

# ENVIRONMENTAL INCIDENT REPORT FORM



Incident Report Number (to be filled in by Environmental Management Co-ordinator)

<p><b>This form is to be completed:</b></p> <ul style="list-style-type: none"> <li>- for <b>ALL</b> environmental incidents which occur due to site works or on our mine sites</li> <li>- by Senior Site Management, Works Supervisor, Project Manager</li> </ul> <p>Remember to be concise, stick to the facts and do not make assumptions. Only record information you know to be correct.</p>		
<b>Project Name:</b>		<b>Region:</b>
<b>Date of incident:</b>	<b>Time of incident:</b>	AM      PM
<b>Duration of incident:</b>	hr/min	
<b>Description of Incident:</b> (provide a brief description of what happened during the incident)		
<b>EXACT location of the incident:</b> (include landmarks and features, nearest cross street, etc to make it easier to identify at a later date)		
<b>Extent of incident:</b> (provide a sketch if appropriate and attach to this form)		
<b>Quantity or volume of material escaped or causing incident:</b> (provide a known amount or an estimate if quantity unknown)		
<b>Estimate of distance to nearest waterway:</b> (waterway can include stormwater drains and dry watercourses)		
<b>Type of activity that caused incident:</b> (what works were in progress at the time of the incident?)		
<b>How was the incident identified?</b> (e. g. RTA employee, Council, Community, Complaint)		
<b>Name and Contact of complainant:</b> (where relevant)		

<b>Type of incident: (tick category)</b>		
Spill (including fuel, oil, waste material or other polluting substance)	Erosion and sedimentation incident (Go to Schedule 1)	Contaminated water discharge (if involves muddy water, go to Schedule 1)
Noise Emission/Complaint	Unauthorised/accidental damage to heritage item	Unauthorised/accidental vegetation removal or harm
Other (provide details)		
<b>Level of Incident: (tick category)</b>		
<b>Level</b>	<b>Example</b>	<b>Action</b>
minor	e.g. no material has escaped the site or caused material harm to the environment - it is easy to clean up without additional assistance.	Go to page 2 of this form
major	e.g. material has escaped the site causing pollution of downhill/downstream areas which will require clean up involving other agencies and/or additional resources not available to local site management. Damage has occurred or is likely to occur to the environment.	Go to pages 2 and 3 of this form



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**Any other details of the incident (including any information which did not fit in spaces above, as well as any special circumstances of the day or the location):**

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**What immediate actions/control measures were taken to rectify or contain the incident?**

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**Any corrective/preventive actions undertaken?**

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Name:	Position:
Signature:	Date: <b>■</b> <b>■</b>

If the environmental authority does not need to be contacted, these first two pages of the completed form are to be sent/faxed to the relevant Environmental staff:

Operations and Services:      *Regional Environmental Advisor or Local Environmental Officer or Manager, Environmental Services or Manager, Environmental Systems.*

Mine Operations:      *Environmental Services Manager*

Corporate and Others:      *Environment Branch*



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(ONLY complete this page if the environmental incident was reported to the relevant government environmental authority. Conservation (DEC))

<b>To be completed by: the relevant Manager – e.g Senior Project Manager, Mine Site Manager, Exploration Services Manager, etc.</b>			
Was environmental authority notified?		Yes	No
Who notified the authority?	Name: _____	Position: Notification _____	
Method:	Email	Telephone	On site
Date of notification:		█	█
Time of notification:		:	AM/PM
Has there been a Public Complaint?		Yes	No
		Complaint /Report No: _____	
Other authorities notified and why:			
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Name:	Position:
Signature:	Date: █ █

*If the environmental authority was contacted, ALL pages of the completed form must be forwarded IMMEDIATELY to the General Manager, Environment Branch.*

*Refer to the company's Environmental Incident Reporting Policy and Procedure which is to be followed.*