



Standard HS13

Incident Management

December 2016

Health and Safety



Intent

All health and safety (H&S) incidents will be reported. This includes incidents involving injury and those with potential for injury (referred to as "near misses"). Events will be investigated and analysed with actions to prevent reoccurrence being identified. Lessons learned are shared throughout the organisation, and where appropriate with our suppliers.

Performance Requirements

- 1.1 Systems are in place for timely reporting, investigation and appropriate communication of all H&S incidents. Notification timeframes are adhered to.
- 1.2 The reporting of incidents, near misses and hazards is an expectation within the organisation to ensure AT learns and improves.
- 1.3 Systems are in place for full compliance with applicable regulatory requirements in relation to incidents.
- 1.4 Systems exist to ensure investigations include identification of root causes and preventative actions. The systems will ensure that the resources invested in investigations will be appropriate to the actual or potential consequence of the incident.
- 1.5 Incidents with the highest actual or potential harm will have senior leadership oversight of the investigation, including ensuring financial, technical, and legal support is available.
- 1.6 Legal counsel is engaged to provide initial legal advice for any significant incident.
- 1.7 In the event of a significant incident, processes must exist that prevent resumption of work until approval to resume work is given by the H&S Manager or delegate, in consultation with the regulator.
- 1.8 Analysis of the information gathered from investigations will be used to identify trends and improve systems and procedures.
- 1.9 Systems are in place to measure, report and ensure follow up and close out of all identified corrective actions within acceptable timeframes.