b>HS/E Leader, Technical Specialists, Subject Matter Experts</b> and <b>Legal Department</b> (if required) to manage the investigation process and associated outcomes.</li></ul>
INVESTIGATION TEAM	<ul style="list-style-type: none"><li>• The Investigation Team shall be selected from the Project HS/E and Technical Team upon approval from the appointed Investigation Leader.</li><li>• Additional Technical Subject Matter Experts shall support the investigative and analysis process to identify event root causes and associated outcomes.</li><li>• Have freedom to obtain evidence and to access site as often as necessary.</li></ul>

- For psychosocial illnesses or injuries, that will include competence to identify psychosocial hazards, sources of risk and root causes, assess the risks, and recommend appropriate preventative and early intervention controls, and the requirements under both OHS and industrial relations legislation.  
  
If an investigation is in relation to an (actual or potential including suspected) Psychosocial hazard/risk, Sexual harassment or assault, Violence or aggression; or Bullying - The investigation shall only include detail of the health and safety risk and no personal information recorded. On completion of the investigation, it shall be provided to the **General Manager HS, Director People** and **Legal Director**.
- Complaints and grievances regarding specific events shall be investigated and recorded through the **Group Investigation Guideline**. Investigations under the SR Event Management and Reporting system requirement, will only be investigated in relation to the elimination or mitigation, as far as is reasonably practicable, of the general health and safety risk, which will usually occur without recording any personal information relevant to a specific event.
- Where the Rail Safety Act is relevant on site the specific requirements outlined in AS4292.7 Railway Safety Management, Railway Safety Investigation shall be applied.

**NOTE:** Additional confidentiality and privacy requirements may be applied for events involving actual or potential psychosocial hazard, sexual assault or sexual harassment, violence or aggression, or bullying, in accordance with the requirements of the **General Manager HS**.



## 9.1 CAUSAL ANALYSIS, CORRECTIVE ACTIONS AND INVESTIGATION FINDINGS

- Causal analysis is to be completed for all investigations. Corrective actions are to be developed to address each causal factor.
- Corrective actions may include the review of relevant risk assessments, work method statements, environmental control plans, environmental operational controls, checklists, HSEMS System Requirements and Primary Standards.
- Corrective actions are to be supported by evidence and closed out in its entirety in Intelex.
  - Class 1 action due dates are not able to be amended. Approval from **General Manager HS/ES** and **Responsible Director** is required.
- The **HS/E Leader** shall ensure that any identified corrective actions and recommendations for HSEMS system changes are referred to the **General Manager HS/ES**.

## 9.2 INVESTIGATION APPROVAL AND SIGN-OFF

Once the investigation has been finalised by the Investigator, it is to be sent for review/approval as defined in the templates.

		TECHNICAL EXPERT	PROJECT LEAD	HS/E LEADER	RESPONSIBLE DIRECTOR	GENERAL MANAGER HS/ES
POTENTIAL / ACTUAL	CLASS 1	Review	Review	Review	Approve	Approve
	CLASS 2		Review	Review		
	CLASS 3		Review			

Reviewing and approving the investigation shall consider the following:

- Investigation quality
- Confirmation of root cause/s and contributing factors
- Effectiveness of corrective actions – in line with the hierarchy of controls

## 10.0 COLLECTIVE INSIGHT

- A Collective Insight can be held for all classes of Events to identify the:
  - Effectiveness of the event response
  - Adequacy of actions
  - Event controls
  - Investigation outcomes
- For Potential/Actual Class 1 events, the **Project Leader** is responsible to facilitate a Collective Insight. This must include a review of the effectiveness of the event response.
- Record a Collective Insight as a INSPECTION in Intelex, input elements, ratings and commentary from the discussion and assign actions individually to close the gaps.
- See SuccessFactors for training on how to [Facilitating a Collective Insight](#). (For LOR Staff)
- Any communications and consultation regarding actual or potential (including suspected) psychological or physical injury arising from exposure to psychosocial hazards, sexual harassment or sexual assault, violence or aggression, or bullying must be approved by the General Manager HS/ES, Head of Legal and Head of Human Capital prior to issue.





