Appendix F – Emergency Response Management Plan

Arafura Resources Limited

Nolans Project

Emergency Response Management Plan

March 2016

Document Status

Version	Author	Reviewer	Approved by	Date	Status

Amendments

Section	Details

Audit Summary

Date	Auditor	Details

Table of contents

Table index

Figure index

Appendices

1. Introduction

1.1 Purpose

The Emergency Response Plan (ERP) has been prepared to provide a response framework to specific emergencies at the Nolans Rare Earths Project. It is accepted that should control measures installed at the site fail, Arafura Resources Ltd (Arafura Resources) will operate in accordance with this ERP, notifying relevant stakeholders and regulators as detailed.

The ERP forms part of the Environmental Management Plan (EMP). However, the document has been developed as a standalone plan to facilitate responses to emergencies. It covers the construction and operation phases and its purpose is to:

- Provide a process for identifying, assessing and managing emergencies to minimise impact to human health and surrounding environment;
- Provide internal and external reporting requirements for emergencies; and
- Review and assess historical and/or industry specific incidents to inform future management of emergencies (subsequent ERP revisions through the Mining Management Plan process).

1.2 Objective

The ERP outlines standardised responses to ensure emergency situations are captured sufficiently. The main objectives of the ERP are:

- Outline potential emergency situations;
- Identify initial responses (emergency response);
- Provide communication requirements;
- Establish requirements for site representatives;
- Provide statutory reporting requirements; and
- Provide investigation framework (where applicable).

1.3 Emergency Situations

The most likely emergency situations pertaining to the Project have been established through the EIS process. A summary of the emergency situations covered by this plan are provided in Table 1-1.

Table 1-1 Emergency Situations

2. Project Details

2.1 Overview

The Project will be operated by Arafura. Arafura is an Australian resource company which is currently developing the Nolans project. The Nolans project is situated to the west of the Stuart Highway approximately 135 km north west of Alice Springs in the Northern Territory.

A summary of the operator details are provided in Table 2-1.

Table 2-1 Operator Details

Company	Arafura Resources Limited
Contact	Brian Fowler NT General Manager and Sustainability
Street address	18 Menmuir Street, Winnellie, NT 0820
Postal address	PO Box 37220, Winnellie, NT 0820
Phone	08 8947 5588
Fax	08 8947 5599
Email	bfowler@arultd.com
ABN	22 080 933 455
ASX code	ARU
Web	http://www.arultd.com/

2.2 Emergency Communications

2.2.1 Emergency Protocol

Emergency communication will generally be through Ultra High Frequency (UHF) radio using a dedicated emergency channel as nominated by the Project. However, as an alternative manually activated alarms will be installed across high density work areas such as the processing site, mine site and accommodation village.

1. Alarm

   – Manually

   Manually activated alarms will be installed across the mine site, processing plant and accommodation village to facilitate the management of emergencies.

   – UHF Radio

   Raise the alarm through dedicated Project emergency UHF Channel stating the following:

   - Your name;
   - Location of the incident;
   - Description of the incident scene; and
   - Best route to be used to approach the incident location.

   Evacuate the location and assemble to Muster Point(s) or to a safe location.

2. Assess Incident

   Incidents will be assessed as detailed within the Emergency Response Plans in Section 3.2. In general, each work area will have a dedicated Emergency Response Team Member who will be appropriately trained to assess incidents and undertake required protocols in accordance with this plan.

3. All Clear

The Emergency Response Team coordinator is responsible for closing out incidents and providing the 'All Clear' radio call to all site personnel and Muster Points effected.

All works which were being undertaken through a permit system (e.g. Hot Works) will require the initial permit to be closed out and a new permit commenced.

4. Re-entry

Once the all clear signal has been given, personnel may return to their work areas. In most situations a debrief will be held following the incident.

5. Debrief

The Emergency Response Team coordinator will schedule and undertake a debrief meeting following the incident. The meeting shall include Emergency Response Team and site personnel directly involved with the incident. The debrief meeting will be undertaken to:

– Assess response times and effectiveness;
– Undertake a step-by-step assessment of individuals actions and appropriateness; and
– Identify additional management measures and/or responses for future incidents.

The Emergency Response Team coordinator will update the ERP and provide a briefing to Project Management Team.

2.2.2 Emergency Contacts

The Project is located within a remote area of Central Australia where mobile phone coverage is generally not available. Communication at the site will be undertake via UHF radio (with booster relays where required). A summary of external emergency contacts is provided in Table 2-2.

Table 2-2 Summary of Emergency Contacts

Contact	Number	Assistance
Fire / Police / Ambulance	000 / 112	Priority response to emergencies
Ti Tree Remote Health Centre	08 8956 9736	Nearest medical centre
Ti Tree Police Station	08 8956 9733	Nearest priority response
Ti Tree Volunteer Fire Brigade	08 8956 9733	Nearest fire response
Care flight / Royal Flying Doctor Service	000 / 112	Medical Retrieval Service
Aboriginal Areas Protection Authority	08 8999 5511	Assistance with interference or damage to Aboriginal sacred sites

2.3 Remote Journey Management

A check-out / check-in board will be established at the mine site to assist in logging the locations of remote site work. Remote locations are considered to be areas visited that are outside of the mine site, processing site or accommodation footprints.

Prior to remote journeys a trip plan will be submitted to the team Supervisor and Safety Officer a minimum of 24 hours before departure. The trip plan will contain the following:

- Itinerary – estimated departure and arrival time.
- Communications Procedure – call-in scheduled communications.
- Nominated Job Safety Contact – call in contact.
- Map of Locality – including locations to be visited and estimated times of arrival.
- Vehicle Information – registration, type and model.
- Personnel Information – names and skills (first aid training).

- Communications Details – satellite phone, mobiles, spot (if using), pastoralist or roadhouse.

Once the information is received the Safety Officer must make sure they are briefed on all aspects of the trip plan. The communications procedure and emergency response procedure should be explained to all personnel going into the field with any queries or questions brought up at this briefing.

