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Standard
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Perenti Group Incident Reporting and Investigation Standard

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1. Purpose

This Standard provides details on how incidents are to be reported, classified and investigated within the Perenti Group.

2. Scope

This Standard applies across the Perenti Group of companies, including Group Functions and Industry Sector Groups (ISGs).

This Standard must be applied in conjunction with Client reporting and investigation requirements and local legislative requirements.

3. Objectives

Perenti is committed to embedding processes and the supporting culture for genuine learning of lessons from incidents that continuously and sustainably improve our work practices and enabling systems. This is to ensure improvement opportunities are realised and risks are effectively controlled by achieving the following principles of investigation:

- We care for people involved in incidents;
- Investigations are an opportunity to increase our understanding about how work is normally completed, and how situations may influence work being done differently to how it is imagined or written
- Investigations provide an opportunity to identify and implement measures to support work being done safely and resulting in positive outcomes in the future
- Incidents and near-misses are openly reported without fear of retribution;
- We work together to find better ways building mutual trust;
- Investigations seek to find the systemic, underlying causes, not just the symptoms;
- Seek improvements with corrective actions that are 'above the line', prioritising investigations to find actions that are engineering, isolation, substitution or elimination over PPE and administrative controls;
- People are treated respectfully and with empathy - not punished for errors;
- We share the lessons learned;
- We trust but verify that actions are in place and effective;
- We want to understand our incidents and implement positive change for the future;
- We aim to eliminate life altering events from our business.

4. Definitions and Abbreviations

Term	Definition
'Above the Line'	Refers to the controls of elimination, substitution, isolation and engineering as part of hierarchy of control.
Group	Any of the Group Functions, ISGs or companies within an ISG that are part of the Perenti Group.
Incident	An unplanned occurrence that has resulted or had the potential to result in injury or illness to people, damage to the environment or equipment, threat to business viability, business reputation or impact on the community. See Annex 7.3 for specific incident consequence type definitions.
ISG	Industry Sector Group.

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Term	Definition
Legal Professional Privilege	Legal professional or client legal privilege (LPP) is a substantive right that protects communications from disclosure when they are created for the dominant purpose of the giving or the seeking of legal advice between a client and a lawyer (or a third party) or in relation to communications between a lawyer, a client and third parties concerning the conduct of actual or reasonably anticipated litigation. If Perenti determines that an investigation process warrants it, the investigation process must comply with an LPP Protocol that will be prepared and administered by Perenti's General Counsel.
Must	A mandatory requirement.
Near Miss	An event that could have caused adverse consequences to people, plant, the environment, property or reputation but did not.
Recordable Injury	A Fatality, Lost Time, Restricted Work or Medical Treatment Injury. See Annex 7.4 for specific classification definitions.
Serious Potential Incident (SPI)	An incident which has or has the potential to result in a fatality, life-altering injury or illness.
Should	Understood as recommended but not mandatory.

5. Standard

5.1 Immediate actions

- Upon occurrence of an incident, systems must be in place to ensure:
 - the appropriate alarm is raised;
 - further injury to personnel is minimised or prevented;
 - the necessary first aid or medical treatment is provided, and emergency response resources are mobilised as required;
 - measures are taken to prevent the situation from escalating and causing further damage (to people, the environment or equipment);
 - the scene is secured to control access of people and protect evidence;
 - for-cause drug and alcohol testing is conducted whenever mobile equipment is involved or human performance is a potential contributing factor.

5.2 Notification

- Incident notification and escalation is based on the potential consequence of the incident.
- Incident notifications must comply with the Incident Notification and Investigation Matrix provided in in Annex 7.2, including Group-wide SPI Alerts issued within 48 hours using the approved template (PDMS-31734).

5.3 Resumption of work following an incident

- Resumption of work will only commence once:
 - Perishable evidence and data are gathered for the investigation.
 - The work area has been assessed to ensure all risks are eliminated or within control at a level that is reasonably practicable.
 - Approval for resumption is provided, as per:
 - **Externally reportable incidents:** Approval by the appropriate authority, the Resident Manager (or Senior Site Executive or equivalent) and the Project Manager.

