Department of **Local Government, Industry Regulation and Safety**
Dangerous Goods Safety

GOVERNMENT OF WESTERN AUSTRALIA

File number:	OFFICE USE ONLY
Incident number:	OFFICE USE ONLY

Dangerous goods incident report form

The *Dangerous Goods Safety Act 2004* (the Act) and subsidiary dangerous goods safety regulations require certain situations to be reported or notified to the Chief Dangerous Goods Officer or a dangerous goods officer (DGO) at the Department of Local Government, Industry Regulation and Safety (the department).

For the purposes of this form, the term 'incident' refers to all situations that must be reported or notified to the department, including unexplained loss of security sensitive ammonium nitrate (SSAN).

The person responsible for a reportable situation, or responsible for the dangerous goods involved in a dangerous goods incident, must report the situation to a DGO as soon as reasonably practicable. This initial report should be made by phone call or email before completing this form.

This form should be completed and lodged with Dangerous Goods Safety within 21 days of an incident, unless otherwise agreed with a DGO. Forms can be lodged via email or post.

To report an incident, lodge this form, or make an enquiry:

Telephone: (08) 6251 2300 (weekdays, 8.30 am to 4.30 pm)

WorkSafe Hotline: 1800 678 198 (after hours)

Email: dgsb@lgirs.wa.gov.au (for incidents occurring at licensed Major Hazard Facilities, email form to mhf@lgirs.wa.gov.au)

Postal address**:** Locked Bag 100, Cloisters Square, PERTH WA 6850

Incident reference number

Operator's internal incident reference number (if applicable)

Contact details

1. Details of person completing this report
Full name
Position and company
Phone number
Email

2. Operator and contractor details	
Storage and handling incidents	
Name of operator	
Address of operator	
Transport incidents	
Name of driver	
Driver's licence number	Issuing State or Territory
Driver's employer	
Prime contractor name	
Prime contractor address	

Explosives incidents
List of names for each person who had control and management of explosives, and their explosives licence or permit details

3. Licence and permit details	
Details of all relevant licences or permits issued under the dangerous goods legislation	

4. Transport details (for transport incidents or port incidents involving a vehicle)	
Details of involved vehicles, including combination configuration, and registration type of each vehicle in the combination	

Incident details

5. Incident date and time	
Date of incident	Time of incident

6. Incident location
Street address, or if not available, geographical coordinates (GPS location) of the incident location • *For transport or pipeline incidents, describe the section of road, rail or pipeline where the incident occurred* • *For storage and handling incidents, include a description or site plan indicating where at the site the incident occurred*

7. Description of dangerous goods involved			
If more than 3 dangerous goods are involved, attach manifest or transport document			
Product or trade name			
Proper shipping name			
UN no.			
Class or division			
Compatibility group (explosives only)			
Quantity present			
Quantity involved			
Manner stored or handled (e.g. packages, bulk loose solids, transportable tank, pipeline, process vessel)			
Additional information (if applicable)			

8. Incident description

Attach images, diagrams or additional pages if required

Brief summary of incident (25 words or less)

Description of events leading up to the incident (including environmental conditions, human factors, etc.)

Description of the incident

Details of any injuries, deaths, hospitalisations or other harm to people; damage or harm to property or environment; evacuation of people from the incident site or adjacent places resulting from the incident

Description of the risk to people, property or the environment resulting from the incident (if there was no injury, harm or damage to people, property, or the environment)

The following information is required for transport incidents

What the driver believes to be the likely cause of the incident

What the prime contractor or rail operator believes to be the likely cause of the incident

Post-incident actions and investigation

9. Incident response actions
Details of the measures taken to control the incident, make safe and manage the dangerous goods involved
Description of events following the incident

10. Investigation findings and outcomes
This information may be provided via the incident investigation report once completed
Methodology used to investigate the incident
Identified causes and contributing factors of the incident
Actions taken to prevent recurrence of a similar incident (including anticipated time frame for actions not yet complete)

Declaration

Note: Providing false or misleading information in relation to an incident report may constitute an offence with potential penalties of $10,000 for an individual and $50,000 for a body corporate, and imprisonment for 10 months

☐ I certify that the information supplied in this incident report is accurate to the best of my knowledge

Name of person completing report	Date