











Determining the severity of incident



Event & Timeline

- Tier 1 Incident; or
- · Lost Time Incident: or
- Medical Treatment Incident; or
- Suitable Duties Incident; or
- Work was stopped due to safety breach; or
- Fatal Risk Incident/Observation (use page 3 – Fatal Risk Decision Tree); or
- Near Miss Event (aligned to a Fatal Risk)

Immediate (within 2 hours of Incident

- Supervisor / Coordinator
- Team Leader
- Senior Manager in Charge of Work Group
- SWE BF
- HSR of Work Group (or A HSR)

24 Hours

- Senior Manager
 - Reporter (if possible)
 - Supervisor / Coordinator
- Project Manager / Engine
- Dam Safety Manager
- Manager SWE
- HSR of Work Group
- Divisional GM (ELT
- PCS BP
- All members from Step

2 Weeks

- Reporters
 - Senior Manage
 - Person reporting Incident
 - Supervis
- Participants
 - All SLT (or as determined by the Div GM)
 - All Div GM's (invited but not Mandatory)
 - GMW MD (For LTI's or higher if available)
 - All SWE Team (or as determined by the SWE Manager)
 - PCS BP's (if available
 - All HSR's of the Division (or those available)
- Approvers
 - Div GM
 - Senior Manager responsible for incident

Event & Timeline

Incident reporter / Team Leader / Supervisor / Coordinator should make an initial assessment to classify the incident

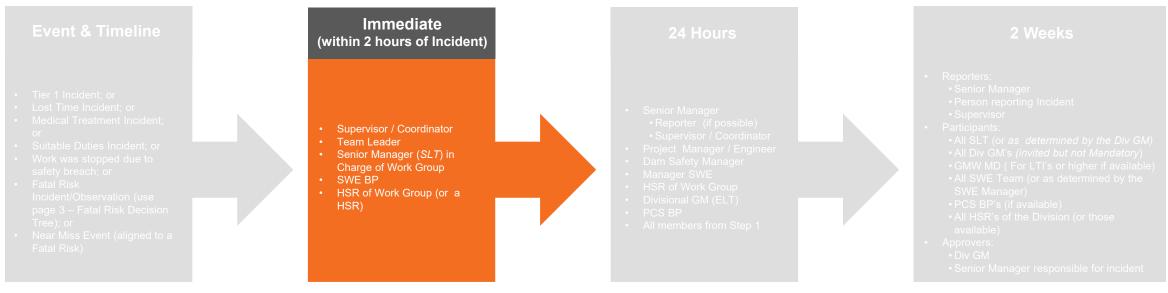
As a guide to determining the incident classification the definitions within Attachment A and B is to be referred to.

Where the initial incident classification cannot be defined, the 2-24-2 process must be initiated

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Step 1 – Notification and containment





Immediate (within 2 hours of incident - Notification & Containment)

All events qualifying as either a Life Incident, Tier 1 or 2 shall have individual notification of those listed (above).

When in doubt, commence notification, and evaluate.

The decision to STOP work occurs here.

Notification must be via phone call to the reporters immediate Senior Manager and if unable to connect escalate to Alternative Divisional Senior Manager. Once reported, it is the Senior Managers role to ensure all members above are contacted.

At this point a provisional incident classification will be agreed by the Senior Manager and the Supervisor / Coordinator to determine whether to cease or continue this process (*This process will continue if one of the 7 events (above/ previous slide) have occurred*).