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- **Serious Potential Incidents:** The Operations Manager and Client-appointed Responsible Manager review the resumption risk assessment (if applicable) and approve resumption of work.
- **Minor risk incidents:** The Perenti and Client-appointed Manager review and approve resumption of work.
- **Other incidents:** The Supervisor in charge of the work area reviews and approves resumption of work.

5.4 Incident classification

- Serious Potential Incident (SPI) classification must comply with Annex 7.1.
- The SPI classification must determine and document the applicable Critical Risk Standard where applicable.
- The level of the investigation and investigation Leader is determined by the potential consequence of the incident as per the Incident Notification and Investigation Matrix provided in Annex 7.2.
- Where an incident results in more than one type of impact (e.g. safety, environmental, financial), the highest potential consequence is applied (refer to the relevant Risk Matrix).
- All relevant impact types must be recorded in HSE Central as per the definitions provided in Annex 7.3
- All injuries and illnesses must be classified, using the definitions provided in Annex 7.4.
- Where there is clear evidence that the late report of an event limited medical intervention causing a potential increase in severity or where no workplace activity can be linked to the onset of symptoms the ISG HSE manager can determine that the case is not recordable. The supporting evidence must be uploaded into the event record in HSE Central.
- Immediate verbal notification must include facts specific to where, when, who, how and response actions.

5.5 Incident investigation

- Serious Potential Incident investigations will be undertaken as per Section 5.8 of this standard and the Group SPI Guideline.
- Investigations must commence as soon as possible after the incident has occurred.
- Incident investigation methodology must comply with the Incident Notification and Investigation Matrix provided in Annex 7.2.
- Lead incident investigators must be trained and deemed competent in the investigation model being used for the investigation.
- Incident investigation reports must be reviewed and signed-off as per Incident Notification and Investigation Matrix provided in Annex 7.2.
- All incidents involving Perenti Group personnel or contractors must be recorded in HSE Central and the requirements of this Standard met regardless of whether the investigation is led by a Client or Joint Venture Partner.

Use Wording above in matrices below

5.6 Investigation recommendations and actions

- Recommendations resulting from an incident investigation must be communicated to the relevant management personnel to develop corrective and preventative actions.
- All identified organisational and contributing factors from the investigation must be addressed with a formal corrective or preventative action recorded in HSE Central.

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- Systems must be in place to ensure timely completion and verification of corrective and preventative actions.

5.7 Legal Professional Privilege

- The decision to implement an LPP Protocol will be made by Perenti General Counsel in consultation with the relevant Chief Executive Officer.

5.8 Serious Potential Incident Investigations

5.8.1 SPI Investigation team

- The Lead Investigator must be a Manager or senior leader and independent of the incident.
- The Investigation Facilitator must be appropriately trained in ICAM (or the applied) methodology.
- The Investigation Team must be selected with the following experience, resources and independence:
 - Involvement and ownership of line and employee(s) who work in the environment of the SPI;
 - Subject Matter Experts;
 - External support;
 - Contractor representatives (if appropriate);
 - Experienced and skilled facilitator;
 - Health and Safety Representative participation;
- The Investigation Team must be resourced appropriately and afforded appropriate time to conduct a thorough investigation.

5.8.2 Conducting the investigation

- Information/evidence required must be identified and gathered. Use PEEPO as a prompt and refer to Incident Investigation Guidance (PDMS-32600).
- The investigation methodology must align with ICAM methodology:
 - The Lead Investigator (supported by the Investigation Facilitator) must facilitate a working session with the investigation team (and client where applicable) to conduct an ICAM
 - Establish sequence of events in a detailed timeline and narrative, identifying Work as Written, Work as Normal; Work as Done;
 - Develop incident (why) trees for the identified differences between Work as Written, Work as Normal and Work as Done;
 - Determine organisational and contributing factors;
 - Determine recommendations/actions ensuring all organisational and contributing factors are addressed as far as reasonably practicable.
- Upon conclusion of the working session, the Lead Investigator, supported by the Investigation Facilitator, a detailed investigation report, if required, will be produced using the approved template (Serious Potential Incident - ICAM Investigation Report (PDMS-32625)).
- The Serious Potential Incident - ICAM Investigation Report (PDMS-32625) template must be used when a detailed investigation report is produced.
- A summary report using the Group SPI Presentation Template (PDMS-33541) will be included for Group-wide distribution.
- The Lead Investigator will submit the investigation report to the ISG COO for Management Review and endorsement prior to it being sent to the ISG CEO for final review and approval.

