JER-8000-MGT-PRO-0023 Incident Management

(AS/NZS, ISO 45001:2018, Clause 10.2)

1 INTRODUCTION

Incident Management is a reactive process that ensures that incidents are managed in accordance with Work Health & Safety legislative requirements and investigations identify corrective actions that prevent recurrences.

2 SCOPE

The procedure applies to all KGL Resources Workers. It also applies to all incidents involving actual or potential harm to persons working for or on behalf of KGL Resources. This includes incidents where any member of the public or contractor may have sustained harm as a consequence of any KGL Resources activities.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)
- Electrical Safety Act 2022 (NT)

4 DEFINITIONS

First Aid Injury (FA)	First aid injury is defined as any of the following; • Administering tetanus shot • Soaking, cleaning and flushing of surface skin wound • Using wound covering such as Band-Aid, gauze, bandage, butterfly bandage (others with closing devices such as sutures, staples, surgical glue – these are considered medical treatment) • Using hot or cold therapy • Using non-rigid means of support (non-immobilising) • Draining fluid from blister • Using eye patches • Removing foreign bodies from the eye by swab or irrigation • Removing splinters or other foreign materials from areas other than the eye by swab or irrigation • Using finger guards • Application of antiseptic during initial treatment • Treatment of first degree burn
High Potential Incident (HiPo)	Incidents involving personnel that didn't reach their ultimate potential and could have resulted in serious injury or harm. People were present either in the line of fire or in close proximity, the risk controls failed, and person/s were exposed to the risk.
Lost Time Injury (LTI)	Any work-related injury or occupational illness that results in time lost from work of one day/shift or more.

Medical Treatment Injury (MTI)	Any work-related injury or occupational illness requiring more than First Aid treatment by a medical practitioner or registered medical personnel but not resulting in lost time. This does not include visits to the doctor for the purpose of diagnosis (e.g. x-rays, scans, blood tests, administration of prescription drugs for diagnostic purposes), observation or counselling or when a Doctor provides first aid treatment. The following procedures are considered to be medical treatment: • Treatment of infection • Application of antiseptics during second or subsequent visits to medical personnel • Treatment of second or third-degree burn(s) • Application of sutures or staples • Removal of embedded foreign bodies from the eye • Removal of foreign bodies from a wound if procedure is complicated because of the depth of the wound or embedment of object • Cutting away dead skin • Admission to a hospital for treatment.
Near Hit	An event which, under slightly different conditions, could have resulted in injury, damage, environmental impact or business loss.
Notifiable Incident – Environmental harm	An incident that causes or threatens material harm or significant environmental harm which is required by statute to be reported to NT Environment Protection Authority.
Notifiable Incident – Personal harm or electrical	A safety related incident which is required by statute to be reported to NT WorkSafe. Can include death, injury or an electrical event.
Recordable Incident	A workplace injury or illness resulting in either medical treatment, alternate duties, lost time or fatality.
Suitable Duties Incident (SDI)	Any work-related injury or illness which results in a person being unfit for full performance of their regular job on any day after the injury or illness.

5 RESPONSIBILITIES

Senior Leadership Team	1. Establishes systems of work that support incident reporting and investigation. 2. Provides adequate resources to managers and workers to report and investigate WHS Incidents. 3. Reviews and acts on reported organisational incident reports, trends, and significant investigations.
Safety Manager **Environment Manager**	1. Ensures this procedure is fit for purpose and meets all applicable legislative requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Supports managers, supervisors and workers in the implementation and operation of this procedure in the business. 4. Recommends change or improvement to this procedure as required.
Managers and Supervisors	1. Report all incidents as soon as practicable. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure.
Workers	1. Report all incidents as soon as practicable. 2. Comply with this procedure.

