

Incident Management System (IMS) Notification Form

Distribution: Operating Company Representatives email completed form to Responsible Officer and CSG.D&C.IMS@santos.com For environmental Incidents include env.assets@santos.com					
Incident Date:	17/10/2019	Incident Time:	15:00	Date Report Submitted:	17/10/2019
Site Details :	Rig Name: Savanna 68	Lease Location: AC18-56-1	Asset location: (Scotia, Roma, Fairview, Arcadia)		Arcadia
Exact location of event: (e.g. rig floor, lease, smoko shack, etc)		Property Access			
Incident Reported by:		Matthew Auld			
Give the Incident a title:		Fence Damage			
Enter full description of the incident: (facts at time of notification)		While travelling to work, the driver of the vehicle pulled over to the left-hand side of the access track and continued driving as an oncoming vehicle passed. Due to the road conditions on the edge of the access track the vehicle slid further off the access track and damaged an old section of pipe not related to the main fence.			
Identify Probable Incident Type: Cross 'X' those applicable (multiple types may apply)					
1. EHS Hazard		2. EHS Near Miss			
3. Injury or Illness incident		4. Process Safety Hazard			
5. Process Safety Exception		6. Process Safety Incident			
7. Environmental incident		8. Property / Plant Damage or Loss		X	
9. Security		10. Emergency Services Reporting			
11. Non-Conformance		12. Non Santos Work Related			
Enter the immediate actions taken:		Notified Land Liaison Officer, who went and assessed the damage.			
Name of Company involved - Santos or Contractor?		Huracan			
Has the report been discussed with the relevant contractor representative? Who?		John Hollingworth			
Name of injured person:		N/A			
First aid Attendant name:		N/A			
Environmental Incident: (Fluid Type, PH and EC Reading, Spill volume - Length x width x depth x porosity using spill calculator)					
From Consequence Matrix below choose a number:					
Actual Consequence #	Leave for Brisbane	Potential Consequence #	Leave for Brisbane		

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List Attachments (e.g. statements, photos, medical report etc)



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Any other comments:	<p>Damage to fence is not part of the main fence line. Rather a narrowing of the laneway and an old section of tubing. The crew were called to come to site early to avoid the rain and limit movement on wet access tracks. The shower of rain happened as the vehicle travelled down the access track.</p>
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Report Submitted by: Jayde Shields	
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<p>Check your information before forwarding IMS Notification <i>Details must be approved by RO prior to entry into IMS</i></p>	
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Office Use Only:	Essence Entry <input type="checkbox"/>	<input type="checkbox"/> IMS Toolbox entry
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Guidance

IMS Incident Type Definitions

1. EHS Hazard

A situation or source of energy that has the potential to cause harm to people, the environment or company assets but has not yet resulted in an incident or near miss

2. EHS Near Miss

An unplanned or uncontrolled event that has not resulted in harm or loss to people, the environment or company assets but had the potential to do so in other circumstances i.e. No Injuries or no environmental impact. For example falling objects, spills into containment devices such as spill trays and bunds.

3. Injury or Illness

Physical damage, loss, deterioration or impairment of a limb, organ or part of the body, or mental or sensory faculty.

4. Process Safety

Process safety event types / classifications as defined in SMS – MS3 Drilling and Completions – ST1 – TS7 Well Control Onshore Rev2, Section 7.7 Onshore D&C Process Safety Reporting and Investigation Guidelines for Well Control Incidents. **Probable Incident Type** - WCI Level 4 “Wellview”, WCI Level 3 “Process Safety Exception”, WCI Level 2 “Process Safety Exception”, WCI Level 1 “Process Safety Incident”

5. Environmental Incident

An incident which results in an adverse impact to the environment e.g. spill of oil, contamination of a waterway, unplanned disturbance of a heritage site.

6. Property/Plant Damage or Loss

An event which resulted in property damage or loss but had no actual or potential safety or environmental consequences.

7. Security

Security related event for example, Assaults, Break & Enter, Deliberate Damage, Possession of drugs, alcohol, weapons, Theft – generally utilised by security personnel only.

8. Emergency Services Report

Utilised by emergency services personnel to record activity such as responses to fires, alarms, vehicle accidents, rescues etc.

9. Non-Conformance

An event where there has been non-fulfilment of a specified requirement: contract breach, materials/workmanship defects, Santos product off specification, Santos procedure not followed, or third party equipment/service failure.