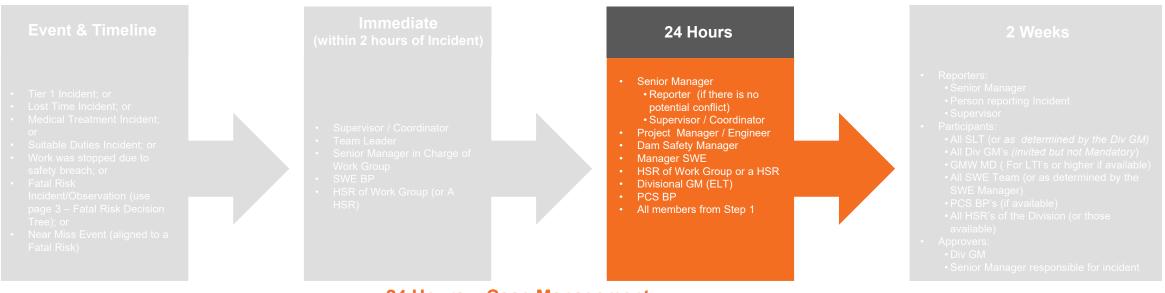
Supervisor / Senior Manager - Complete IRIS Report and assign Investigation Tier Level and assign tasks (actions) to connect members above to the incident.

- a. Confirm incident is controlled
- b. Ensure workers involved are being cared for
- c. OCCCorp notified (if injury or suspected injury is present)
- d. Determine if Notifiable If Notifiable (<u>Tier 1&2</u>) this group is to notify the GM within 30 minutes of the who in turn **MUST** notify the MD. If the Incident is determined to be a **Tier 1**, the MD is to notify the Board

- e. Determine if Alerts or Toolbox Talks should be created / Sent
- f. Who else should we inform
- g. Determine type of investigation (refer to investigation matrix)
- h. Agree next steps

Step 2 – Case management





24 Hours – Case Management

The Senior Manager Will ensure a conference call is held within 24hrs of notification.

All personnel listed above should be present at the conference call. At a minimum 1 x GM and 1 x SWE BP MUST be at this meeting.

Call focused on reviewing the incident as it has been reported (at that point) within IRIS. Confirmation of IRIS classification is made here (refer Fatal Risk Guide)

The decision to STOP work occurs here.

The Welfare of any injured or effected parties must be discussed first

Assignment of Lead Investigator; confirm incident is controlled and discuss immediate actions taken so far, determination whether Alerts or Toolbox talks need to be sent out (*drafted by SLT and passed to SWE BP for checking*).

Alignments, resources, notifications, materials, etc necessary for incident owner, Senior Leader, Lead Investigator will be authorized during this meeting.

Priority of investigation is agreed here by either the Divisional GM / MD / SWE Manager

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An update is to be provided to the MD and GM PCS by the Divisional GM at the conclusion of this meeting.

Step 3 – Event closure / lessons learned



2 Weeks

- - Senior Manager responsible for Incident
 - Person reporting Incident if there is no perceived conflict
- Supervisor in charge of worksite
- Participants:
 - Investigation Team
 - All SLT of Division (or as determined by the
 - All SWE Team (or as determined by the SWE Manager)
 - PCS BP's (if available)
 - All HSR's of the Division (or those available)

Restrictions apply to Investigations marked as "Report by Direction". Refer to the Div GM or SWE BP for further detals

2 Weeks - Closure / Lessons Learned

Meeting to ensure alignment and support the closure action items.

The Welfare of any injured or effected parties must be discussed first

Incident Review completed by Senior Manager and Lead Investigator to discuss.

Case Progress; Root Cause, Contributing Factors, Corrective Actions and Residual Risk Assessment of incident.

Confirm if Alerts / Toolbox talks need to be distributed

Div GM, Senior Manager & Incident Owner to review and approve or reject incident review and follow up actions within 1 week of completion of this meeting

The details of the incident and corrective actions should be presented in Toolbox format to all HSR's and the Incident Owners Division, by the Incident Owner detailing the incident, lessons learnt and any outstanding actions or at the discretion of the GM

The Div GM & Lead Investigator is to present a summary to the ELT if required

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The 2-24-2 process is not considered complete until IRIS has been updated with all actions as agreed by the GM / Senior Manager

Two tiers most likely to initiate the 2-24-2



Attachment A

TIER 1

SEVERE Incidents: Fatal or exposure to life changing events

Any work-related injury resulting in a:

- Fatality
- Fatality involving a contractor working for GMW either supervised or not supervised
- A person requiring immediate medical treatment for:
 - Serious laceration or amputation of any body part
 - Head Injury or Loss of Consciousness
 - Eye Injury
 - Separation of skin from underlying tissues such as degloving or scalping
 - Electrical Shock
 - Spinal injury
 - Loss of bodily function
 - Exposure to a substance
- Treatment as an inpatient in a hospital
- · Incident causing either permanent or temporary disfigurement
- · An implosion, explosion or fire.