## 11.0 LESSONS LEARNED

Lessons Learned will be generated where event findings need to be communicated internally across a project and/or to another project or workplace to ensure that where there is a likelihood of a similar or repeat of an event/near miss.

- For Potential/Actual Class 1 Events and Actual Class 2 Environmental Events, the Lesson Learned is to be developed after the investigation has been approved.
- **HS/E Project Personnel** are to develop a Lessons Learned in consultation with the relevant site personnel using the **Lessons Learned Template**.
- All Lessons Learned must be approved by the **HS/E Leader**, followed by the **General Manager HS/ES** prior to distribution to the wider LOR Community.
- For distribution outside of the project, these presentations are to be forwarded to the **HS/E Leader** or nominee who will ensure distribution through the **Central HSE Team**. At a project level, these presentations are to be communicated to the relevant HSE Committee (where established) and posted on the project notice board.
- Lessons Learned will be distributed by email and uploaded to iGMS (LOR Users only).
- Any communications and consultation regarding actual or potential (including suspected) psychological or physical injury arising from exposure to psychosocial hazards, sexual harassment or sexual assault, violence or aggression, or bullying must be approved by the **General Manager HS/ES**, **Head of Legal** and **Head of Human Capital** prior to issue.

## 12.0 MONITORING AND REVIEW

- Each project and business stream monitors effective closure of corrective actions from event investigations. Review of corrective actions as implemented may be conducted to determine ongoing effectiveness to ensure that the likelihood of a reoccurrence of a same/similar event has been reduced to an acceptable level.
- If the review finds the corrective actions ineffective, they shall be escalated to the HS/E Lead.
- Corrective actions are to be supported by evidence and closed out in its entirety in Intalex.

## 13.0 REGULATIONS, GUIDES AND STANDARDS

- Work Health & Safety Act 2011 (ACT, NSW, QLD), 2012 (SA), 2016 (NT) and 2020 (WA) - Part 3
- Occupational Health and Safety Act 2004 (Vic) Part 3 Division 2 and Part 5
- Protection of the Environment Operations Act 1997 (NSW)
- Environmental Protection Act 1994 (QLD)
- Environment Protection Act 2017 (VIC)
- Environment Protection Act 1993 (SA)
- Environmental Protection Act 1986 (WA)
- Environmental Protection Act 1997 (ACT)
- Environmental Protection and Biodiversity Conservation Act 1999 (Cwth) GUIDES AND STANDARDS
- Guide for completing the OFSC Incident Report
- SafeWork Australia Incident Notification Fact sheet

The list above contains environmental pollution legislation generally. There are additional relevant pieces of legislation that need to be considered and are outlined in the legal register in the Construction Environmental Management Plan.

## 14.0 PLANS, FORMS AND TEMPLATES

For relevant plans, forms and templates see the Laing O'Rourke HSEMS at [www.lorhsems.com](http://www.lorhsems.com).



## APPENDIX 1 – EVENT CLASSIFICATION TERMS AND DEFINITIONS

TERM	DEFINITION
<b>Actual</b>	An event where something has occurred, a transfer of energy resulting in injury, damage or impact to the environment
<b>Potential</b>	A key consideration in determining classification of potential is to assess whether suitable controls were planned and in place and those controls worked effectively; rather than the incident was avoided by coincidence that controls were in place or by meagre circumstance. All incidents will be assessed individually on the facts provided.
<b>Near Miss</b>	An event that occurs that did not result in injury, environmental harm or damage but had the potential to do so under the same or similar circumstances. An energy source must be released or event must occur for a near miss classification to be made. An unsafe condition or an environmental risk is not a near miss; it should be classified as a hazard.
<b>Observation</b>	<ul style="list-style-type: none"> <li>– A potential safety/environmental/damage concern is identified that can lead to an event or injury. By raising an observation, we can take steps to mitigate the hazard and prevent future events.</li> <li>– Personnel observe behaviour or work areas that are above operational expectations and standards.</li> </ul>

