



Government of **Western Australia**  
Department of **Mines and Petroleum**  
Resources Safety

# Reporting dangerous goods incidents –

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## Guideline (6th edition)

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# Foreword

The *Dangerous Goods Safety Act 2004* (the Act) provides for the safe management of dangerous goods in Western Australia and is supported by the following Dangerous Goods Safety Regulations 2007:

- Storage and handling of non-explosives
- Major hazard facilities
- Road and rail transport of non-explosives
- Explosives
- Security risk substances
- Goods in ports
- General.

Section 9 of the Act requires certain dangerous goods incidents, called “reportable situations”, to be reported. This document provides guidance on reportable situations as required by the Act and applicable regulations.

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# 1 Introduction

Section 9 of the Dangerous Goods Safety Act 2004 states that any person who, to any extent, has the control or management of the dangerous goods involved in an incident must as soon as reasonably practicable report the incident to a Dangerous Goods Officer. Reporting dangerous goods incidents is important as it assists in the prevention of incidents through raising awareness of accident trends and publicising the learnings from investigations.

The information presented in this guideline is intended to assist all parties involved with dangerous goods to understand their reporting duties for dangerous goods incidents. These duties include reporting timeframes, the requirements for a written report (a form that details what is to be reported) and what incidents must be reported.

The Security Risk Substances (SRS) Regulations contain specific reporting requirements for loss of SRS. While these reporting requirements do not rely on section 9 of the Act, they are included in this guideline for completeness.

The legislative requirements that relate to incident reporting are listed in Appendix 1.

Appendix 2 defines some of the terms used in this guideline.

Appendix 3 provides guidance on reporting losses of specific dangerous goods classes.

## 2 Reporting procedure

### Notification

The person responsible for the dangerous goods involved in a reportable situation (see Chapter 3) must report the incident to a dangerous goods officer at Resources Safety as soon as reasonably practicable (i.e. after emergency response actions have been completed) (Figure 1).

*Note: It is an offence under the Act not to report a reportable situation.*

### Initial report by phone

Once the incident is controlled, the initial phone report to a dangerous goods officer should include information on:

- nature of incident, including measures to bring the situation under control and whether they were successful, and any injuries or harm;
- type and amount of dangerous goods, explosives or security risk substances involved;
- location of incident;
- time and date of incident;
- contact details (name, company, position, phone numbers and email address) for
  - person reporting the incident

- witnesses
- anyone injured or affected; and
- dangerous goods licence numbers (if applicable).

*Note: If the incident occurred on a mine site, you may also need to inform the District Inspector of Mines.*

## Contact details

Telephone: (08) 9358 8002 (8.30 am to 4.30 pm, Monday to Friday)  
Facsimile: (08) 9358 8000  
Email: [dgsb@dmp.wa.gov.au](mailto:dgsb@dmp.wa.gov.au)

## Written report within 21 days

Unless otherwise agreed with a dangerous goods officer, submit a dangerous goods incident report to Resources Safety within 21 days. A pro forma is available from the Resources Safety website at [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety) in the forms section.

## Additional information

A Dangerous Goods Officer may request additional information after the incident has been reported.

# 3 Reportable situations

Report any dangerous goods incident where people, property or the environment are harmed.