TIER 2

MAJOR Incident: Situation is potentially a serious incident if any of the following statements are true

Any work related incident or injury resulting in

- A Fatal Risk Event Review the *Critical Risk Statement* to determine investigation type for the incident
- Fatal Risk Lost Time Injury
- · Serious injury / illness, including:
 - Lacerations requiring stitches
 - Return to Work restrictions treatment
 - Permanent or Long term illness/injury
- Plant Roll Over
- Collapse or failure of a trench or shoring shields protecting a trench
- Collapse or partial collapse of building or structure

FATAL Risk – Cause of Incident and Injuries

FATAL Risk Decision Tree

1 Working alone and / or remotely

Always ensure only authorized lone or remote work activities are conducted and appropriate safety devices are used



#2 Underground / Overhead Services

We will never expose plant, Equipment or people to risks from unknown or live services



Fatal Risk

fatal or life

work in.

incidents can go

from Hazardous observation to

changing injury

through subtle

changes in how

we work or the

environment we

They very often

fall within our

FATAL Risk

activities

#3 Risk of Fall

Always use fall protection when working at height.



#4 Mobile Plant & Equipment Interaction

We will only operate plant & equipment which has been regularly serviced, has guarding installed and appropriate exclusion zones identified



#5 Energy Isolation - LOTO

Always isolate energy sources and test before touch.



#6 Driving

We will drive to both our license and road conditions. And only operate the vehicle if safe to do so

Yes -



#7 Working on / In / Near / Over Water

We will never expose our workers / contractors to the risk of drowning



#8 Confined Space

Only physically capable, trained workers / contractors shall conduct confined space activities supported by appropriate rescue plans



#9 Ground Disturbance

We will never allow our workers / contractors to work in unstable excavations and always ensure appropriate controls are in place



10 Workplace Violence

We will never allow our workers / contractors to be physically assaulted or verbally abused

FATAL Risk (Exposure) Critical Risk Statement

Was the worker authorised to work alone / remotely and did they have lone worker safety monitoring devices operating. Was an alert initiated and responded to on time

Were services identified and isolated or permits provided by the service asset owner. Were services undamaged or uninterrupted due to operations

Was a risk assessment conducted, identifying a risk of falls. Was appropriate fall protection available & used for heights over 2m. Were live edges identified and managed

Was plant / equipment operated by trained / competent persons, Is the plant upright or balanced. Was plant / equipment regularly serviced, was their damage >\$2000, were appropriate exclusion zones identified. has guarding being installed on machinery

Were energy sources identified and controlled, Was LOTO in place, Was there a valid permit in place. Was the asset owner aware an isolation was in place on their asset

Were road rules followed / Was the area clear to operate the vehicle safely, Were members of the public unharmed or sustained no damage. Was the vehicle upright or balanced, was the GMW vehicle damage < \$2000

Was a risk assessment conducted, Were flotation devices advised and worn, were fall restraint devices worn / used

Were all members of the confined space entry team trained in confined space and medically assessed as suitable for High Risk work. Was their a rescue plan identifying a minimum of 3 trained persons per entry

Was the risk of subsidence or collapse identified in the risk assessment prior to entering the excavation. Was ground support used. Was a rescue plan in place,

Was there a risk assessment identifying the potential physical harm / threats of life completed. Was someone physically harmed or had life threatened



INITIATE 2-24-2

Directly linked to potential FATAL Risk incident due to not working / missing defenses and controls to prevent the incident from arising

Mitigating measures to prevent a re-occurrence must be taken immediately both for this incident and other similar activities being conducted by GMW and its contractors

No

Apply the GMW Investigation Matrix - A3839001

Type of Incident					Investigation Team													
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