### Event Classifications

<b>Disabling Injury (DI)</b>	<b>A work related</b> incident which leads to an injury resulting in the absence of, or alternate/suitable duties, for more than one complete shift following the incident
<b>First Aid Injury (FAI)</b>	<p><b>A work-related</b> injury resulting in treatment that would normally amount to duties able to be performed by a qualified first aider or that does not amount to medical treatment by a doctor.</p> <p><b>The following would normally be considered first-aid treatment:</b></p> <ul style="list-style-type: none"> <li>• application of antiseptics during the first visit to medical personnel</li> <li>• treatment of superficial burns</li> <li>• application of bandages during any visit to medical personnel</li> <li>• removal of foreign bodies not embedded in the eye</li> <li>• removal of foreign bodies from a wound if the procedure is uncomplicated and is effected by the use of some simple technique</li> <li>• use of non-prescription medications and administration of a single dose of prescription medication on the first visit for a minor injury or discomfort</li> <li>• negative X-ray diagnosis</li> <li>• observation of injury during a visit to medical personnel (less than 12 hour duration)</li> </ul>
<b>Lost Time Injury (LTI)</b>	A <b>work-related injury</b> resulting in a fatality, permanent disability or time lost from work of one day/full shift or more.
<b>Work Related</b>	<p>An injury or illness that occurs out of or in connection with work being undertaken by the organisation. The fact that there is an injury or illness at work premises does not, in itself, mean that the incident is work-related – the work activity itself must contribute to the incident. An incident is 'work-related' if any of the following played a significant role:</p> <ul style="list-style-type: none"> <li>• the way the work was carried out</li> <li>• any machinery, plant, substances or equipment used for the work or</li> <li>• the condition of the site or premises where the accident happened</li> </ul> <p>The following on their own would not normally be considered work related:</p> <ul style="list-style-type: none"> <li>• Incidents that occur at camps outside of normal working hours</li> <li>• Journey Claims</li> <li>• An injury or illness that involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.</li> <li>• An injury or illness that is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in).</li> <li>• An injury or illness that is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.</li> </ul> <p>The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.</p>



TERM	DEFINITION
<b>Medically Treated Injury (MTI)</b>	<p>A <b>work-related injury</b> that requires treatment by, or under the specific order of, a medical practitioner or any injury that could be considered as being one that would normally be treated by a medical practitioner.</p> <p>The following would normally be considered medical treatment:</p> <ul style="list-style-type: none"> <li>• Treatment of partial or full thickness burns</li> <li>• Removal of foreign bodies embedded in eye</li> <li>• Application of antiseptics during second or subsequent visits to medical personnel</li> <li>• Any work injury that results in a loss of consciousness</li> <li>• Insertion of sutures</li> <li>• Surgical debridement</li> <li>• Admission to a hospital or equivalent for treatment or observation</li> <li>• Treatment of infection</li> <li>• Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location</li> <li>• Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)</li> <li>• Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence</li> </ul> <p>The following on their own would not normally be considered medical treatment:</p> <ul style="list-style-type: none"> <li>• Administration of tetanus shot/s or booster/s</li> <li>• Physiotherapy</li> <li>• Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment.</li> <li>• Referral to/treatment by a Psychiatrist where the diagnosis is not the result of a workplace occurrence</li> </ul>
<b>Not Work Related</b>	<p>An incident that occurs at the workplace or related to work, but not directly arising out of work being undertaken by the organisation.</p> <p>The following on their own would not normally be considered work related:</p> <ul style="list-style-type: none"> <li>• Incidents that occur at camps outside of normal working hours</li> <li>• Journey Claims</li> </ul>
<b>Occupational Illness</b>	<p>Conditions or illnesses that may be attributed to work related activities but cannot be attributed to a single event. The following on their own would normally be considered occupational illness:</p> <ul style="list-style-type: none"> <li>• Hernia</li> <li>• Asbestosis</li> <li>• Silicosis</li> <li>• Noise induced hearing loss</li> </ul>
<b>Psychological Injury</b>	<p>Psychological or psychiatric injury is a disorder or illness that affects your mood, feelings, thoughts, or behaviour. These types of conditions can include depression, anxiety, post-traumatic stress disorder</p>
<b>Crisis Event</b>	<p>Any natural, accidental or intentional negative change or event that is likely or has led to a substantially dangerous, unstable, or disruptive situation that affects persons, the environment, an organisation, or the community. The change or event will typically occur quickly and without warning and has the potential to severely affect Laing O'Rourke's reputation and/or ongoing operations.</p>