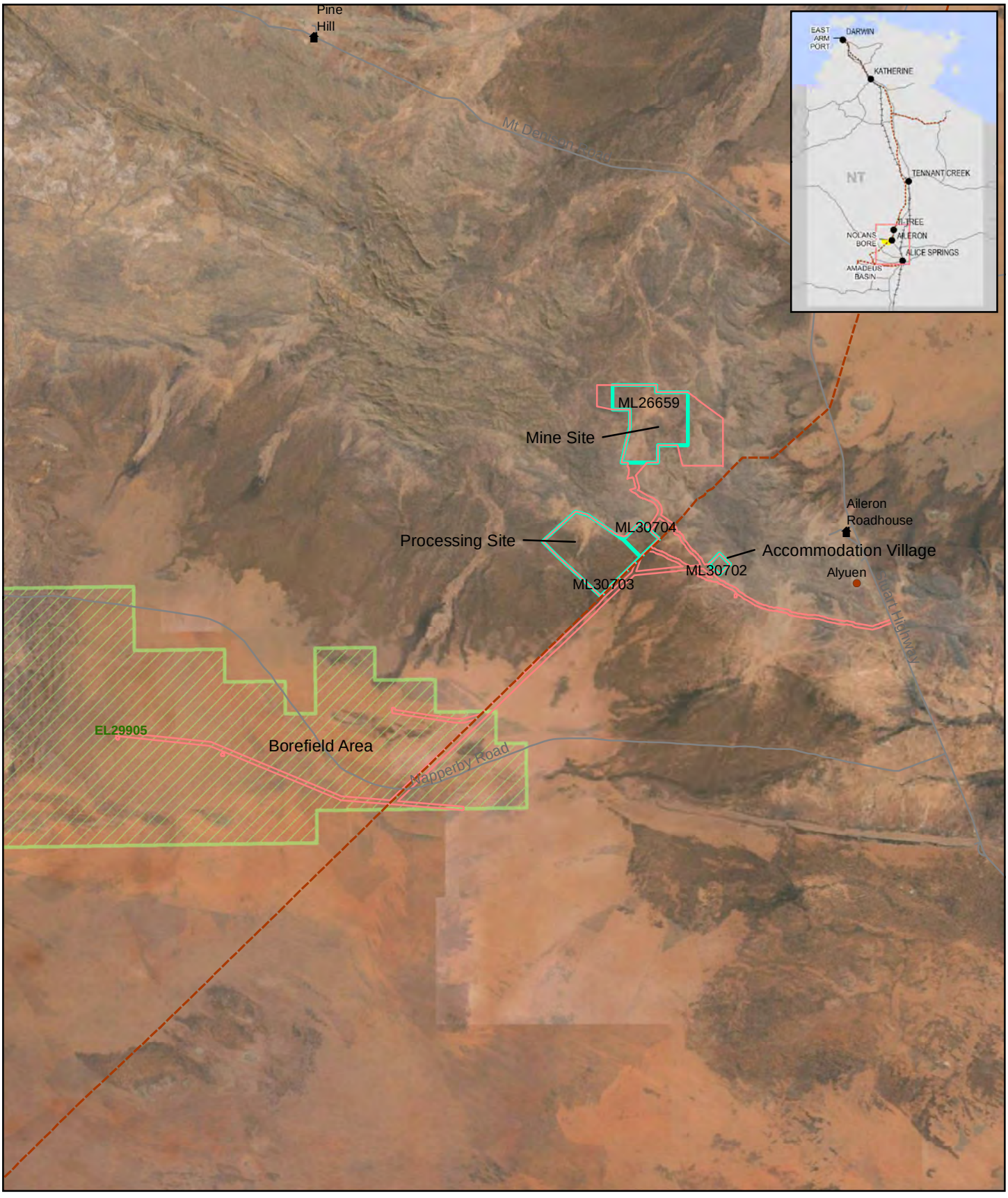
2.3.1 Remote Communications Procedure

A summary of the remote communications procedure is provided in Table 2-3. The procedure outlines the processes to be undertaken throughout remote works and if communications are not maintained.

Table 2-3 Remote Communications Procedure

Step	Details
Step 1	If a scheduled call in is not received within 30 minutes (remote area) or 60 minutes (urban area) the Job Safety Contact must call the nominated contact number. • Contact Made Job Safety Contact is to confirm the location and condition of the field team and (if still in field) the estimated time of arrival back from the field. If deemed necessary, the Job Safety Contact is to confirm a time for Field Team to call when they return to site or confirm next call in time and details. The Job Safety Contact must record the actions taken in the Safety Call In Escalation Log (see Template in Appendix D). • No Contact Made Job Safety Contact is to wait 30 minutes and, if no contact is made in that time, then proceed to Step 2.
Step 2	Job Safety Contact to call the Field Team's nominated contact number. • Contact Made Inform Field Team of missed called in and establish reason. The Job Safety Contact must record the actions taken in the Safety Call In Escalation Log (see Template in Appendix D). • No Contact Made Job Safety Contact to call the team members sequentially on the nominated phone numbers until contact is made. The Job Safety Contact must record the actions taken in the Safety Call In Escalation Log (see Template in Appendix D). If the team cannot be contacted after three continuous attempts, then immediately inform the Safety Officer and proceed to Step 3.
Step 3	Job Safety Contact and Safety Officer to work together and: • Contact teams within the known locations of the remote working team to establish last known contact and facilitate in the search. • Contact Accommodation Village, Mine Site and Processing Site to determine if the team has returned already. • Establish potential location of team from Trip Plan and last call in. Job Safety Contact will record the actions taken in the Safety Call In Escalation Log. If the location and safety of the team has still not been established, then immediately proceed to Step 4.
Step 4	If the team cannot be located then the Safety Officer is to inform the HSEC Manager. The

	HSEC Manager is to contact the Police providing details of the estimated location (based on information provided in the Trip Plan) and vehicle details (if applicable). HSEC Manager and General Manager to establish search and rescue team (minimum of four team members all with first aid training) and mobilise the team to the last known location. The Job Safety Contact must record the actions taken in the Safety Call In Escalation Log.



LEGEND

- Station
- Outstation
- Gas Pipeline
- Major Roads
- Mineral Lease
- Exploration Licence
- Project Areas

1:300,000 @ A4

0 2.5 5 7.5 10

Kilometres

Map Projection: Universal Transverse Mercator
Horizontal Datum: GDA 1994
Grid: GDA 1994 MGA Zone 53

N

Arafura Resources Limited
Nolans Project

Job Number	43-22301
Revision	0
Date	29 Apr 2016

Project Overview

Figure 2-1

G:\43\22301\GIS\Maps\4322301_1016_GeneralSiteLayout.mxd

Level 5, 66 Smith Street Darwin NT 0800 Australia **T** 61 8 8982 0100 **F** 61 8 8981 1075 **E** drwmail@ghd.com **W** www.ghd.com

Data source: GA - Roads, Waterways, Placenames, Placenames, Lakes (2015). ESRI - Shaded Relief (2009). Google Earth Pro - Imagery (Date extracted: 05/11/2015). ARL - Project Areas (2015). Created by: CM

2.4 Muster Points

During emergencies and emergency training exercises, Project personnel will be required to evacuate to a place of safety. Designated areas will be established across the site based on being the least hazardous in the event of an emergency.

In the event of an evacuation, all personnel will cease work immediately; leave all equipment in a safe condition, before walking calmly and quickly toward the nearest muster point; upwind of the incident if possible.

2.5 Emergency Team Structure and Responsibility

The emergency response process will be managed by the site Emergency Response Team which will consist of dedicated staff. All personnel within the Emergency Response Team will undergo regular training and participate in regular mock and desktop exercises. The Emergency Response Team includes members who are currently situated on site, a summary of the roles and responsibilities are provided in Table 2-4.

Table 2-4 Emergency Team Responsibilities

Emergency Team Position	Responsibilities
Emergency Response Team Coordinator	The Emergency Response Team Coordinator (ERT Coordinator) is responsible for the implementation of the ERP and Emergency Team. The ERT Coordinator will: • Ensure sufficiently trained resources are available onsite to deal with potential and actual emergency situations; • Monitor site radio communications for emergency situations; • Communicate with Emergency Response Team Members and/or Field Team Member; • Implement the ERP and capture all information relating to the situation; • Provide the 'All Clear' over UHF and to Muster Points; • Undertake and/or manage investigations into emergency situations or remedial works; • Maintain up to date Emergency Response Team members roosters and associated contact details; • Provide training to Emergency Response Team members; • Provide summary of incidents, actions and responses to the HSEC Manager; • Provide tool-box talks as required to summarise emergency responses and details of any historical and/or industry specific incidents which have occurred and management measures used; and • Review and approve modifications to the ERP annually and/or after an emergency situation
Emergency Response Team	The Emergency Response Team (ERT) will often be the first response for the majority of emergency situations. The ERT responsibilities include: • First response coordinator to capture emergency and/or commence response. • Communicate with ERT Coordinator; • Provision of first aid to injured site personnel; • Safety of all site personnel (including employees, subcontractors and visitors) within their areas; • Undertaking a roll call at Muster Points; and • Provide accurate and updates to all site personnel.
Medical Services Provider	The Medical Services Provider (MSP) will provide immediate first aid as required and establish additional measures required (i.e. external emergency response). The MSP will provide tool-box talks on topical issues as required.

Emergency Team Position	Responsibilities
Field Team Member	All site personnel including employees, subcontractors and visitors are responsible for: • Complying with Site Induction requirements and Emergency Response Team instructions; • Ceasing activities and leaving work areas in a safe condition as required; and • Reporting to local Muster Points and returning to work when the 'all clear' instruction is provided.

