M.
Mandex.
TOOLS · CONTRACTOR SAFETY

Document **MX-WHS-003**
Revision **1.0**
Issued **Jun 2026**
Standard **WHS Act 2020 (WA) / AS ISO 31000**

INCIDENT / HAZARD REPORT

Injury · Near miss · Damage · Environmental · Hazard

Report any injury, near miss, property or plant damage, environmental event or hazard observation. Rate both the ACTUAL consequence and the POTENTIAL (worst-case) outcome. Submit as soon as it is safe to do so.

EVENT DETAILS

REPORT TYPE	REPORT NO.	DATE & TIME OF EVENT	LOCATION / SITE
Near miss	**INC-2026-058**	**16 Jun 2026 14:25**	**Haul road, CH 0980**
REPORTED BY	REPORTED TO	PERSONS INVOLVED	WITNESSES
Sam Whitcombe	**K. Ramsay (Supervisor)**	**1 (spotter)**	**2**

WHAT HAPPENED

A loaded haul truck began reversing toward the survey crew while a spotter was repositioning cones. The spotter was outside the operator's mirror line for ~3 seconds. The operator stopped after a radio call. No contact and no injury. Reversing camera found to have a cracked lens reducing rear vision.

RISK RATING

Actual consequence (what did happen)	**1×1 = 1** **Low**	**Potential — worst-case (what could have happened)**	**3×5 = 15** **High**

Potentially notifiable to the regulator? Flag for review by management.	**⚑ FLAG**

IMMEDIATE ACTIONS TAKEN

Truck removed from service pending camera repair. Toolbox talk held on positive communications and park-up. Spotter exclusion zone re-marked. DBYD signage refreshed.

CORRECTIVE ACTIONS

#	Action	Responsible	Due	Status
1	Replace reversing camera & verify rear vision	Plant Maintenance	17 Jun 2026	Closed
2	Add reversing-aid check emphasis to prestart toolbox	K. Ramsay	19 Jun 2026	Open
3	Re-brief all operators on spotter positive-comms rule	D. Okafor	20 Jun 2026	Open

REPORTED BY

Signature: ____________________
Name: **Sam Whitcombe**
Date: **16 Jun 2026 14:50**

RISK MANAGEMENT FRAMEWORK

How to rate and control risk

Every hazard is rated twice — an INHERENT rating before controls and a RESIDUAL rating with the chosen controls in place. Work is justified by the residual rating, never the inherent one. Rate likelihood and consequence against the tables below, multiply them for the risk score, then read the band and required action. Any residual rating of High or above (score ≥ 10) must escalate to a JHA before work starts.

RISK MATRIX & RATING KEY · RISK SCORE = LIKELIHOOD × CONSEQUENCE (1–25)

L↓/C→	1 Insig.	2 Minor	3 Mod.	4 Major	5 Catas.
5 Almost certain	5 Moderate	10 High	15 High	20 Critical	25 Critical
4 Likely	4 Moderate	8 Moderate	12 High	16 Critical	20 Critical
3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High
2 Unlikely	2 Low	4 Moderate	6 Moderate	8 Moderate	10 High
1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Rating	Score	Required action & accountability
Low	1 – 3	Acceptable. Manage by routine procedures; record on the Take 5. Monitor and review. (Accountable: Worker)
Moderate	4 – 9	Tolerable. Documented controls and supervisor monitoring required before starting. (Accountable: Supervisor)
High	10 – 15	Do not proceed without additional controls. A JHA is required and senior site management must review. (Accountable: Site / Project Manager)
Critical	16 – 25	STOP. Do not start or continue. Eliminate or substitute the hazard, or obtain written executive authorisation; re-rate to residual High or below. (Accountable: Senior Management)

LIKELIHOOD — HOW PROBABLE IS IT THAT THE HAZARD CAUSES HARM?

Rating	Descriptor	Plain meaning	Indicative frequency	Indicative chance
5	**Almost certain**	Expected to occur in most circumstances; has happened here before.	Several times a year on this type of work	>90%
4	**Likely**	Will probably occur at some point.	About once a year	60–90%
3	**Possible**	Might occur occasionally.	Once every few years	30–60%
2	**Unlikely**	Could occur but is not expected.	Once in 5–10 years	5–30%
1	**Rare**	Only in exceptional circumstances.	Less than once in 10 years	<5%

CONSEQUENCE — HOW SEVERE IS THE HARM IF IT OCCURS?

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
5	**Catastrophic**	Fatality or permanent total disability (one or more people).	Massive, irreversible release; long-term harm beyond site boundary.	Greater than $1M; major plant destroyed.	Prosecution / licence loss; sustained national attention.
4	**Major**	Serious injury; lost-time injury needing hospitalisation; permanent partial disability.	Significant release needing outside agency clean-up; notifiable.	$100k – $1M loss.	Notifiable incident; regulator involvement; state media.

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
3	**Moderate**	Injury needing medical treatment by a doctor; restricted duties.	On-site release contained with site resources; reportable.	$10k – $100k loss.	Reportable; improvement / warning notice; local attention.
2	**Minor**	First-aid injury; no lost time.	Minor spill contained and cleaned immediately.	$1k – $10k loss.	Internal report only.
1	**Insignificant**	No injury or negligible effect.	No measurable environmental effect.	Less than $1k.	No legal or reputational issue.

HIERARCHY OF CONTROLS — ALWAYS CHOOSE FROM THE TOP DOWN; PPE IS THE LAST LINE OF DEFENCE

#	Control level	Reliability	Examples
1	**Elimination**	Most effective	Remove the task entirely; pre-fabricate offsite so there is no work at height.
2	**Substitution**		Swap a hazardous chemical for a safer one; use smaller / lower-energy plant.
3	**Engineering**		Guarding, exclusion zones, barricading, ROPS/FOPS, isolation & lock-out, dust suppression.
4	**Administrative**		Procedures & permits, training & competency, spotters, traffic management, rotation, signage.
5	**PPE**	Least effective — last line	Hard hat, hearing & respiratory protection, hi-vis clothing, gloves, eye protection.

Rate the actual outcome and the credible worst-case outcome. A high potential rating warrants investigation even when the actual outcome was minor.