6 INCIDENT CLASSIFICATIONS

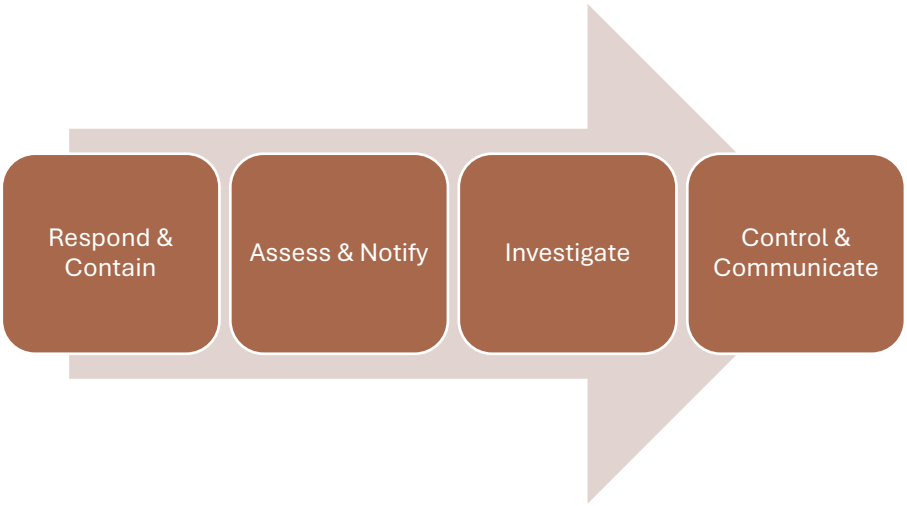
One key process in KGL Resources' Incident Reporting and Investigation system is the classification of all WHS Incidents. WHS Incidents are classified based on their actual, or in the case of Near Hit potential, severity in accordance with **Table 1**.

Table 1 Incident Classification Table

KGL Resources Incident Classification Matrix						
Response		**Severity Category**	**Health and Safety**	**Natural Environment**	**Reputation (media, community)**	**Quality**
Crisis Management Team (CMT)	**In-depth review by KGL Resources Safety Manager**	Level 4	Fatality	Destruction of sensitive environmental features Regulatory & high-level Government intervention/ action	Critical impact on business reputation National level media exposure	Critical impact on business or customer
		Level 3	Permanent disabling injury and/or long term off work with high potential to become life threatening Regulatory intervention/action	Long-term impact of regional significance on sensitive environmental features. Regulatory intervention/action.	Significant impact on business reputation State level media exposure	Significant impact on business or customer
		Level 2	Multiple Injuries requiring medical treatment, lost time, rehabilitation with the potential to escalate. Likely regulatory intervention	Short-term impact on sensitive environmental features Likely regulatory intervention.	Moderate to small impact on business reputation State level media exposure	Moderate to small impact on business or customer
		Level 1	Injury requiring medical treatment. Potential regulatory notification	Impact on fauna, flora and/or habitat but no negative effects on ecosystem Potential regulatory notification	Some impact on business reputation Potential adverse local media attention	Some impact on business or customer
		Level 1	Minor injury – first aid treatment	Negligible impact - on flora/ fauna, habitat, aquatic ecosystem, or water resources Incident reporting according to routine protocols	Minor impact to reputation	Minor impact to business or customer

7 OVERVIEW

KGL Resources' reporting and investigation requirements for all incidents are broadly as follows.



8 RESPOND & CONTAIN

8.1 General

All Workers must notify the Responsible Manager of any Incident as soon as practical after becoming aware of it. Incidents must be reported as soon as it is safe to do so.

When an Incident occurs, the Responsible Manager's first priorities are to respond and contain the incident. This means making the site safe by addressing any hazards or immediate risk to health and safety (e.g. Barricade off the incident area, stop or slow the leak or emission and contain the spill, extinguish the fire, isolate the equipment etc.), ensuring that any injuries are promptly and appropriately attended to, and making sure the incident site is preserved (see 8.2).

a. If the Incident is a Notifiable Incident, the Responsible Manager will ensure the site is not disturbed and that it is not released until advised by the Safety Manager.

b. If the Incident is not a Notifiable Incident, the Responsible Manager should seek guidance from the Safety Manager prior to releasing the site to ensure that all evidence has been obtained.

c. If there is also a potential for harm to service delivery, assets or the environment arising from the Incident, the Responsible Manager is to carry out any further notifications specified under the site Emergency Response Plan.