2.6 Education and Training

2.6.1 Site Induction

All site personnel will be inducted to the Nolans project during construction and operation phases. The site induction will include:

- Summary of potential emergency situations;
- Site personnel requirements; and
- Detail of Muster Points.

2.6.2 Safety Moments

Following any significant incident at the Nolans project (including near misses with significant potential) a safety moment will be produced by Area Supervisors with assistance from HSEC team members. The Safety Moment will include a picture of the incident (where relevant), summary of events leading up to the incident, root cause and future management measures or recommendations.

2.6.3 Tool-box Talks

The Emergency Response Team Coordinator will provide tool-box talks to each construction or operational area as required. The tool-box talks will summarise emergency responses and details of any historical and/or industry specific incidents which have occurred and management measures used.

2.6.4 Task specific procedures and JSAs

Operations personnel will be trained in area specific procedures and JSAs to ensure emergency response requirements for some tasks are identified e.g. work at heights, confined space entry. Procedure and JSA training will also include aspects of emergency response.

2.6.5 Emergency Response Team

Emergency Response Team (ERT) members will undertake regular training covering key emergency situations such as fire, vehicle incidents, height rescue, structural failure, hazardous substances and advanced first aid or medical treatment associated with emergency situations that may occur at the Project. The ERT Coordinator will be responsible for scheduling training and ensuring ERT members meet minimum competency requirements.

Desktop and mock exercises will be conducted to test ERP procedures, processes and personnel roles. Desktop exercises can nominally be carried out every 6 months with a mock exercise carried out annually.

2.7 Statutory Notification Procedures

Incidents which occur and are considered to form part of the ERP will be captured, assessed and reviewed through the ERP and MMP processes. In addition, regulatory reporting requirements for

incidents and triggers are provided in Table 2-5. All external communication of incidents will be signed and approved by the HSEC Manager and/or General Manager.

Table 2-5 Regulatory Body Reporting Requirements

Entity	Trigger	Timeframe and Contact Details	Incident Reporting Details
Northern Territory Environmental Protection Authority (NT EPA)	Incident which causes, or is threatening or may threaten to cause pollution resulting in material environmental harm or serious harm. Qualifying triggers requiring submittal of Section 14 Incident Report to NT EPA are any of the following: • is not trivial or negligible in nature; or • consists of an environmental nuisance of a high impact or on a wide scale; or • results, or is likely to result in $50,000 or more in taking action to prevent or minimise environmental harm or rehabilitate the environment; or • results in actual or potential loss or damage to value of $50,000 or more of the prescribed amount (whichever is the greater).	< 24 hrs post incident ntepa@nt.gov.au pollution@nt.gov.au	The Section 14 Incident Report Form requires the following details: • Incident causing or threatening to cause pollution; • Location occurred and area impacted; • Date and time; • How the pollution has occurred, is occurring or may occur; • Attempts made to prevent, reduce, control, rectify, investigation and/or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident; and • Operator details. The form is to be signed by HSEC Manager and/or General Manager for submission. A blank form is provided in Appendix A.
Department of Mines and Energy (DME)	Incident which causes minor environmental impact with some minor actual or potential hard to the environment.	As soon as practicable. Mineral.Info@nt.gov.au	The Section 29 Notification of Environmental Incident Form requires the following details: • Site and operator details. • Location occurred and area impacted (GPS coordinates); • Date and time; • Description of incident • Emergency and remedial actions taken. • Nature of impact and severity; • Current situation; • Details of sampling undertaken; and • Notification status internally and externally. The form is to be signed by the HSEC Manager and/or General Manager for submission. A blank form is provided in Appendix B.

Entity	Trigger	Timeframe and Contact Details	Incident Reporting Details
NT WorkSafe	Incident which results in either: • Death of a person; • Serious injury or illness; or • Dangerous incident.	Immediate verbal communication via 1800 019 115 Written notification < 48 hrs post incident. ntworksafe@nt.gov.au	The NT WorkSafe Incident Notification Form requires the following details: • Person submitting details; • Incident details including date, time and human injury details; • Work activity being undertake at the time of incident; • Witness(es) details; • Details of injured / deceased persons; • Summary of injury or illness; and • Future remedial actions. The form is to be signed by the HSEC Manager and/or General Manager for submission. A blank form is provided in Appendix C.
Heritage Branch	Exposure and/or interference with unidentified natural, cultural or indigenous heritage.	As soon as practicable. Tel: 08 8951 9247 heritage@nt.gov.au	No standard notification form is available. However, the following should be provided within the initial notification: • Type of natural, cultural or indigenous heritage; • Location of the site (grid reference); • Type and method of interference (exposed and/or damaged); • Name and organisation of discoverer; and • Photograph of site.
Central Land Council	Entrance and/or damage of sacred site or restricted works area.	As soon as practicable. Tel: 08 8951 6338 jstoll@clc.org.au	No standard notification form is available. However, the following should be provided within the initial notification: • Location of the site (grid reference); • AAPA certificate pertaining to the site; • Summary of damage; • Name and organisation of discoverer; • Type and method of interference (exposed and/or damaged); and • Photograph of damage.
Aboriginal Areas Protection Authority (AAPA)	Entrance and/or damage of sacred site or restricted works area.	As soon as practicable. Tel: 08 8999 5511 enquiries.aapa@nt.gov.au	No standard notification form is available. However, the following should be provided within the initial notification: • Location of the site (grid reference); • AAPA certificate pertaining to the site; • Summary of damage; • Name and organisation of discoverer; • Type and method of interference (exposed and/or damaged); and • Photograph of damage.

3. Emergency Response Actions

3.1 Environmental Investigations for Significant Incidents

Several of the most likely emergency situations have the potential to cause environmental impacts to soil, surface water and/or groundwater. Investigations into the extent of the impact and recommendations for remediating areas will be determined in accordance with the following environmental investigation framework.

Environmental investigations will be undertaken to a level that is representative to the environmental risk (i.e. not all investigations will include the sampling of groundwater) and significance or consequence level in line with Project incident reporting and risk management system.

3.1.1 Sampling, Analysis and Quality Plan

A Sampling, Analysis and Quality Plan (SAQP) will be developed by the Environmental Officer. However, in incidents which involve discharge and/or spills into flowing watercourses initial sampling will be undertaken as a priority.

The SAQP will contain sufficient information to undertake an investigation to assess the presence and nature of contamination. The document will be designed to provide detail to a sufficient level that can be understood and audited by a third party. The contents of the SAQP will include:

- Introduction
  - Incident Summary
  - Investigation Objective
- Environmental Setting
  - Location and Extents
  - Vegetation
  - Geology
  - Surface Water
  - Groundwater
- Data Quality Objectives
  - Basis of Assessment
  - Adopted Investigation Levels
- Sampling, Analysis and Quality Programme
  - Soil
  - Groundwater
  - Surface Water

Sample Location and Quantity

The quantity of sampling locations will be determined with reference to industry documentation for the investigation of contaminated land as detailed below:

- National Environmental Protection council (NEPC), National Environment Protection (Assessment of Site Contamination) Measure (NEPM), 1999 as amended in 2013;
- Australian Standard AS 4482.1–2005. Guide to the investigation and sampling of sites with potentially contaminated soil - Part 1: Non-volatile and semi-volatile compounds; and

- Australian Standard AS 4482.1–1999. Guide to the sampling and investigation of potentially contaminated soil - Part 2: Volatile substances.

The investigation of surface water and groundwater requires a baseline and/or up gradient position to assess against in addition to adopted investigation levels. Sampling locations will remain consistent throughout the investigation and include Water Management Plan (WMP) locations up and down stream/gradient.

If the impact is detected outside of the investigation locations additional sample locations will be supplemented into the investigation.