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- All relevant fields in the investigation module of HSE Central must be completed and the Final SPI Investigation Report must be uploaded to the HSE Central incident record (as Supporting Documentation).

5.8.3 Management Review and Endorsement

- A management review of the investigation report will be facilitated by the relevant ISG COO to assess the quality of the investigation and corrective actions.
- The Management review team will include:
 - ISG COO;
 - Relevant senior line manager;
 - Relevant Project/Site Manager;
 - ISG HSE GM/Manager;
 - Client Representative senior manager (Optional);
 - Other personnel as required.
- The relevant ISG COO will endorse the final investigation report and corrective action plan signing off the incident.
- The relevant ISG CEO will then conduct a final review and approval of the investigation report and action plan.

Use with matrix below

5.8.4 Corrective Action Plan

- Each corrective action must be implemented by the agreed due date or the delay (including the reasoning) must be communicated to the relevant ISG COO.
 - Requests for extension must be made in advance and recorded in HSE Central
- Corrective Action Plans must be continuously monitored by the relevant ISG COO to ensure actions are:
 - Adequately resourced;
 - Delegated to appropriate authority;
 - Implemented effectively;
 - Tracked for timely completion.

5.8.5 Lessons Learned

- Lessons Learned must be communicated across the business within 2 weeks of the investigation report being endorsed by the ISG COO and uploaded to HSE Central.
- Each ISG COO, with support of Group Executive team, will provide resourcing and support to Project/Site Managers to enable lessons learned to be considered in local operating context and prioritised where applicable.
- A verification check must be scheduled within 12 months of the Corrective Action Plan close-out date to ensure actions are effective and have not introduced additional unforeseen risks. This process must involve senior line leadership in verifying control effectiveness.
- Each ISG COO, with support of Group executive, will steward the lessons learned verification process at all sites/operations to ensure that SPI lessons learned have been considered and where relevant actioned.

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5.8.6 Process Governance

- Processes must be established to ensure the SPI process is applied in a disciplined and prioritised way to enable a learning culture that is executive led, measurable and continuously improving. Such processes must include the following requirements:
 - Trend analysis and reporting, including monthly reporting to Group Executive and the Board;
 - Assurance;
 - Measuring/monitoring and learning to improve cultural maturity and performance;
 - Action planning for continuous improvement;
 - Leader-led workforce communication.
- Key SPI metrics must be defined and reported that focus on outcomes, process quality and effectiveness.

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6. Roles and responsibilities