8.2 Scene Preservation

If in the event of a serious incident, the immediate incident scene shall be closed to all personnel except relevant Area / KGL Resources personnel; Emergency services, Police and Regulatory Inspectors.

In the case of safety incidents requiring statutory notification, the incident scene shall be preserved until clearance to disturb has been given and the incident investigation team has collected accurate evidence and data e.g.

- All relevant details about the incident including photographs, Survey, Take 5 assessments, Fitness for Work testing (fatigue; drug and alcohol), Machine data (pre-start).

- Sufficient measurements to allow the development of an accurate plan of the scene; and
- A list of personnel involved including any witnesses to the incident and their location at the time.

The only exemption to disturb an incident scene is when action is required to:

- Protect persons or environment from immediate harm (make safe)
- Save lives, relieve suffering or treat injured persons; and/or
- Prevent further property or environmental damage

In conjunction with the KGL Project Director, the relevant Area Manager ensures appropriate clearances (which may be from statutory authorities) are received before work resumes.

9 ASSESS & NOTIFY

9.1 Assess The Incident

The Responsible Manager is accountable for assessing each report of an Incident to determine the incident classification in accordance with Table 1. Incidents are classified based on their actual severity. Near Hits are based on their potential severity. Incident reporting only relates to those incidents where staff of KGL Resources are involved, or where contractors of KGL Resources are injured whilst performing work on behalf of KGL Resources.

The Safety Manager is accountable for reviewing and validating Incident classifications entered into the Incident Register on a regular basis.

9.2 Internal Notification & Escalation

The Responsible Manager is accountable for notifying the Project Director and Safety Manager within 15-minutes of becoming aware of the incident. Positive communications should be used to ensure receipt of notification.

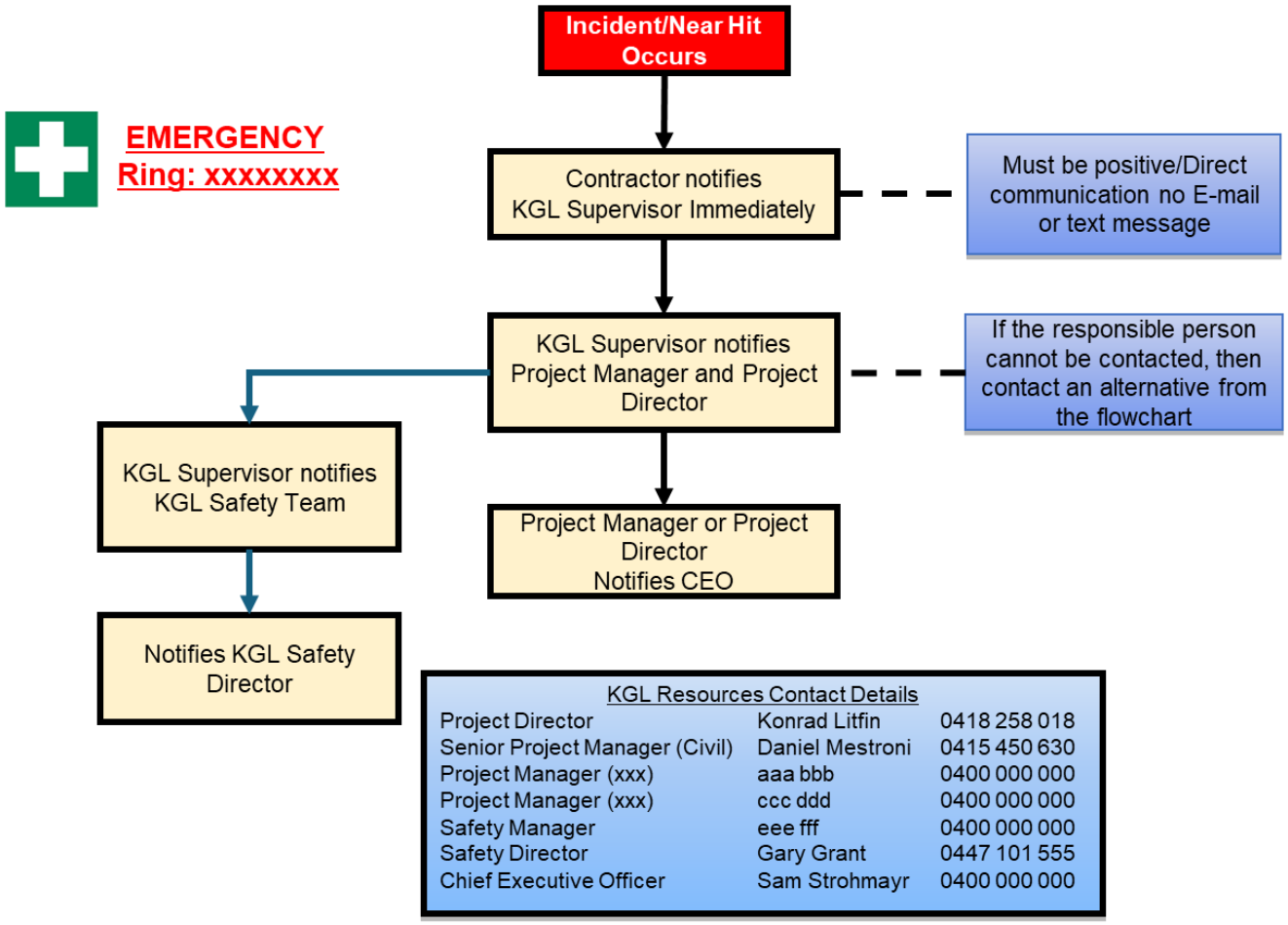
The nature and seriousness of the event will determine the timing, scope and degree of information required. Simply stated, the more serious the event, the greater the need for prompt and immediate action. The flow chart below details how incidents will be reported internally.