Adopted Investigation Levels

Incident investigations will adopt assessment criteria relevant to the location and/or receptor(s). The investigation levels will be developed with reference to the following:

- National Environmental Protection council (NEPC), National Environment Protection (Assessment of Site Contamination) Measure (NEPM), 1999 as amended in 2013;
- Australian and New Zealand Environment and conservation Council (ANZECC), Australian and New Zealand Guidelines for Fresh and Marine Water Quality, 2000;
- Friebel, E and Nadebaum, P 2011, Health screening levels for petroleum hydrocarbons in soil and Groundwater. Summary for NEPC. Technical Report no. 10, CRC for Contamination Assessment and Remediation of the Environment, Adelaide, Australia; and
- NHMRC, NRMMC (2011), Australian Drinking Water Guidelines Paper 6 National Water Quality Management Strategy.

3.1.2 Site Investigation

The site investigation will be undertaken by personnel who have sufficient experience and knowledge of contaminated land sampling and quality control / quality assurance. Sufficient information will be collected throughout the site investigation to facilitate an assessment of the impact and can include field notes, bore/soil logs, photographs and equipment calibration certificates.

3.1.3 Incident Assessment Report

The Incident Assessment Report (IAR) will provide a summary of the SAQP, site investigation and provide analysis and interpretation of environmental risk. The report will summarise recommendations to address potential ongoing environmental risk and classify wastes if soils are to be removed from the Project. The contents of the IAR will include:

- Introduction
  - Incident Summary
  - Investigation Objective
- Environmental Setting
  - Location and Extents
  - Vegetation
  - Geology
  - Surface Water
  - Groundwater
- Data Quality Objectives
  - Basis of Assessment
  - Adopted Investigation Levels

- Sampling, Analysis and Quality Programme
  - Soil
  - Groundwater
  - Surface Water
- Field Investigation(S)
  - Fieldwork Methodology
  - Laboratory Analysis Program
- Results
  - Soil
  - Groundwater
  - Surface Water
  - QA/QC
- Discussion
- Recommendations

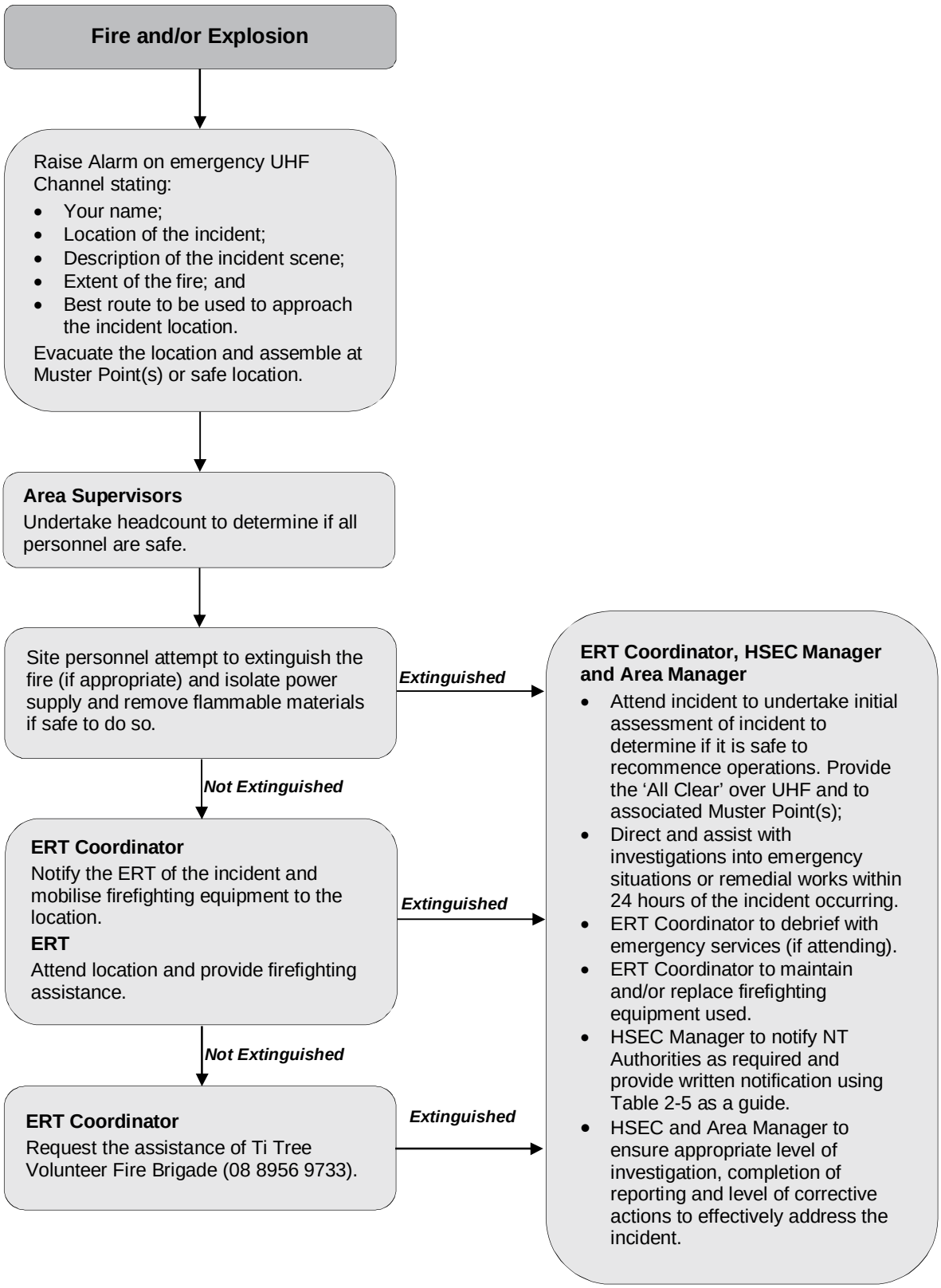
3.2 Emergency Response Plans

Emergency response actions have been predetermined to facilitate the management of incidents at the Project. Incidents may include one or more response plans and they should be used in unison as required. The responses covered include:

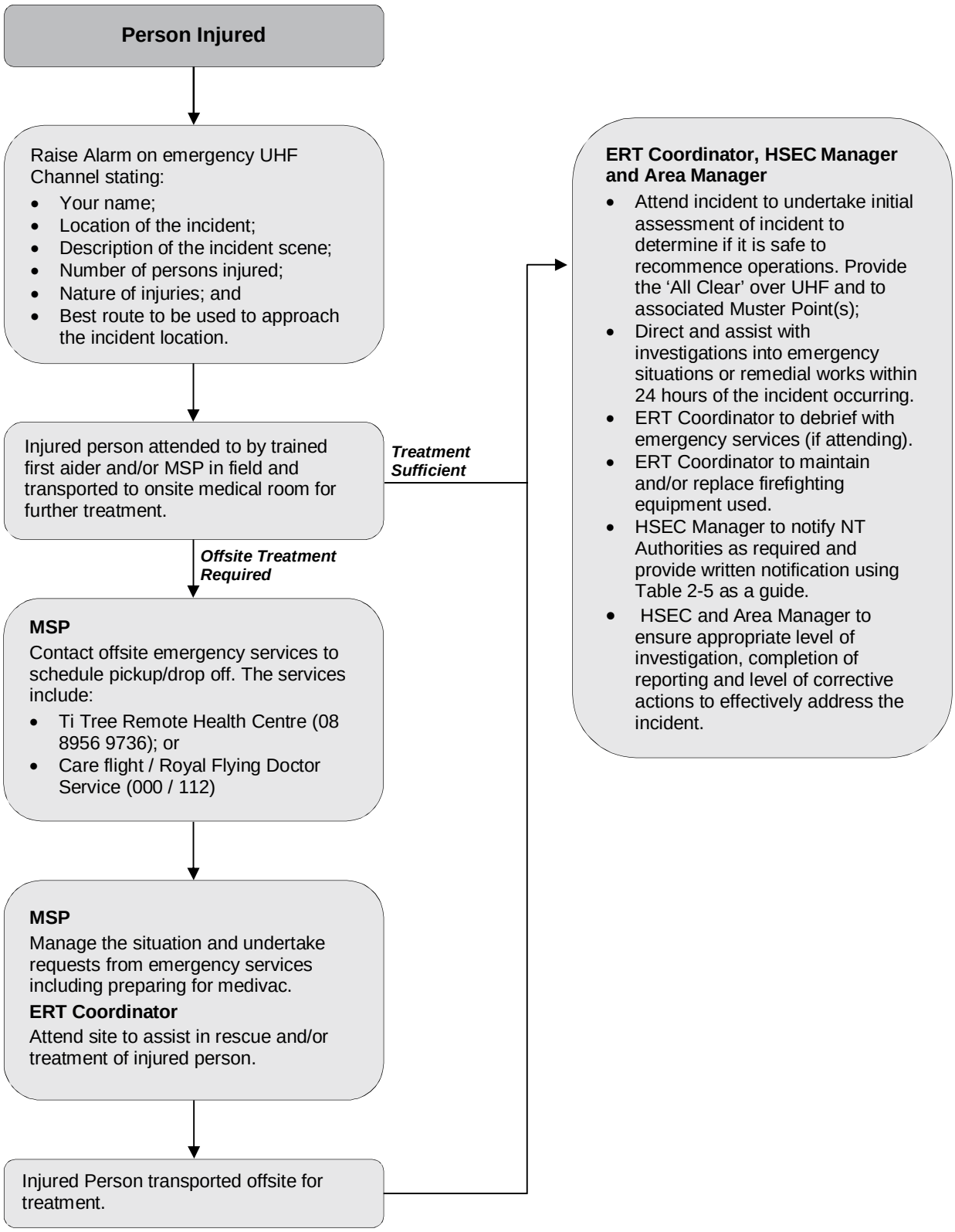
- Fire – Building, Machinery or Explosion;
- Human Heath – Injured Person;
- Human Health – Fatality;
- Sacred Site / RWA Interference;
- Structural Failure;
- Hazardous Substances Spill;
- Vehicle Incident; and
- Falling from Height.

The emergency response actions are provided below.

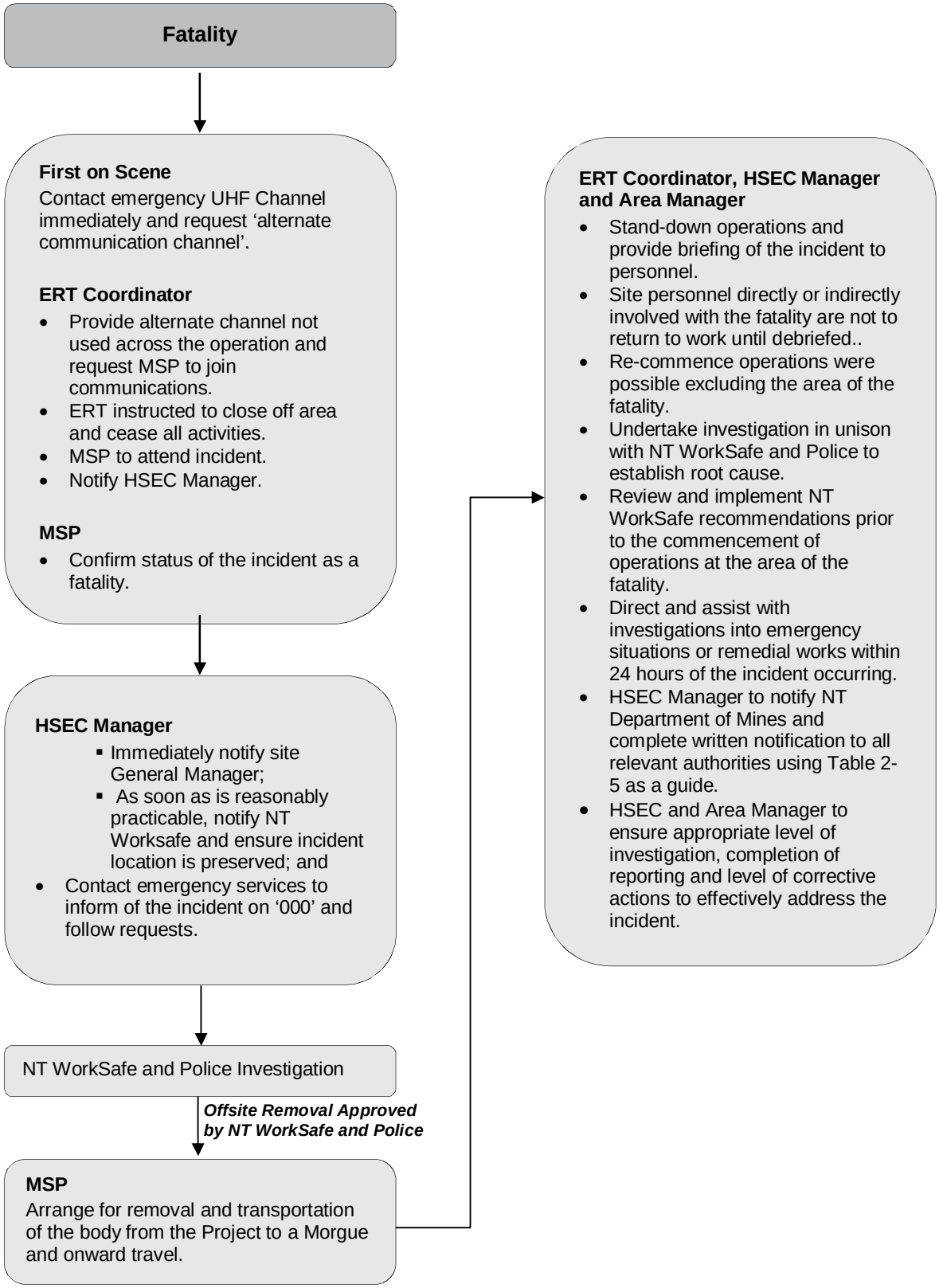
3.3 Fire – Building, Machinery or Explosion