TERM	DEFINITION
<b>Notifiable Incident Definitions</b>	
<b>Environmental Regulator (including pollution regulation, planning and or heritage)</b>	
<b>Notifiable Incident</b>	<p>Incidents that are notifiable to environmental regulators generally include incidents that are causing or threatening material harm to the environment and / or breaches of license or approval conditions administered by the regulator</p> <p>Notifiable environmental incidents will be specific to each jurisdictional regulator and should be confirmed by each work site.</p> <p>Notifiable environmental incidents may include breaches of environmental planning obligations, threatened species or heritage requirements.</p>
<b>Work Health and Safety Regulator</b>	
<b>Notifiable Incident</b>	<p>Incidents that are notifiable to work health and safety regulator are incidents involving:</p> <ul style="list-style-type: none"> <li>the death of a person, or</li> <li>a serious injury or illness of a person, or a dangerous incident / incident that exposes a person to serious risk to health or safety (in Victoria)</li> </ul> <p>Arising out of work carried out by a business or undertaking or a workplace. Notifiable incidents may relate to any person – whether an employee, contractor or member of the public</p> <p>The person with management or control of a workplace must ensure that the incident is notified immediately on becoming aware that a notifiable incident arising.</p> <p>Notifiable incidents are specific to each jurisdictional regulator and must be confirmed with the HS Leader prior to notification refer to <b>section 5.0</b> and <b>LOR Obligations to Notify Regulatory Authorities and Legal Privilege Guidelines</b> on iGMS for details of each jurisdiction notifiable incident requirements, timeframes, and links to regulator guidance information.</p> <p>NOTE: In some jurisdictions psychosocial hazards including an incident (or suspected) incident of sexual assault may be a notifiable event.</p>
<b>Office of the Federal Safety Commissioner (OFSC)</b>	<p>Notification for the following incident types where they occur on building or civil construction sites and the accredited contractor is the head contractor (all subcontractor incidents should be included);</p> <p>For scheme and projects :</p> <ul style="list-style-type: none"> <li>Fatality within 48 hours</li> <li>Medical treatment Injury, Lost time injury and Dangerous Occurrence within 2 weeks</li> </ul> <p>For non-scheme projects :</p> <ul style="list-style-type: none"> <li>Fatality within 48 hours</li> <li>Lost time injuries within 2 weeks</li> </ul> <p>All events are to be reported to the projects HS Leader who will submit the required notification to the OFSC on your behalf refer <b>Section 5.1</b>.</p>
<p><b>Notifications to various other regulators and authorities are required by Dangerous Goods, Electrical, Mine, Rail, and Workers Compensation Acts &amp; Regulations, and the relevant health and safety legislation. Each project and worksite must determine what is applicable for the area of jurisdiction.</b></p>	