Role	Key Responsibilities
Managing Director	<ul style="list-style-type: none"> Ensure adequate resources are allocated to support this Standard Establish and lead an internal review process with members of the Group Executive that facilitates SPI quality review and sharing of lessons learned
ISG Chief Executive Officer	<ul style="list-style-type: none"> Establish and lead an internal Industry Sector Group (ISG) review process which facilitates quality reviews for all SPIs
ISG Chief Operating Officer or ISG equivalent	<ul style="list-style-type: none"> Review and approve all Recordable and Serious Potential Incident reports and ensure corrective/preventative actions are appropriate In consultation with the Perenti General Counsel decide if Legal Professional Privilege is required for SPI investigations Ensure ICAM qualified personnel with the appropriate levels of knowledge and experience (Senior Management) facilitate SPI Incident investigations. Ensure SPI actions are completed to the required quality and effectiveness
Relevant Line Managers	<ul style="list-style-type: none"> Participate in internal ISG SPI reviews Ensure Recordable Injuries and Serious Potential Incidents are escalated as per the requirements of this Standard Ensure personnel with the appropriate levels of knowledge and experience lead Incident investigations In consultation with Project and Area Managers appoint lead investigators and facilitators for SPIs Ensure corrective actions are implemented in a timely manner Reporting of incidents to the client as required by specific client requirements Participate in investigations into incidents that occur in their area
Lead Investigators	<ul style="list-style-type: none"> The Lead Investigator of an SPI investigation is responsible for coordinating, driving and completing the report on the investigation. The Lead Investigator for a Serious Potential Incident cannot be the supervisor responsible for the area in which an SPI occurs and must be allowed sufficient time to complete the investigation and the report
Perenti Legal team	<ul style="list-style-type: none"> In consultation with the Chief Operating Officer decide if Legal Professional Privilege is to be claimed for an incident investigation Review SPI reports as appropriate for content to ensure the report can be distributed across the company for knowledge sharing
HSE Managers	<ul style="list-style-type: none"> Review all investigations related to Serious Potential Incidents and Recordable Injuries to ensure adequacy of the investigation, appropriate identification of contributing factors and organisational factors and quality of the actions developed to address In conjunction with the ISG Chief Executive and respective Chief Operating Officer conduct a monthly review of all incident trends to identify any changes that may be required to the management systems Ensure lessons learnt from incidents are distributed across the business
Health & Safety Representatives	<ul style="list-style-type: none"> Participate as required in incident investigations which occur in their area
All personnel including contractors	<ul style="list-style-type: none"> Immediately report all incidents, including near misses to their immediate Perenti Group supervisor Actively participate in investigations as required

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7. ANNEXES

7.1 Serious Potential Incident Guidance and Examples

Serious Potential Incidents (SPIs) are incidents where the actual or likely potential outcome is a fatality, life-altering injury or illness. These are usually incidents where a significant level of energy was released, and in slightly different circumstances could likely have resulted in a fatality, life-altering injury or catastrophic health impact according to the Perenti consequence matrix. Usually there are no critical controls remaining to prevent impact to people, and the actual outcome is dependent on chance.

When determining the potential consequence of an incident, consider the following:

- The type and amount of damaging energy that was released or potentially released in the incident;
- The potential for this energy to impact a person;
- The number of further controls, checks or procedures that would have needed to fail to release the damaging energy;
- The current controls in place, taking into consideration the effectiveness of the same controls.

Refer to the following example SPI incidents in Table 1.

Table 1. Example SPI Incidents

General
<ul style="list-style-type: none"> • A work-related incident causing the death of a person or permanent personal disabling or life changing injury • A work-related incident causing a person to become unconscious • An incident causing an unplanned emergency evacuation of the entire mine
Mobile Plant and Equipment
<ul style="list-style-type: none"> • A vehicle having more than two wheels go over the crest of a protection bund or windrow • A vehicle tipping or rolling onto its side or roof • A heavy vehicle impacting a light vehicle due to the heavy vehicle operator not being aware of the light vehicle's presence, where there is significant potential for impact to occur on occupants • Any incident where the operator of a LV or HV falls asleep at the wheel and the vehicle runs off the road or is involved in a collision (irrespective of speed), either on site or on work-required travel off-site • An in-service failure of a vehicle's entire braking or steering system
Fire and Explosion
<ul style="list-style-type: none"> • A fire underground (including glowing embers) which: <ul style="list-style-type: none"> – Cannot be immediately extinguished by personnel on the scene or – Occurs in an unattended area or – Is in proximity to flammable or explosive materials (in storage or transport) • An unplanned ignition of explosives • An unplanned ignition or explosion of gas or dust
Falling Objects
<ul style="list-style-type: none"> • An object or load falling uncontrollably from a height into an area normally accessible to persons which meets the criteria for potential fatality according to the dropped object calculator at https://www.dropsonline.org/resources-and-guidance/drops-calculator/ • Failure of a lifting device where the equipment did not fail-to-safe

