



PROCEDURE

Title: **Incident Notification**

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1.0 PURPOSE

The process for managing incidents is described in P003.008 Incident Management and Investigation. One of the steps in that process is to communicate and escalate the reporting of incidents. This procedure documents those reporting requirements

2.0 SCOPE

The procedure covers the reporting of incidents relating to:

- Any injury or high potential safety incident
- Any medical condition requiring the employee to be taken off site
- Any potential breach of an environmental licence condition
- An alumina shipment that exceeds Internal Quality Aims (IQA)
- An alumina shipment with delays in loading greater than **5** hours
- If daily Digestion production rate is expected to be greater than 500 t below the daily forecast, as shown on the forecast board in the Central Control Training Room.
- Loss of a calciner for greater than 4 hours
- An unplanned unit shutdown

This procedure does not cover automated email and SMS alarm systems. These are covered by P601.006 Plant Notification Systems.

3.0 RESPONSIBILITIES

As documented in this procedure and attachment

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4.0 REFERENCES

P003.008 Incident Management and Investigation
 P601.006 Plant Notification Systems
 P755.015 Alumina Loading (Shipments & BSL Transfer) and Quality Escalation

5.0 DEFINITIONS

Nil

6.0 ACTIONS**6.1 Notification Guidelines**

The notification process in the event of a safety, environmental, quality or production incident is described in Attachment 7.1.

The guideline identifies:

- who is to initiate contact
- who is to be contacted
- the timing of the notification – whether immediate contact is required, or contact within a specified timeframe is acceptable

6.2 Delegation of Duties After Hours

It is the responsibility of the Section Superintendent and Department Manager to delegate their responsibilities to a capable person within their Department / Section if they are planning to be uncontactable after hours.

Communication of the temporary delegation must be communicated by posting the change on the “After Hours Contact Details” list displayed in Central Control Training Room.

6.3 Contact Details After Hours

A list of After-Hours contacts will be displayed in Central Control Training Room. It is the responsibility of the Superintendent or Manager to update this board with the name and contact details of a delegate.

6.4 Contact Unavailable or Not Responding

In the event that the Contact person is not contactable via telephone the initiator shall document the times that attempts were made in the Shift Log and then proceed to contact the next person in the escalation process. Reporting timeframes **MUST** be maintained.

7.0 ATTACHMENTS**7.1 Incident Notification Guidelines****8.0 REVISION HISTORY**

Issue	Revision	Revision date	Change Reason
1	5	29/04/2020	Update Attachment 7.1 Incident Notification Guidelines to reflect changes of roles