## APPENDIX 2 – ENVIRONMENTAL EVENT CLASSIFICATIONS

CLASS ONE (INCLUDING POTENTIAL)	CLASS TWO	CLASS THREE
<p>Class One Environmental Events create permanent or long-term damage to the environment. This damage will result in the environment taking 12 months or more to return to pre-existing conditions.</p> <p>These events must be reported immediately to the General Manager Environment and Sustainability, Director Legal and Environmental Leader.</p> <p>The definitions of material or serious environmental harm are to be applied as per the relevant jurisdiction.</p>	<p>Class Two Environmental Events create short to medium term damage to the environment.</p> <p>This damage will result in the environment taking up to 12 months to return to pre-existing conditions.</p> <p>Class 2 events will likely result in regulatory investigation and action.</p> <p>Class 2 events must be reported immediately to the Environmental Leader.</p> <p>The definitions of material or serious environmental harm are to be applied as per the relevant jurisdiction.</p>	<p>Class Three Environmental Events typically cause short term or nuisance damage. The damage is easily rectified usually within one day. Class 3 events do not cause medium- or long-term damage.</p> <p>All events MUST be reported into Intelix within 24 hours.</p>
PARAMETERS		
<ul style="list-style-type: none"> <li>• Serious or material environmental harm or damage.</li> <li>• Reportable incident and potential prosecution &gt; \$50,000</li> <li>• Cost to make good &gt;\$50,000</li> <li>• Breach of a statutory environmental permit or approval condition that results in serious or material environmental harm or results in the project being shutdown.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential or actual material environmental harm or damage reportable as per State regulator</li> <li>• Potential for prosecution &lt;= \$50,000</li> <li>• Event related to actual or potential Infringement / Improvement Notices by any authority related to environmental legislation or planning approvals conditions</li> <li>• Breach of a statutory environmental permit or approval condition</li> <li>• Cost to make good on environmental damage \$10,000 - \$50,000. Note this is aligned with State thresholds for notifiable environmental events and is independent of the property damage criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Minor pollution event</li> <li>• Minor failure of environmental controls which does not result in a risk of regulatory action.</li> <li>• No mandatory external reporting requirements</li> <li>• Typically cost ≤\$10,000 to make good. Note this is aligned with State thresholds for notifiable environmental events and is independent of the property damage criteria.</li> </ul>



### EXAMPLES

The list below highlights examples of events and their associated classifications. The list is to be read in conjunction with the Parameters above. The parameters above should be reviewed initially and considered against the examples below. The examples below take precedence.

CLASS ONE	CLASS TWO	CLASS THREE
<ul style="list-style-type: none"> <li>Chemical, oil or diesel spills or pollutant discharges <math>\geq 100\text{L}</math> to nearby waterways.</li> <li>Failure of sediment basin or spillway or dewatering basin or other environmental temporary works causing offsite impacts.</li> <li>Direct offsite discharge of waters that are polluted or contaminated, outside the water quality guidelines or outside limits set by licenses or approvals on the Project that causes serious environmental harm.</li> <li>Sewage/septic overflows into nearby water courses <math>\geq 1000\text{L}</math>.</li> <li>Oil/Fuel/Chemical Spill <math>\geq 1000\text{L}</math> onsite or a spill to land.</li> <li>Any spill or discharge which threatens to alter the classification of land to a "contaminated site".</li> <li>Wilful unlawful disposal of waste materials/liquid to an offsite facility resulting in significant environmental harm.</li> <li>Overflow to land from on-site sewage/septic tanks <math>&gt; 1000\text{L}</math> that results in significant environmental harm offsite.</li> <li>Spreading fire ants/electric ants/crazy ants outside of the restricted area.</li> <li>Breach of an Environmental Protection Order or Notice.</li> <li>Major breach of licence conditions</li> <li>Unauthorised significant/material harm or damage to native vegetation/threatened/vulnerable/endangered fauna or flora species.</li> <li>Un-authorised damage/destruction of cultural/heritage artefacts or significant places resulting in significant/material harm</li> <li>Odour, dust or noise pollution that reaches an offensive level and causes significant impact on nearby environmental receptors and residents.</li> <li>A fire caused by site activities that travels beyond the project boundary or clearing limits causing significant long term adverse impact to the environment.</li> </ul>	<ul style="list-style-type: none"> <li>Chemical, oil or diesel spills or pollutant discharges to waterways between <math>10 - 100\text{L}</math>.</li> <li>Direct discharge offsite of water (dewatering) greater than approved limits or without verification testing <math>&lt; 1000\text{L}</math>.</li> <li>Wilful or negligent damage (including removal) to erosion and sediment controls, leading to sediment laden water moving offsite.</li> <li>Failure of sediment basin or spillway or dewatering basin or other environmental temporary works that does not cause off site impact.</li> <li>Any fuel/oil/chemical spills to land between <math>200\text{L} - 1000\text{L}</math>.</li> <li>Uncontrolled or deliberate discharge or unlawful disposal of contaminated materials/liquids off site to land <math>&gt; 100\text{L}</math>.</li> <li>Disposal of waste at an unapproved facility: <ul style="list-style-type: none"> <li>Construction waste</li> <li>Spoil material</li> <li>Liquid waste</li> <li>Hazardous wastes</li> </ul> </li> <li>Overflow to land from on-site sewage/septic tanks <math>&gt; 1000\text{L}</math>.</li> <li>Verified complaints relating to excessive dust levels offsite, affecting environmental receptors and/or nearby residents. E.g. includes significant visible dust settlement on surrounding properties or significant exceedance of nominated criteria.</li> <li>Noise pollution that reaches an offensive level and causes impact on nearby environmental receptors and/or residents which is not approved.</li> <li>Unauthorised damage or loss to threatened/vulnerable/endangered fauna or flora species or other vegetation that has statutory protection.</li> </ul>	<ul style="list-style-type: none"> <li>Oil/fuel/chemical spill/leak <math>\leq 10\text{L}</math> to waterways</li> <li>Oil/fuel/chemical spill/leak <math>\leq 200\text{L}</math> to land, i.e. hydraulic oil spill/failure/diesel spill from machinery / equipment / refuelling or curing compound or radiator fluid.</li> <li>Overflow to land from on-site sewage or septic tanks <math>\leq 1000\text{L}</math></li> <li>Dust emission more than the nominated compliance criteria or which results in visible impact at a sensitive receptor.</li> <li>Damage to or partial failure of sediment controls where run-off does not cause more than a trivial impact off site.</li> <li>Light pollution – unwanted illumination of neighbouring properties.</li> <li>Unapproved trimming or accidental damage to protected vegetation or vegetation to be retained that does not impact the long-term viability or environmental value.</li> <li>Entry into an environmental no-go area, TPZ or environmentally sensitive area without an internal approval or nominated control measures that does not result in any more than a trivial impact or to the viability of the tree or environmentally sensitive area.</li> </ul>