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Working at Heights or Around Water

- In service failure of, or damage to, scaffolding affecting its structural integrity, exposing people to risk
- Where a person found working at heights without fall protection and is at credible risk of falling
- Where a person falls and is suspended by fall arrest equipment
- Where a person is found within any exclusion zone (with an associated fatality risk) without the prescribed critical controls in place
- An unprotected and unattended open hole or missing section of walkway/handrail where a person could fall more than 2m
- A person falling into water or other liquid deeper than 1.5m, without a personal flotation device on, or while working alone

Ground control, Inrush and Ventilation

- A failure of ground support or reinforcement in an area where persons could have potentially been present
- A fall of ground which prevents a person from exiting any work area (i.e. entrapment), or interrupts mine ventilation
- Uncontrolled presence of an atmosphere containing less than 19% oxygen in an accessible work area
- An incident which required personnel to put on self-rescue breathing devices due to an irrespirable atmosphere or fire
- An inrush of water, mud, paste or similar that had the potential to result in a fatality or permanent disabling injury

Isolation, Moving Equipment, Pressurised Fluids, Electrical, Structural Failure

- A person becoming entangled in moving or rotating equipment and requiring assistance to be extracted
- Failure of isolation procedures resulting in a situation where a person was exposed to the potential energy source, AND where it was likely that the equipment could have been energised or started while the person was exposed.
- Contact with energised overhead power lines
- Failure to use the required permit and follow the correct procedure for confined space, hot work, working around power lines, HV switching, or other high-risk activity requiring a permit
- A catastrophic or major structural failure of plant
- Damage to, or failure of haulage or winding or lifting equipment that had the potential to result in a fatality or permanent disabling injury

Security

- Unexplained theft or other loss of explosive
- Any discovery or initiation of an Improvised Explosive Device (IED) with potential to result in a fatality or permanent disabling injury

7.2 Incident Notification and Investigation Matrices

Notification Requirements					
Actual or Potential Consequence	Injury Severity	SPI	Immediate notification required to (verbal)	Entered in HSE Central	Group wide SPI Alert
Critical	Multiple fatalities and/or Multiple life- changing injuries causing irreversible impairment	Yes	<ul style="list-style-type: none"> Project Manager IP Emergency Contact Operations Manager Client Regulator ISG CEO / COO Managing Director Group Legal Team 	Yes - within 24 hours	Yes – within 48 hours
Major	Single fatality and/or Single life- changing injuries causing irreversible impairment	Yes	<ul style="list-style-type: none"> Project Manager IP Emergency Contact Operations Manager Client Regulator ISG CEO / COO Managing Director Group Legal Team 	Yes - within 24 hours	Yes – within 48 hours
Moderate	Lost time injury but no permanent injury or impairment suffered	No	<ul style="list-style-type: none"> Project Manager Operations Manager Regulator (as required) 	Yes - within 24 hours	No
Minor	Medical treatment or restricted work injury	No	<ul style="list-style-type: none"> Project Manager 	Yes - within 24 hours	No
Minimal	Injury requiring first aid only or no treatment	No	<ul style="list-style-type: none"> Supervisor 	Yes - within 24 hours	No

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Investigation Requirements												
Actual or Potential Consequence	Method	Investigation Leader	Report Type Required	Investigation Due (from date reported)	Management Review	Incident Sign-off					Corrective Action Plan Endorsed	Group wide lessons learned
						Responsible Supervisor	Project Manager	Operations Manager	ISG COO	ISG CEO		
Critical	ICAM	ISG Executive Senior Manager or Line Leader external to site	<ul style="list-style-type: none"> • Full written report • Summary PPT • HSE Central 	21 days	Yes		✓	✓	✓	✓	ISG CEO	Yes
Major	ICAM	ISG Executive Senior Manager or Line Leader external to site	<ul style="list-style-type: none"> • Full Report • Summary PPT • HSE Central 	21 days	Yes		✓	✓	✓	✓	ISG COO	Yes
Moderate	5 Whys	Superintendent or Project Manager	<ul style="list-style-type: none"> • HSE Central 	10 days	No		✓					No
Minor	5 Whys	Supervisor	<ul style="list-style-type: none"> • HSE Central 	5 days	No		✓					No
Minimal	No investigation required – enter in HSE Central	Supervisor	HSE Central – report only	5 days	No	✓						No