9.3 Workforce Notification

All workforces will be notified of all Incidents that occur at the site. This shall be communicated at Pre-start Meetings. Incident Alerts will also be attached to site Noticeboards.

Additionally, all incidents will be reviewed at the Site Safety Forums.

Figure 1 Incident Reporting Flowchart



9.4 Statutory Notification Requirements

Certain types of incidents are required to be reported to NT SafeWork. Incident types requiring Statutory Notification (notifiable incidents) are defined within legislation and detailed in Table 2 and Table 3. Further information is available on the NT WorkSafe, NT Government and NTEPA websites. These include deaths, serious injury or illness, dangerous incidents, serious electrical events' dangerous electrical events and environmental incidents. NT WorkSafe must be notified of a notifiable safety & electrical incident immediately after becoming aware of a `notifiable incident'. The notification must be given by the fastest possible means—which could be by telephone or in writing, for example by email or online. A review at this stage shall be undertaken to establish whether legal advice or legal privilege is required for the incident.

The Environment Protection Act (EP Act) defines notifiable incidents and recordable incidents. Notifiable incidents are incidents that causes or threatens material or significant environmental harm. Recordable incidents are those that cause or threaten environmental harm. Notifiable incidents must be reported to the regulator as soon as practicable and within 24 hours after a person observes or becomes aware of the incident. Notifiable incidents must be reported in accordance with Section 226 of the EP Act and Section 255 of the EP Regulations. Records of incidents must comply with Section 255A of the EP Regulations.

There is a duty to notify incidents causing or threatening to cause pollution under Section 14 the Waste Management and Pollution Control Act. The NT EPA must be notified as soon as practicable, and within 24 hours after a person becomes aware of an incident. A Section 14 Incident Report Form

(Appendix A2) can be submitted, or it can be submitted online at https://pcmprod.powerappsportals.com/S14-Pollution-Report/

NT Environment Protection Authority (NTEPA) must be notified of a notifiable contaminant or waste spill incident within 24-hours after becoming aware of a `notifiable incident'. Notification must be given by the submission of an online s1 report (https://pcmprod.powerappsportals.com/S14-Pollution-Report/).