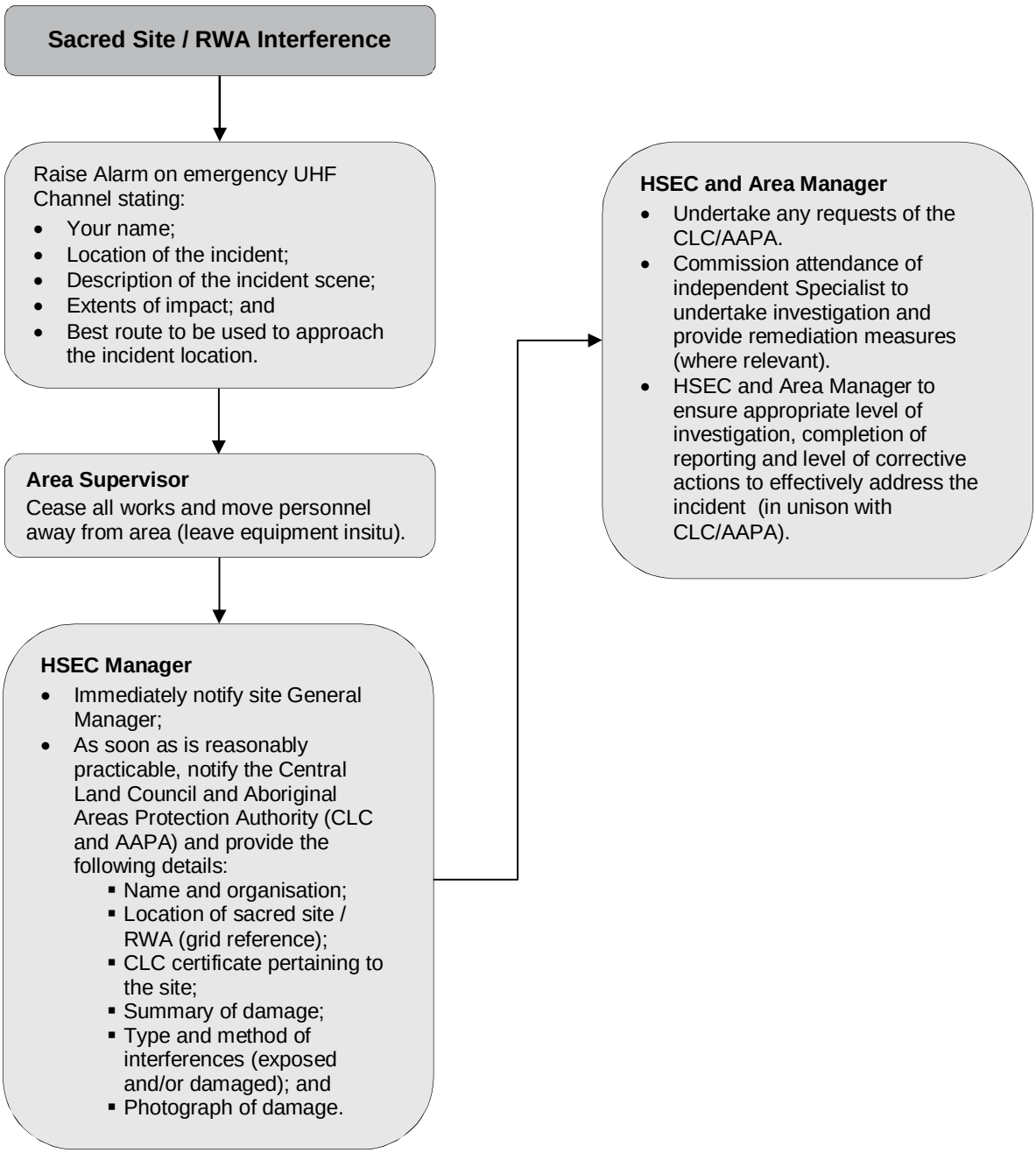
3.4 Human Health – Injured Person



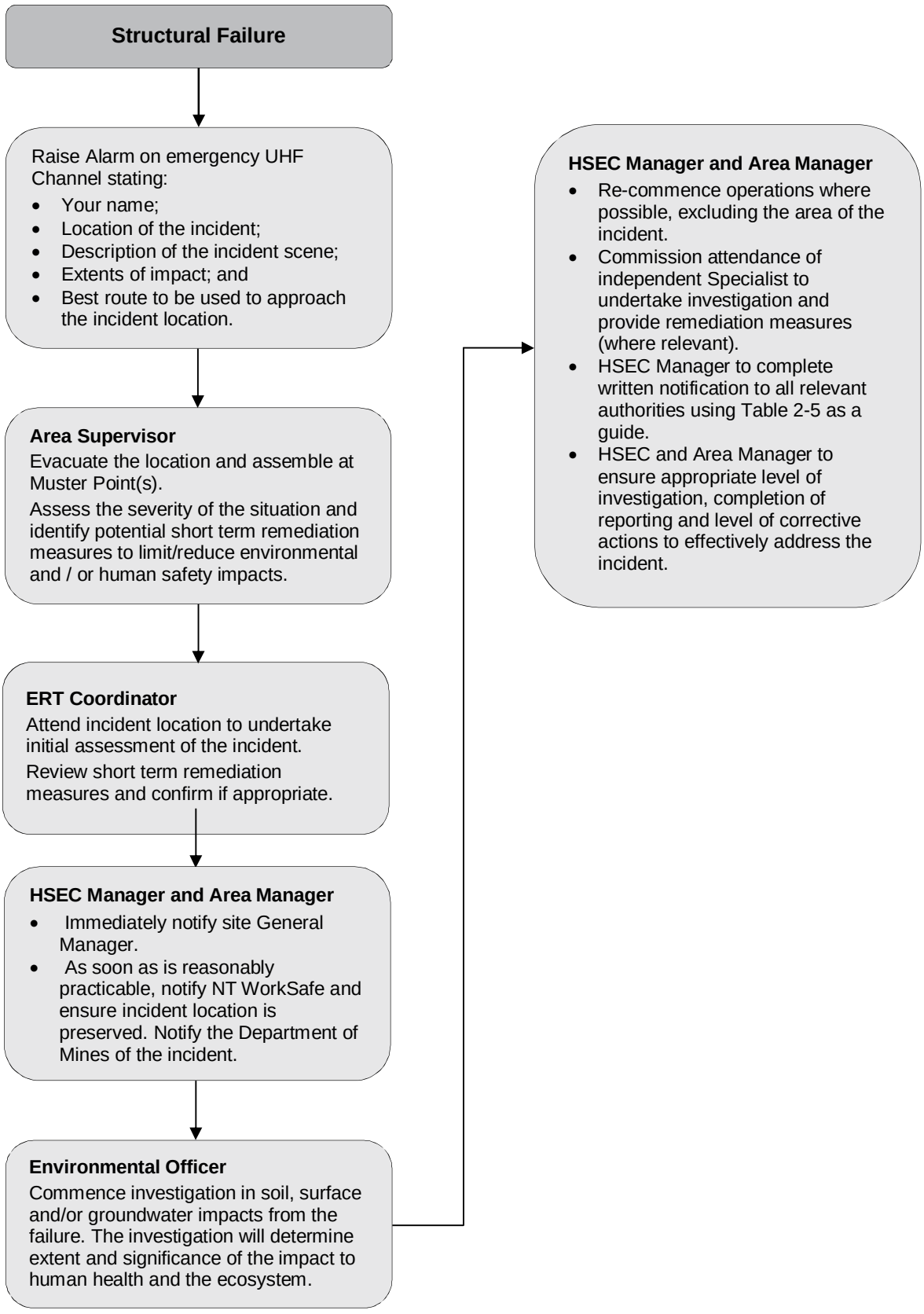
3.5 Human Health – Fatality



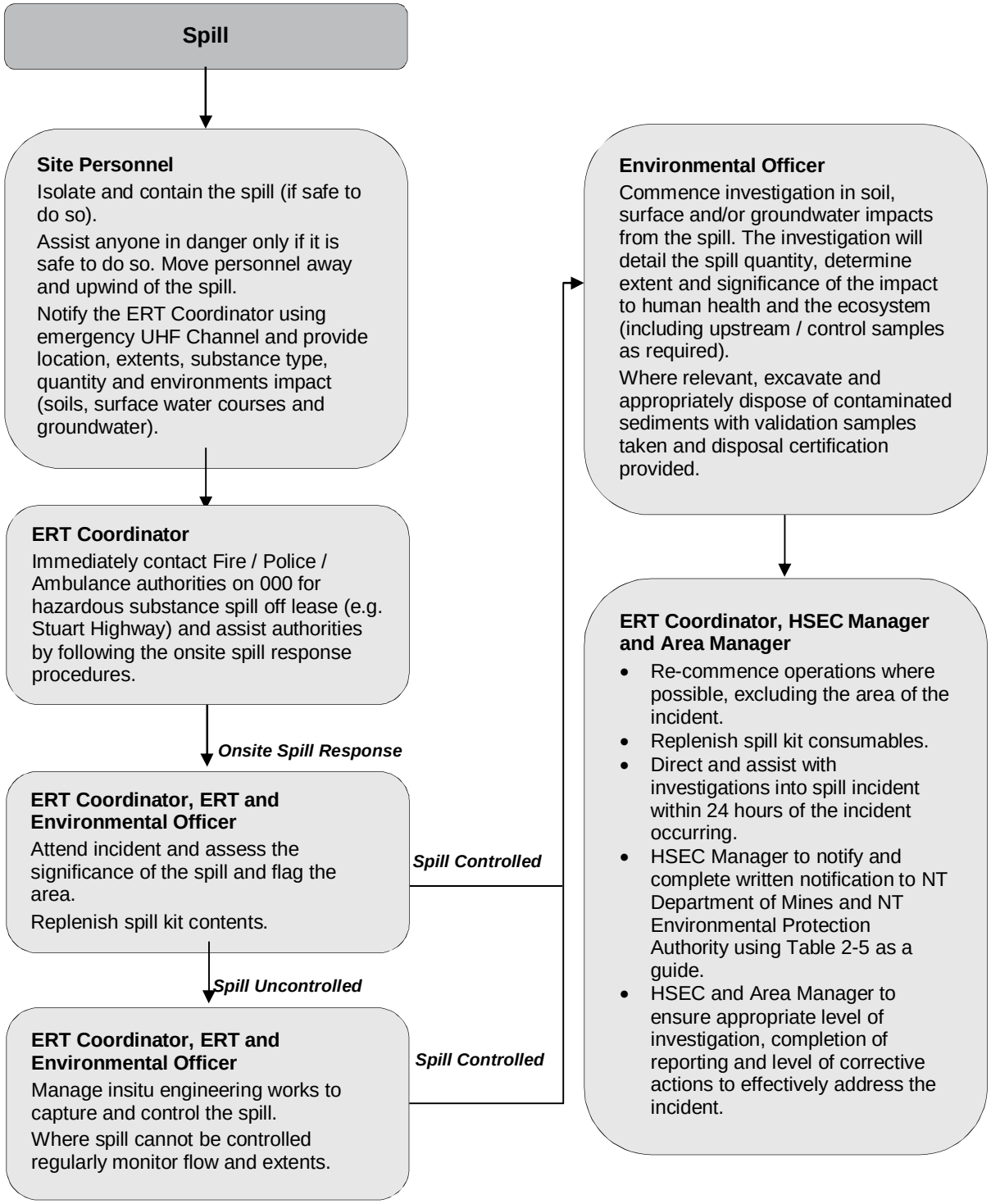
3.6 Sacred Site / RWA Interference



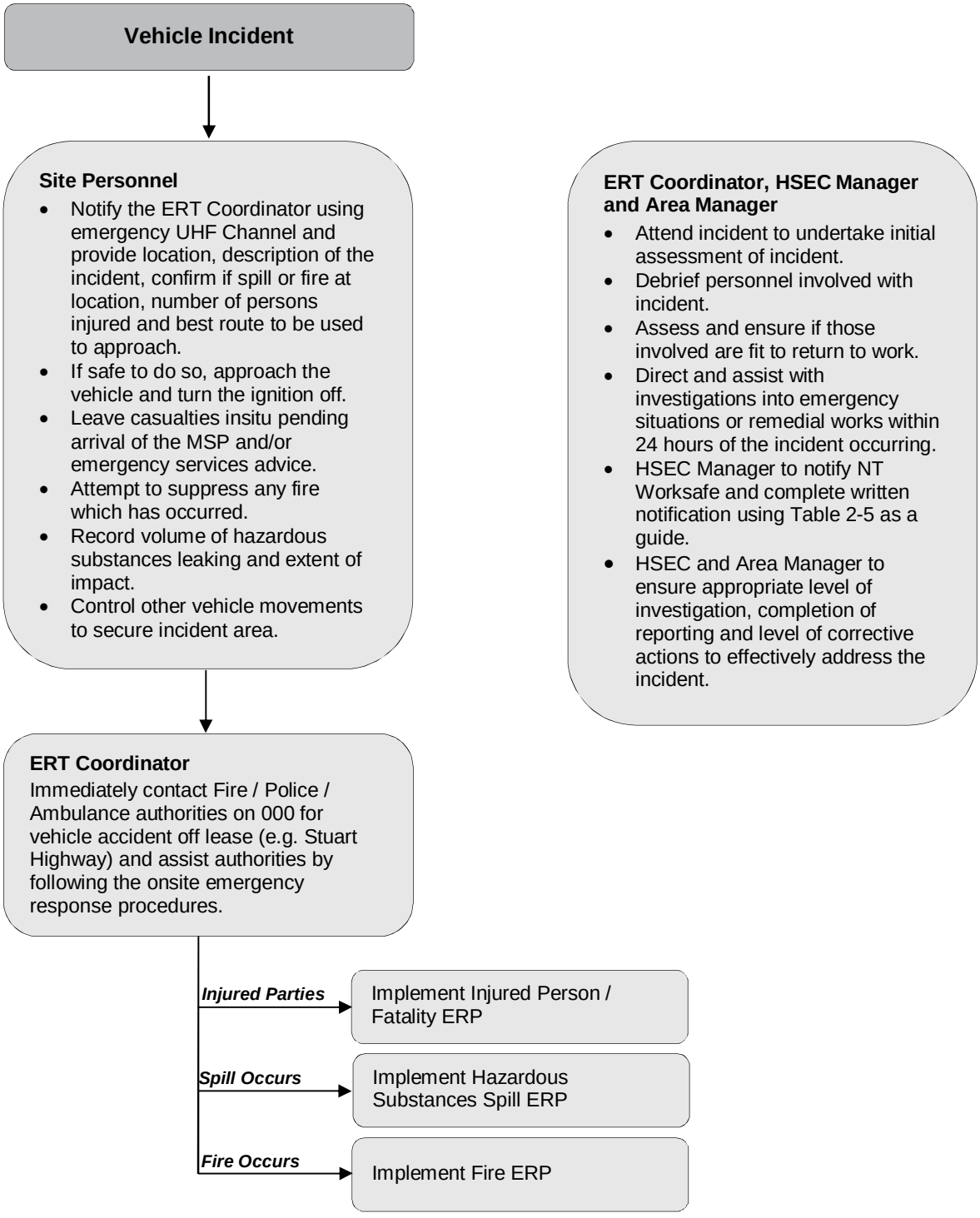
3.7 Structural Failure



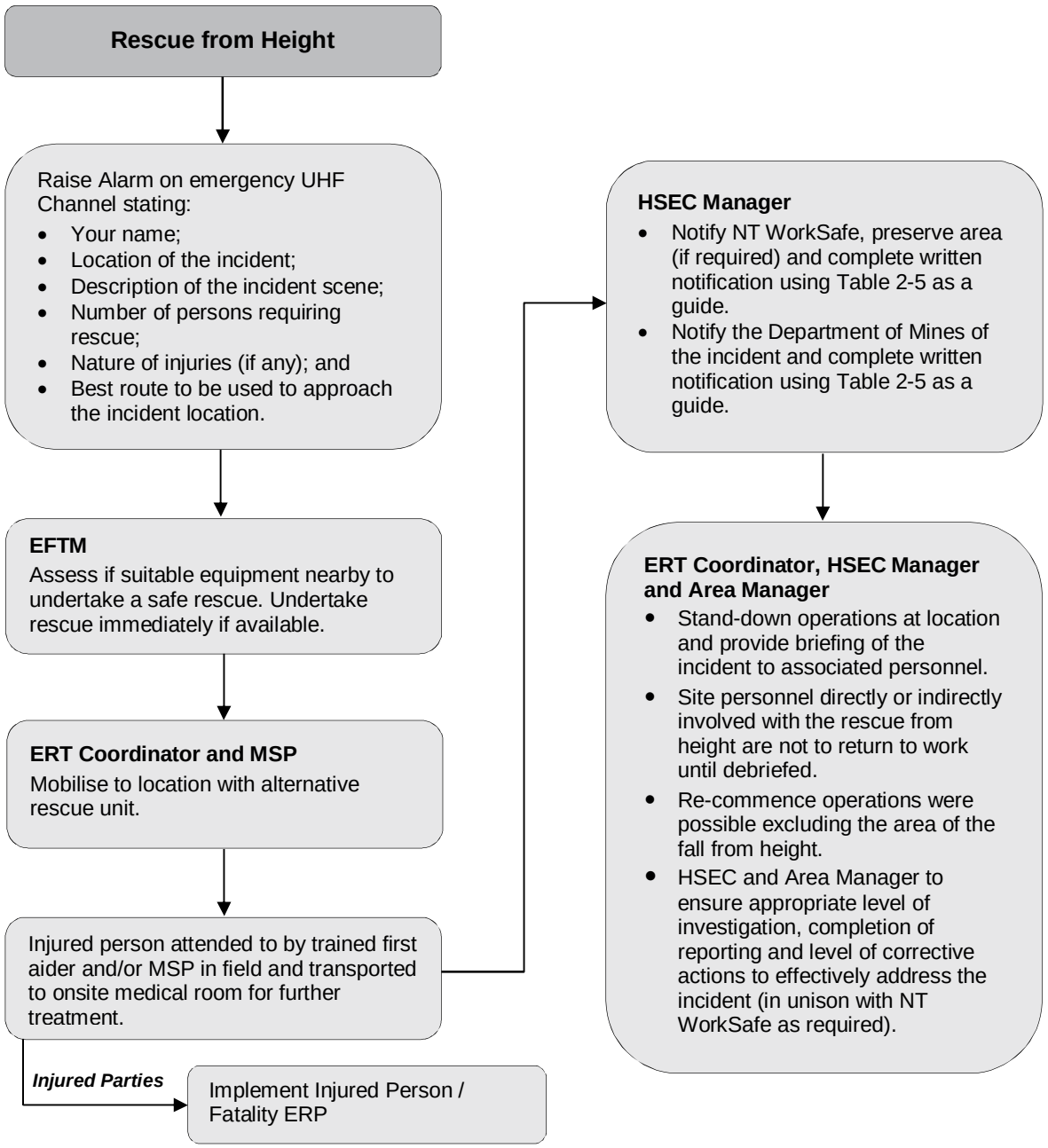
3.8 Hazardous Substances Spill



3.9 Vehicle Incident



3.10 Rescue from Height



4. Previous Period Performance

No emergency situations are available for review.

Appendices

Appendix A – NT EPA Section 14 Incident Report

Northern Territory Environment Protection Authority

SECTION 14 INCIDENT REPORT (*Waste Management and Pollution Control Act*)

Date and Time of Notification:	
Person / Company:	
Incident:	

(a) the incident causing or threatening to cause pollution	
(b) the place where the incident occurred	
(c) the date and time of the incident	
(d) how the pollution has occurred, is occurring or may occur	
(e) the attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident	
(f) the identity of the person notifying the NT EPA	

Appendix B – DME Section 29 Notification of Environmental Incident

Notification of an Environmental Incident

Section 29 of the Mining Management Act

Forward completed form to: Mining Compliance Division, Department of Mines and Energy

Email: mineral.info@nt.gov.au (preferred) or Fax: (08) 89996527

PLEASE TYPE OR PRINT CLEARLY

Please ensure that you have read the Draft Guideline - Environmental incident reporting under Section 29 of the Mining Management Act (July 2012) [167kb]]

NAME OF MINING SITE		
NAME OF OPERATOR		
DATE & TIME OF INCIDENT		
NAME OF PERSON NOTIFYING		
POSITION/TITLE		
CONTACT PERSON		
CONTACT DETAILS	Business:	Mobile
	Fax:	E-mail:
INCIDENT LOCATION (use GPS co-ordinates, attach map, etc as appropriate)		
DESCRIPTION OF INCIDENT		
EMERGENCY & REMEDIAL ACTIONS TAKEN		

ENVIRONMENTAL DETAILS