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7.3 Incident Consequence Definitions

Consequence Type	Definition
Environmental	An event which may cause harm to the environment involving damage to native vegetation or the habitat or native animals, or an alteration of the environment to its detriment or degradation (for example pollution of air, water, or land).
Equipment Damage or Loss	An event which has caused damage to property or equipment
Fire	An unplanned event involving smoke, heat, and flames causing damage property, equipment, or environment.
Injury or Illness	<p>Injury</p> <p>Temporary or permanent damage to tissue, muscle or bone typically caused by an identifiable event. To be classified as an injury the following conditions must be met:</p> <ul style="list-style-type: none"> ▪ There must be an abnormal condition, disorder or wound of the body ▪ Caused by an external force (E.g., energy source, or other mechanism external to the body) ▪ Instantaneous event or series of events/ incidents within a single day or work shift ▪ Identifiable to time and place and <p>Identifiable to part of the body or function of the body affected</p>
	<p>Illness</p> <p>An abnormal condition or disorder of body functions or systems caused by acute or chronic exposure to agents, toxins, pathogens or other factors. To be classified as an illness the following conditions must be met:</p> <ul style="list-style-type: none"> ▪ There must be an abnormal condition or disorder ▪ Physiological harm or loss of function from continued repetitive motion or stress ▪ Exposure to work environment or conditions ▪ Systematic infection ▪ Exposure to poisons, toxins or chemical agents ▪ Chronic musculoskeletal condition aggravated by workplace exposure (e.g. <i>Carpal tunnel syndrome, rotator cuff syndrome, lateral epicondylitis</i>) <p>Occupational illness occurs as a consequence of work-related activities or exposure.</p>
Near Miss	An event that could have caused adverse consequences to people, plant, the environment, property or reputation but did not.
Quality / Production Loss	An event which has caused a production loss or quality issue including but not limited non-conformance, customer complaint, product contamination.
Security	A deliberate, negligent or reckless action that impacts, or has the potential to impact on Perenti personnel, assets, information, operations or reputation

7.4 Injury/Illness Classification Definitions

Term	Definition
First Aid (FAI)	<p>Any one-time treatment and subsequent observation of minor injuries which do not require medical care from a Medical Practitioner beyond the scope and care a qualified First Aid Officer is trained and approved to provide. A medical practitioner or registered professional may administer First Aid. It is the severity of the injury that determines the FAI classification and not the qualification of the person treating the injury. Examples of First Aid injuries include:</p> <ul style="list-style-type: none"> ▪ Minor wound care such as initial cleaning or soaking of the wound, application of antiseptic or non-prescription medication and bandaging. ▪ Re-dressing an injury due to previously being soiled.

