

Scope

This procedure outlines the minimum requirements for incident reporting & investigations by third party entities working on ADG properties.

This procedure extends to all third parties and may include contractors, tenants or contractors of tenants that have cause to work on ADG properties when in spaces shared by others, including members of the public (MOP).

Legal & other requirements

- Work Health & Safety (National Uniform Legislation) Act & Regulation 2011
- All subordinate legislation & Codes of Practice relating to the above

Procedure

This procedure outlines the minimum requirements for incident investigation and reporting for 3rd party entities working on shared spaces on ADG properties. This procedure particularly relates to incidents relating to plant & equipment involving injury to persons or infrastructure damage on ADG properties.

Actions to be taken after an incident

After an incident has occurred where there was injury to personnel, property damage or where, due to an unplanned event this could have occurred then the following actions need to be undertaken:

Operator to report and make safe

- The operator to attend to injured persons and make area safe,
- Call emergency services using 000 where required,
- The operator to report the matter to the ADG Manager & their company manager immediately,

Operator stood down

After an incident has occurred where there was injury to personnel, property damage or where, due to an unplanned event this could have occurred then:

- the operator should be stood down pending a drug and alcohol test (mandatory for airside events),
- the operator should continue to be stood down until interviewed by the appointed investigator.
 - This interview should be done in a non-accusatory manner with all parties providing feedback on what happened, what should have happened and why it didn't with agreed protocols on how to prevent such an incident from occurring again.

- Relevant information obtained from the above should be shared with other operators of similar equipment to ensure lessons are learnt to assist in preventing a recurrence.

Equipment placed out of service

When equipment has been involved in an incident involving injury to personnel or property damage the equipment must be:

- immediately placed out of service,
- inspected by a competent maintenance person associated with the equipment being used,
- provide a report to verify or otherwise the safety of ALL operational and safety equipment on the machinery before the equipment is placed back in service,
- if equipment deemed unserviceable it is to remain out of service until all repairs have been undertaken to the satisfaction of the competent person,
- any repairs that are recommended must be recorded by the competent person to confirm that works have been done prior to equipment being returned to service on ADG property.

Infrastructure damage made safe & repaired

- The operator must:
 - immediately report any infrastructure damage to the relevant ADG Department Head or Manager,
 - assist to make the area safe immediately after the event where appropriate,
- The ADG Department Head or Manager will organise for the relevant ADG Department Head or Manager to affect repairs as required in consultation with operator to ensure expedient repair and recompense for damages incurred.

Operator to investigate

The company that the operator works for must appoint an experienced investigator to investigate and ensure that the actions listed above are implemented and reported on in a format that identifies recommendations & actions that will be taken to prevent a recurrence.

Note: investigator must be competent in incident investigation and the equipment being used, and where appropriate must involve approved trainer of personnel using that equipment and an approved maintainer of that equipment to determine the cause of the incident and what can be done to prevent a recurrence.

Reporting

The operator must provide a copy of the investigation report to the ADG Department Head and the ADG Health and Safety Manager for ratification of recommendations prior to similar work activities resuming at the ADG workplace.

Training

Any training that may be recommended out of an incident investigation must be provided to the ADG Health & Safety Manager to verify this has been done prior to the operator resuming work on ADG property.

Operator & Equipment continued use on ADG precinct

Operators and equipment involved in incidents outlined in this procedure can resume work on ADG property when all aspects of this procedure have been put in place to the satisfaction of the ADG Department Head and ADG Health & Safety Manager or approved ADG delegate.

The End