10. None Santos Work Related

Injuries that occur during non-work time (i.e. after hours, breaks such as lunch, morning smoko etc.). Or where an employee becomes aware of an injury during work time but no link can be made between the injury and a work related activity. An incident deemed to be outside of Santos’ direct influence and control (Contractor yards at Santos locations) or injuries to contractors operating solely within the contractors own management system with no direct interfaces with Santos’ sites or management system (e.g. suppliers of goods/services, offsite consultancy)

Guidance

Santos Risk Matrix

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Consequence	Safety	Negligible Harm + No bodily damage or minimal harm or impairment (hours to days)	Minor Harm + Short term impairment (days to weeks)	Moderate Harm + Temporary disablement or medium term impairment (weeks to months)	Severe Harm + Long term/life altering disablement or impairment	Single Fatality OR Critical Life Threatening Injuries	Multiple Fatalities
	Environment	+ No impact to Environmental Value (EV).	+ Small-scale impact to EV(s) of conservation significance + Potential surface or groundwater impact.	+ Moderate-scale impact to EV(s) of conservation significance + Localised surface or groundwater impact.	+ Large-scale impact to EV(s) of conservation significance + Moderate-scale surface water impact; + Localised impact to groundwater with potential or known beneficial use.	+ Extensive population or community scale impact to EV(s) of conservation significance + Extensive impact to other EV(s).	+ Irreversible impact to EV(s).
	Community & Reputation	+ No actual or potential community criticism + Details remain within Santos sites and/or offices	+ Minor level local community criticism (< week) + No reputation impact	+ Local community criticism (> week) or one-day community protest + Local company reputation impacted	+ State-level community criticism or protest over multiple days/locations + State-based company reputation impacted + Very short-term share price impact (< week)	+ National community criticism or large scale protest + Company reputation and approvals impacted + Shareholder intervention or short-term share price impact (< month)	+ Sustained national community criticism or widespread protest + Industry reputation and approvals impacted + Changes at executive/board level or long-term share price impact (> month)
	Financial (A\$)	< \$30k	\$30k to \$300k	\$300k to \$3m	\$3m to \$30m	\$30m to \$300m	> \$300m
	Workforce	+ Will require some staff attention over several days. + No actual or potential impact to culture	+ Will require several days local management time. + Minor impact to employee engagement and limited staff turnover	+ Will require head office staff and take several weeks of site management time. + Moderate impact to employee engagement and staff turnover above industry average with some key roles	+ Will require several weeks of senior management time + Impact to employee engagement (< 6 months), moderate turnover of key roles and no succession	+ Will require several months of senior management time + Impact to employee engagement (< 18 months), high staff turnover and attraction issues	+ Will require more than a year of senior management involvement and operations severely disrupted + Impact to employee engagement (> 18 months), significant key role turnover and attraction issues
	Compliance	+ Non-conformance with legislation, instruments (e.g. tenure licence) or contract + No regulatory or punitive action	+ Minor breach of legislation, instruments or contract + Notification/report to; request for information by; and/or administrative/warning notice from the regulator + LOCI Tier 3 or non-hydrocarbon releases notifiable to the regulator	+ Limited number of minor breaches of legislation, instruments or contract + Statutory notice from the regulator + LOCI Tier 2 or non-hydrocarbon releases immediately reportable to the regulator	+ Systemic minor breaches (or one moderate breach) of legislation, instruments or contract + Company charged with an offence with minor penalty/fine + LOCI Tier 2 or cumulative regulator notification of non-hydrocarbon releases	+ Systemic moderate breaches (OR single material breach) of legislation, instruments or contract + Company charged with an offence with moderate penalty/fine	+ Material breaches of legislation, instruments or contract + Company or officers charged with an offence with material penalty/fine, or loss of tenure/operatorship
		I	II	III	IV	V	VI
Likelihood	ALMOST CERTAIN (< 4 monthly) Occurs in almost all circumstances OR could occur <i>within days to weeks</i>	f	Low	Medium	High	Very High	Very High
	LIKELY (4 monthly - 1 yearly) Occurs in most circumstances OR could occur <i>within weeks to months</i>	e	Low	Medium	High	Very High	Very High
	OCCASIONAL (1 - 3 yearly) Has occurred before in Santos OR could occur <i>within months to years</i>	d	Low	Low	Medium	High	Very High
	POSSIBLE (3 - 10 yearly) Has occurred before in the industry OR could occur <i>within the next few years</i>	c	Very Low	Low	Low	Medium	High
	UNLIKELY (10 - 30 yearly) Has occurred elsewhere OR could occur <i>within decades</i>	b	Very Low	Very Low	Low	Low	Medium
	REMOTE (30 - 100 yearly) Requires exceptional circumstances and is unlikely even in the long term OR only occurs as a "one in 100 year event"	a	Very Low	Very Low	Very Low	Low	Medium