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	<ul style="list-style-type: none"> ▪ Treatment of superficial burns. ▪ Application of creams or ointments to prevent irritation, drying or cracking of skin at the site of a wound or minor injury or illness. ▪ Using prescription medicine as a precautionary measure, once off single dose for preventative treatment, E.g. antibiotics. ▪ Administering immunisations as a precaution to prevent illness. ▪ Visits to a physician or other licensed health care professional for diagnosis. ▪ Diagnostic procedures such as X-ray diagnosis, blood tests, Electrocardiogram after receiving an electric shock where it results in a positive diagnosis (negative diagnosis are classified as report only). ▪ Precautionary review by a medical practitioner or specialist, where no treatment is required. ▪ A maximum of 3 (three) physiotherapy, chiropractic, massage, ultrasound treatments. ▪ Heat or cold compresses or therapy on the first visit. ▪ Removal of foreign bodies not embedded in the eye, removing foreign bodies from the eye using only irrigation or a cotton swab and using eye patches to treat an eye injury. ▪ Removing splinters (or other foreign material) using tweezers, cotton swabs or other simple means. ▪ Using a non-prescription medication at non-prescription strength. ▪ Cleaning, flushing, or soaking wounds on the surface of the skin. ▪ Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly bandages or Steri-Strips (other wound closing devices such as glue, sutures, staples, are considered medical treatment). ▪ Using temporary immobilization devices while transporting an incident victim (e.g. splints, slings, neck collars, back boards) ▪ Drilling of a fingernail or toenail to relieve pressure, draining fluid from a blister. ▪ Using finger guards. ▪ Drinking fluids for relief of heat stress. ▪ Injury (e.g. metal shard in food splinters mouth) or illness (e.g. food poisoning) that is a direct result of the employee eating, drinking, or preparing food or drink prepared and provided by Perenti or an appointed contractor to the person for personal consumption
Lost Time (LTI)	<p>An employee or contractor sustains any work related injury or illness (including a fatality) arising out of their employment within the Perenti group of companies, resulting in the loss of one or more work shifts after the day of the incident, as directed by a medical practitioner on an approved and appropriately dated certification document.</p> <p>Excluded are situations where an individual is capable of working, but is unable to return to work due to circumstances such as:</p> <ul style="list-style-type: none"> ▪ An employee unable to return to site due to bad weather or lack of reasonably available transportation and circumstances beyond the company's control. ▪ Lack of appropriate local medical or treatment facilities. ▪ Any secondary or pre-existing condition not directly related to the incident. <p>Note: Lost work days is the total number of whole rostered days or shifts lost, after the day of the injury, when the person was unable to work because of a workplace injury, this includes subsequent treatment, such as surgery at a later date required from the original injury. The exception to this rule is the allowance for Precautionary duties as detailed in the Restricted work injury definition.</p> <p>Days lost excludes the day of the incident, planned leave, weekends, scheduled days off (i.e., rostered days off) and public holidays.</p>

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Term	Definition
	<p>Information on days lost or alternate duties days must be recorded against the incident until:</p> <ul style="list-style-type: none"> the person is deemed fit to return to normal duties 180-day limit is reached (based on OSHA reporting manual requirements)
Medical Treatment (MTI)	<p>Work related injuries/illnesses where any of the following treatment is provided by a medical practitioner or could be considered as being one that would normally be treated by a medical practitioner – ie cannot be provided by a first aider.</p> <ul style="list-style-type: none"> <i>Insertion of sutures, and/or the use of glue where it is used in lieu of sutures (i.e. used for wound adhesion rather than cosmetic purposes or to maintain the cleanliness of the wound)</i> <i>Provision of antibiotics during second or subsequent visits.</i> <i>Treatment of second and/or third degree burns by medical personnel.</i> <i>Removal of foreign bodies from a wound including eyes, under local or general anaesthetic.</i> <i>Treatment of an infection and use of prescription medications (excluding the use of common over the counter pain relievers, antiseptics and anti-inflammatories) except for an initial dosage at the time of treatment.</i> <i>Third or subsequent visit to an Allied Health professional as directed by the treating medical practitioner.</i> <i>Surgical removal of dead skin.</i> <i>Fractures of bone that result in treatment.</i> <i>Use of Oxygen as primary treatment for a work-related injury/illness (precautionary oxygen therapy alone is first aid)</i> <i>Admission to a hospital or equivalent medical facility for treatment as an inpatient.</i> <i>Injuries that result in loss of consciousness, regardless of treatment, even if the individual resumes work after regaining consciousness.</i> <p>Medical treatment does NOT include:</p> <ul style="list-style-type: none"> <i>Visits to physicians for observation or diagnostic counselling only; conduct of diagnostic procedures (e.g. x-rays, blood tests) that do not result in identification and subsequent treatment.</i> <p><i>Visits to physicians/other licenced health care professionals solely for preventative or precautionary therapy (e.g. massage, tetanus shots).</i></p>
No Treatment Injury	<p>Any reported work-related injury that does not require treatment, first aid or otherwise (including both physical and psychological treatment).</p>
Non-Work Related	<p>Any reported injury or illness that was not directly attributed to work related activities (for example heart attack, influenza or injury while undertaking sport at site accommodation village). An injury or illness is considered non-work related if it:</p> <ul style="list-style-type: none"> occurs outside working hours and are not associated with deficiencies in equipment or management controls for which the reporting company is responsible. occurs when the employee was present in the work environment as a member of the public rather than as an employee. involves signs or symptoms that appear at work but result solely from a non-work-related event or exposure that occurs outside the work environment. results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, or sport. Activities/examinations required by the company or by legal regulations are not included in this exemption. occurs during personal travel to and from the normal place of work. results solely from employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer’s premises or brought in). For example:

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Term	Definition
	<ul style="list-style-type: none"> - if the employee is injured by choking on a sandwich while in the work environment, the case would not be considered work-related. - if the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead) or gets food poisoning from food supplied by the employer, the case would be considered work-related. ▪ results solely from of an employee doing personal tasks (unrelated to their employment) at the workplace outside of the employee’s assigned working hours. ▪ results solely from personal grooming, personal hygiene, self-medication for a non-work-related condition, or is intentionally self-inflicted. ▪ is a common cold or flu (note: in the case of other infectious diseases such as tuberculosis, brucellosis, and hepatitis C, these illnesses must be evaluated for a relationship to work). <p>NOTE 1: Dependent on risk assessment, NWRI incidents may be fully investigated, and actions implemented to prevent a recurrence.</p> <p>NOTE 2: An employee injured out of work hours in company provided accommodation or company sponsored activities may be entitled to workers compensation and will be classified as a NWRI.</p> <p>NOTE 3: If an event or exposure in the work environment either caused or significantly contributed to an injury or illness, or significantly aggravated a pre-existing condition, then the case is considered work-related.</p>
Restricted Work (RWI)	<p>A work-related injury or illness that results in an individual being unable to perform one or more of their routine duties on any following restricted day, cannot work their normal hours or being assigned to another job on a temporary or permanent basis after the day of injury or illness, as directed by a medical practitioner on an approved and appropriately dated certification document. Excluded are situations where:</p> <p><i>An individual is placed on restricted duties as a precaution for a maximum of four days to avoid the condition worsening and / or requiring medical treatment. If after four days, the individual is still not considered fit a medical review with a physician must be organised. Should medical restrictions be required these should be recorded in the relevant ISG HSE database and be dated back to the day after injury.</i></p>

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Document Control

Owner	Teresa Eldridge	Recommender	Herman Ebersohn	Approver	Zane Randell
Modification Summary	Review – standard updated to reflect changes implemented via HSE Central. Information from the Injury and Illness Classification standard included in this standard.				
Related Documents	PDMS-31734 Serious Potential Incident Alert PDMS-32625 – Serious Potential Incident – ICAM Investigation Report PDMS – 32680 Preliminary incident investigation form PDMS-32600 Incident Investigation Guidance PDMS-33541 Serious Potential incident Presentation Template				
Source References	Nil				
Legacy Documents	PDMS-22755 STD-HSF-GRP Injury and Illness Classification Standard PRO00_0800 Incident Reporting and Investigation (Barmingo) EHS_STD_008 Incident Investigation and Reporting Standard (AUMS) EHS_PRO_001 Accident and Incident Reporting and Investigation (AUMS) AS 2.4000 Incident and Accident Reporting Procedure (AMS) AMS 000-00-87 Incident Management (AMS) AMS 000-00-88 Incident Investigation (AMS) PDMS-2654 PRO-HSF-GRP Event Reporting and Investigation PDMS-10288 FOR-HSF-GRP Event Notification PDMS-10286 FOR-HSF-GRP Event Timeline PDMS-8479 MED-HSF-GRP MYOSH - Event Reporting				
Risk Review Cycle	Medium Risk (24 months)				
Next Review Date	6/10/2023				