NT Department of Lands, Planning and Environment (DLPE) must be notified of a notifiable environmental incident within 24-hours after becoming aware of a `notifiable incident'. Notification must be given by the submission of a completed `Notification of a notifiable incident form (https://nt.gov.au/industry/mining/mining-operations/report-notifiable-mining-incident) and emailed to mineralinfo.dlpe@nt.gov.au.

If a 'notifiable incident' arises out of more than one business or undertaking (e.g. KGL Resources and a Principal Contractor) then each must ensure that the incident has been notified to the regulator. Where the incident occurs under the management and control of a Principal Contractor, Mining Contractor or Process Plant Operator, that PCBU is responsible for notifying NT WorkSafe or NTEPA after notifying KGL Resources Project Director.

Table 2 Notifiable Incidents to NT WorkSafe

NOTIFIABLE INCIDENT TYPE	NT SafeWork 1800 019 115 ntworksafe@nt.gov.au
Death, Injury or Illness	Death of a person Serious injury or illness: • Immediate treatment as an in-patient in a hospital • Immediate treatment for the amputation of any part of the body • Immediate treatment for a serious head injury • Immediate treatment for a serious eye injury • Immediate treatment for a serious burn • Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping) • Immediate treatment for a spinal injury • Immediate treatment for the loss of a bodily function • Immediate treatment for serious lacerations • Medical treatment within 48 hours of exposure to a substance • Any infection where the work is a significant contributing factor ▪ with micro-organisms ▪ that involves providing medical treatment or care ▪ that involves contact with human blood or body substances • occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products: ▪ Q fever ▪ Anthrax ▪ Leptospirosis ▪ Brucellosis ▪ Hendra virus ▪ Avian influenza ▪ Psittacosis *Further guidance: SWA Incident Notification Fact Sheet 2015*
Dangerous Incident	Includes Near Hits: • an uncontrolled escape, spillage or leakage of a substance • an uncontrolled implosion, explosion or fire

	• an uncontrolled escape of gas or steam • an uncontrolled escape of a pressurised substance • electric shock: • the fall or release from a height of any plant, substance or thing • the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be designed or item registered under the Work Health and Safety Regulations, for example a collapsing crane • the collapse or partial collapse of a structure • the collapse or failure of an excavation or of any shoring supporting an excavation • the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or • the interruption of the main system of ventilation in an underground excavation or tunnel. *Further guidance: SWA Incident Notification Fact Sheet 2015*
Serious Electrical Event	A serious electrical event is when: • An individual is killed by electricity. • An individual receives a shock or injury from electricity and is treated for the shock or injury by or under the supervision of a health practitioner. • An individual receives a shock or injury from electricity at high voltage (above 1000 volts AC RMS or 1500 volts ripple-free DC).
Dangerous Electrical Event	A dangerous electrical event is: • When a person, for any reason, is electrically unsafe around electrical equipment[1], even if the person does not receive an electric shock or injury.

Table 3 Notifiable Incidents to NT EPA

NOTIFIABLE INCIDENT TYPE	DLPE Mineralinfo.dlpe@nt.gov.au
Caused or threatens serious or material environmental harm	An incident that causes or threatens material environmental harm or significant environmental harm and that occurs at a site at which: (i) an action is being carried out under an environmental approval; or (ii) a proposed action or strategic proposal is undergoing environmental impact assessment; or (ii) a mining activity is being carried out under an environmental (mining) licence; or An incident prescribed by regulation to be a notifiable incident.

Table 4 Notifiable Incidents to NT DLPE

NOTIFIABLE INCIDENT TYPE	NTEPA Pollution Hotline 1800 064 567 S14 Pollution Report | NTEPA
Contaminant or waste spill	A spill of a contaminant or waste (such as hydrocarbons, paint, pesticides, or other toxic chemicals), and the spill: • has entered a waterway (including a drain) • spread more than three metres or • left the site.