CLASS ONE	CLASS TWO	CLASS THREE
	<ul style="list-style-type: none"> <li>• Verified complaints relating to odour as a result of project operations.</li> <li>• Not having the required statutory licence/permits or approvals where there isn't an additional environmental impact.</li> <li>• Works undertaken without the required internal permit completed and approved which results in an impact consistent with the class 2 description.</li> <li>• Working outside permitted hours without approval.</li> <li>• Unauthorised vegetation removal beyond the approved clearing limits.</li> <li>• Unapproved works undertaken within the Tree Protection Zone that results in an impact to the viability of the tree.</li> <li>• Works undertaken outside of project boundary limits or the assessment footprint without approval which results in disturbance or impact.</li> <li>• Damage to 3<sup>rd</sup> party property because of construction vibration.</li> <li>• Breach of regulatory environmental condition triggering external reporting or resulting in environmental harm.</li> <li>• A fire caused by site activities which results in adverse effects to the environment beyond the project boundary or clearing limits.</li> <li>• Transport and disposal of fire ant items outside of fire ant restricted areas.</li> <li>• Un-authorised impact to cultural/heritage artefacts or places or breach of associated management plan (e.g. CHMP). That does not result in long term impacts.</li> <li>• Supplying plant or materials containing pest plant reproductive material with the potential to cause a biosecurity impact.</li> </ul>	

REPORT ONLY / NEAR MISS

Class 3 incident type that does not result in any environmental impact or damage such as small spills to impervious surfaces. Complaints that do not result in an environmental impact are to be recorded in the project's complaints management system. If there is no separate complaints management system, complaints not resulting in an environmental impact are to be recorded in Impact as class 3 events.

Third party environmental events not related to the project such as unlawful waste disposal on site, third party environmental events.

Unexpected finds of asbestos that are managed in accordance with the projects procedures and protocols that does not result in an environmental impact.