NATURE OF IMPACT AND SEVERITY (Volume/ of spillage, area impacted, wildlife/vegetation/ erosion, etc) DME severity classification: 1 2 3 4 *Refer to pages 3 to 5 of the Draft Guideline - Environmental incident reporting under Section 29 of the Mining Management Act (July 2012) [167kb]]*	
CURRENT SITUATION (Potential / ongoing / ceased / etc)	
DETAILS OF ANY SAMPLES TAKEN (when / where / type / number / time for results /etc)	

OPERATOR INTERNAL REPORTING

Has the incident been reported internally? **YES / NO** If so, to whom	Name: Position:
Operator reference number (where applicable/available)	

HAS THE DEPARTMENT BEEN NOTIFIED EARLIER?	☐**YES** ☐ **NO**
WHO WAS NOTIFIED	
HOW (phone/email/fax)	
WHEN (date & time)	
BY WHOM	

Signed: _____ *Date:* _____

NAME*:* _____

POSITION: _____

OFFICE USE ONLY	
RECEIVED BY	
DATE	TIME

Appendix C – NT WorkSafe Sections 35 to 39 Incident Notification Form

Incident Notification Form

Sections 35 to 39 of the *Work Health and Safety (National Uniform Legislation) Act* (WHS (NUL)Act) states NT WorkSafe must be notified of the occurrence as soon as practicable by the PCBU on 1800 019 115. You will be given an incident notification Reference Number that must be included on this form. This number is proof of your notification phone call as soon as was practicable.

In addition to immediate (as soon as is practicable) phone notification, this 2-page notification form must be faxed or emailed to NT WorkSafe within **48 hours** after the incident occurrence. Fax: **08 8999 5141**. Email: ntworksafe@nt.gov.au

For more information please see NT WorkSafe bulletin Incident Notifications.

Incident Notification Form

Reference Number:		**Date:**	

Person Submitting Details (if completing form by hand, please print BLOCK letters)

Name:					
Position Title:					
Name of Employer/Self Employed Person notifying:					
ABN:					
Business address: (Not Postal Address)					
Suburb:		State:		Postcode:	
Work number::		Mobile number:			
Email Address:					

Incident Details