10 INCIDENT INVESTIGATIONS

KGL Resources may investigate an Incident. If KGL Resources decides to investigate the Incident, the severity of the Incident will determine the level of investigation and the composition of any investigation team. As a minimum requirement, all level 3 and 4 incidents, if investigated, will use a formal investigation methodology such as ICAM. The decision to investigate any incident is made by the Project Director, in consultation with the Safety Director. If KGL Resources has decided to investigate, the Responsible Manager or Lead Investigator should seek to:

- inspect the site where the WHS Incident occurred to assist in understanding the features of the work environment;
- identify any witnesses and/or relevant material, including written procedures, work plans and instructions;
- establish a chronology of events; and
- conduct analysis using a systematic investigation methodology to sort and assess relevant material.

A Lead Investigator must have the appropriate training (including in the ICAM methodology) and experience required to conduct any Level 3 and 4 investigations.

Level 1 and 2 incidents may be investigated utilising a simple methodology, such as 5-Whys.

The outcomes of the final investigation report must be recorded on the KGL Resources Incident Investigation Form, unless otherwise advised by the In-house legal counsel.

10.1 Corrective Actions

For all incidents, the appropriate preventative and corrective actions shall be determined and recorded on the Incident / Investigation Report form and tracked. The investigation team shall determine the timeframes for implementation of these and assign appropriate personnel to complete them. The status of corrective actions shall be reviewed at least monthly by the Safety Director.

10.2 Event Reviews

A review of all site events shall be undertaken during the Monthly Performance Report Meeting to determine:

- Effectiveness of Actions to prevent a reoccurrence
- Close out of Actions
- Submission of all applicable external notifications

10.3 Monitor, Review & Continuous Improvement

Monitoring, review and continuous improvement is an essential and integral part of managing risk and is one of the most important steps of the risk management process for sustainable development.

Monitoring the controls implemented to eliminate an incident along with the review of the effectiveness can be achieved by:

- Regular inspections & leadership safety walks
- Audits
- Reports
- Management reviews.

Actions agreed as a preventative control shall be recorded in and monitored via the database.

Depending on the incident and the controls, the Risk Register (JER-8000-MGT-REG-0002) may be required to be reviewed to ensure that the hazard/s from the incident have been identified in the Risk Register. If not, it may need to be added to the assessment. This will allow for continuous improvements to risk controls across the Project.

The flow down effect from the review of the risks is the review of procedures and any other documentation, which relates to a particular hazard that has been identified through the investigation of the incident. This is to ensure that the controls for any new or changed hazards that have been identified are included into the procedures and documentation for on-going sustainable development.

10.4 Incident Analysis

Incident reviews and analysis are conducted on a regular basis at Site Safety Forums. The analysis is to identify trends, which may be occurring across the Project and where further reviews/controls may be required.

Some of these trends may include but not limited to:

- Types of injuries sustained
- Mechanism of the injury
- Location of incidents
- Time or percentage of shift incidents are occurring
- Body part effected
- Type of work being performed for equipment damage/spills

This information is all gathered from the details supplied on the Incident/Investigation Report Forms and from the Incident Register, which is where the incidents are entered and recorded.

Upon completion of the analysis, if any additional controls or actions are required, this will be communicated back to the workforce.

11 Control & Communicate

The role of the Crisis Management Team (CMT) is to manage communications associated with significant events that may occur on KGL Resources sites. The objectives of the CMT are to:

- Manage all media communications on behalf of KGL Resources;
- To support the site emergency management response with additional resources, as required;
- To provide strategic advice regarding the management of internal and external communications associated with any incident.

The KGL Resources Emergency Response Plan provides specific guidance regarding the composition of the Crisis Management Team and management of Communications and Media.

12 Breach of this Procedure

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

13 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

14 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

15 RELATED DOCUMENTATION

JER-8000-MGT-PLN-0018	Emergency Response Plan
JER-8000-MGT-PRO-0043	Injury Management & Rehabilitation
JER-8000-MGT-FRM-0011	Incident Report
JER-8000-MGT-FRM-0010	Non-conformance Report Form
JER-8000-MGT-FRM-0012	Corrective Action Request Form
JER-8000-MGT-REG-0011	Incident Register

16 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

17 APPROVAL

Konrad Litfin
Project Director