

**ERA**

Energy Resources of Australia Ltd

ABN 71 008 550 865

Department: Environment	Ref #: Draft	Date Approved: Revision Date: 7 October 2002
Last revision: C. Leiner	Approved by: Update for review by General Manager Environment Committee	
Procedure Title: Definitions, Notification and Reporting of Unplanned Events		

1. Objective

This procedure is to provide guidance to all ERA employees regarding the definition, notification and reporting actions required for an Unplanned Event (UPE).

2. Scope

This procedure is applicable to the environmental management activities at the Ranger mine, the Jabiluka Mineral Lease and Tivendale Road sulfur storage facility.

3. References

Guideline for Six-Monthly Social and Environment Reporting within Group Companies. Rio Tinto. November 2001.

4. Definitions

Unplanned Event: A *minor* event that causes no significant risk to ecosystem health, has no potential to cause harm to the people living and working in the area and no concern or potential concern to Aboriginals or the broader public. Typically *Low* and *Moderate* issues and incidents according to the Rio Tinto guideline "Priority and Definition of Incidents and Issues" and as outlined in the ERA Environmental Reporting Continuum¹.

Significant Incident: An issue ranked as *High* or *Critical* according to the Rio Tinto guideline "Priority and Definition of Incidents and Issues".

5. Responsibilities

Individual discovering/responsible for the Unplanned Event: Notification must be given to the area supervisor and to the Environment Department. During business hours contact the Superintendent Environment (Acting) on Ext. 495 or the Environmental Officer on Ext. 481. After hours contact is via mobile phone on 0407 388 252. If this mobile is not answered, contact Security on Ext. 399 and they will contact an Environment Department representative.

A hazard card will be filled out and forwarded to the Health and Safety Adviser via the appropriate supervisor for entry into the Hazard card register to ensure any follow-up actions are performed.

Supervisor of the individual discovering/responsible for the Unplanned Event: Supervisors are responsible for coordinating the necessary measures required to correct the situation and ensure that follow-up preventative measures are introduced where appropriate so that reoccurrence is minimised. Supervisors will pass any necessary information onto the Health and Safety Adviser for the Hazard Card Register and the Environment Department for the Unplanned Events Register.

Environmental Department: A staff member from the Environment Department will inspect the site of the Unplanned Event *in-situ* and to provide any advice on the clean up and follow-

¹ draft issued to the General Manager Environment Committee, September 2002

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up preventative measures. They are required to collect an Unplanned Event questionnaire from the Environmental Operations building and answer all questions where appropriate for later recording on the Unplanned Events Register.

6. Procedure

Reporting of unplanned events to stakeholders occurs on a weekly basis with the reporting period spanning from the previous week's Thursday to Wednesday of the current week. All UPE's are logged on the Unplanned Events Register on Lotus Notes. All staff can view these on their Lotus Notes workspace but events can only be entered and administered by the ISO Coordinator.

All events for the week will be reviewed by the Environmental management team at the 1400 meeting every Thursday. Any alterations arising from this meeting are to be incorporated before the report is sent to stakeholders on Friday morning.

Each UPE for the week must be copied and pasted from Lotus Notes into a word document with a cover letter.

The following stakeholders and ERA personnel will receive the UPE report weekly via e-mail:

Arthur Johnson	OSS, Supervising Scientist
Alex Zapantis	OSS, Assistant Secretary
Tony McGill	DBIRD, Director of Mines
Geff Cramb	NLC, Senior Project Officer
Richard Weston	ERA, General Manager - Operations
Matt Coulter	ERA, General Manager – Strategic Planning
Scott Walker	ERA, Manager - External Relations
Chris Leiner	ERA, Manager - Environment
Allan Wade	ERA, Senior Environmental Officer
Trevor Spedding	ERA, Hydrographer

7. Revision

Revision Number	Reason for Update	Update By	Date of Update
Revision 0	Original Document	Stephanie Myles	May 2002
Revision A	Change of Format	Stephanie Myles	7 October 2002
Revision B	Review of Details	C. Leiner	7 October 2002