Date of Incident:		Time of Incident: (am/pm)	
Death of a person ☐	Serious injury or illness ☐	Dangerous incident ☐	
Name of Employer of any Injured or Deceased Person(s) if different from above: i.e.: subcontractor			
ABN:			
Address or location where the incident occurred:			
Describe the specific location of the incident:			

Work activity being undertaken at the time of the incident:

Provide a description of work being undertaken at the time of the incident including identifying any plant, substance and equipment involved

Incident Notification Form

Witnesses

Name of person(s) who saw the incident or was first on the scene

Details of Injured/Deceased Person(s)

Full Name:					
Date of Birth:		Occupation/Job Title:			
Direct Worker ☐	Contractor ☐	Member of public ☐	Other ☐		
Address:					
Suburb:		State:		Postcode:	
Work number:		Mobile number:			
Email:					

Injury/Illness

Provide a description of any injury or illness	
Did the person receive treatment following the injury/illness? If yes, describe treatment below	Yes ☐ No ☐

Action

Describe any Action taken/intended, if any, to prevent recurrence of the incident

Declaration

Date form submitted:		Signed:		I have submitted this form electronically (signature is not required)	☐

Appendix D – Safety Call In Escalation Log

Safety Call in Escalation Log

Date	Time	Teams Expected Location	Person Called	Number Called	Contact Made (Y/N)	If located, location and status of the Team	Next Action(s) Taken / Comments	Reason Call in not Received	Log completed by:

GHD

Level 5, 66 Smith Street Darwin NT 0800
GPO Box 351 Darwin NT 0801
T: (08) 8982 0100 F: (08) 8981 1075 E: drwmail@ghd.com.au

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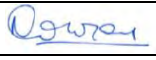
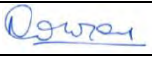
Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
Rev.0	A Koscielski	N Conroy		N Conroy		15/03/16

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