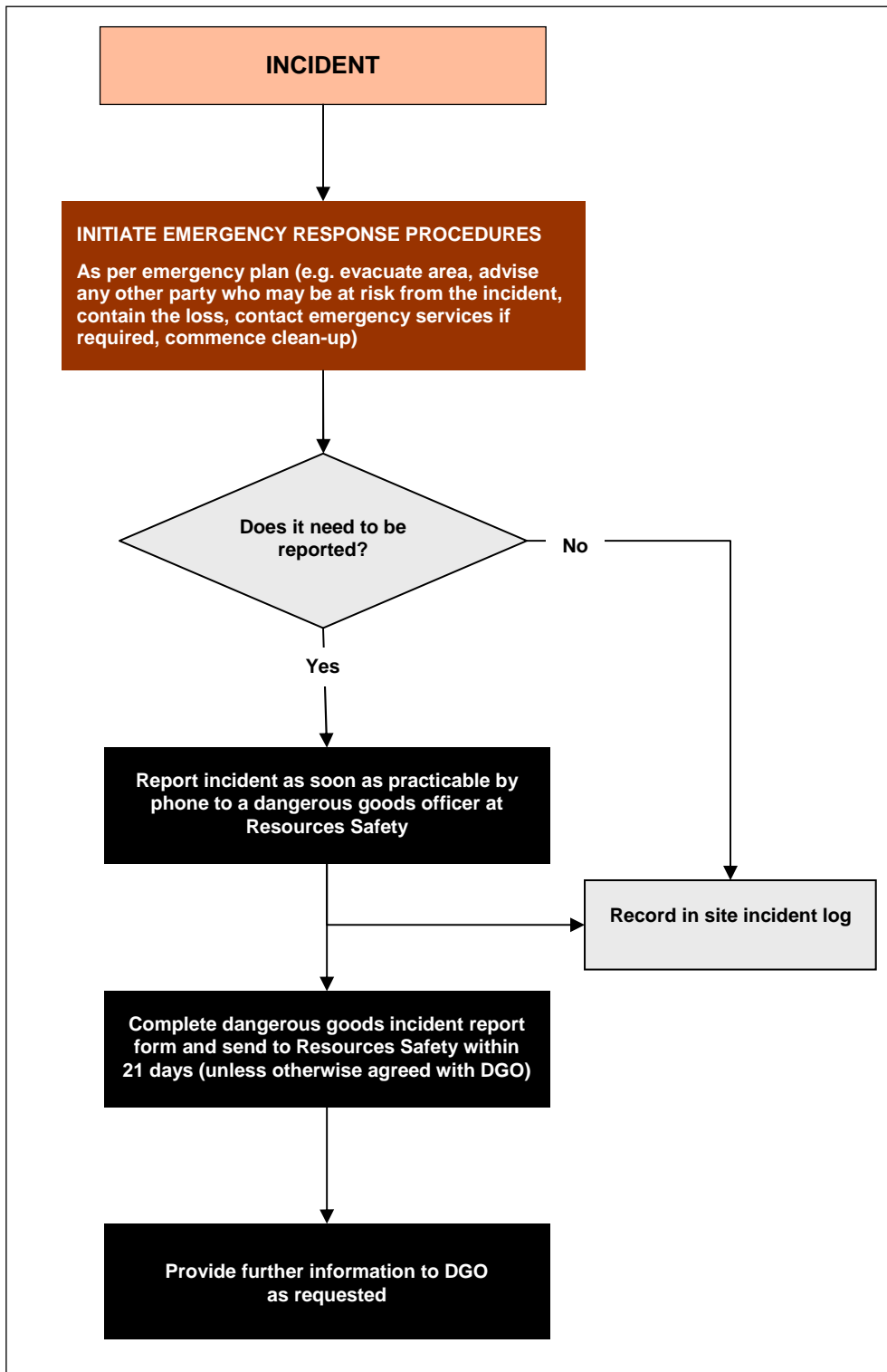
The following incidents must also be reported:

- any dangerous goods incident or incident that, but for intervening events, could have (i.e. near miss) resulted in unreasonable (i.e. serious) harm to people, environment or property;
- any incident that results in a dangerous situation; and
- any incident identified in specific regulations.

Table 1 summarises some reportable incidents and who must report them. The regulations provide more specific instructions.

Incidents that involve substances not classified as dangerous goods but captured by the Western Australian Hazardous Materials (HAZMAT) Emergency Management Plan are not reportable. Examples of other incidents that are not reportable are given in Table 1.

*Note: There may be reporting requirements under other legislation (e.g. Environmental Protection Act 1986, Health Act 1911).*



**Figure 1** Flow chart showing incident reporting procedure

**Table 1** Examples of dangerous goods reporting requirements

Regulations	Reportable situations and examples	Who must report
<p><b>Storage and Handling of Non-explosives (including pipelines and major hazard facilities)</b></p>	<p>Any fire, explosion or other release of energy, spill, leak or other emission of dangerous goods that exceeds the quantity specified in Appendix 3</p> <p><b>Reportable</b></p> <p><i>Underground tank or pipe leaks 100s of litres into the ground</i></p> <p><i>Damaged valve leaks &gt; 1 kL of dangerous goods and is contained in bund</i></p> <p><i>Following gas exposure, cold/heat burns or chemical burns, a person is hospitalised overnight for observation</i></p> <p><b>Not reportable</b></p> <p><i>Dangerous goods packages fall from forklift and are damaged, with minor leakage (i.e. below reportable losses – see Appendix 3)</i></p> <p><i>A minor release of dangerous goods that is expected during normal operations, maintenance, or transfers</i></p>	<p>Operator of the dangerous goods site, pipeline or facility</p>
<p><b>Road and Rail Transport of Non-explosives</b></p>	<p>Any incident involving a placard load of dangerous goods and exceeding reporting limits (Appendix 3)</p> <p><b>Reportable</b></p> <p><i>Spills onto public road where FESA or Police close the road</i></p> <p><i>Vehicle traffic incident where containers or their fittings are damaged and a significant amount of dangerous goods is released</i></p> <p><i>Vehicle fire involving the dangerous goods</i></p> <p><b>Not reportable</b></p> <p><i>A few packages of dangerous goods are found on the roadside (with or without contents) and their origins remain undetermined</i></p> <p><i>Vehicle traffic incident (including tanker rollover) where containers, their fittings and dangerous goods remain intact and were not subject to impact</i></p>	<p>Driver <i>and</i> prime contractor or rail operator</p>
<p><b>Goods in Ports</b></p>	<p>A fire or explosion that involves or affects dangerous goods</p> <p>A leak, release or spill of dangerous goods exceeding the quantity in Appendix 3 that is unplanned or results from failure of a container or pipeline</p> <p><b>Reportable</b></p> <p><i>Pipeline leaks hundreds of litres of diesel into a waterway</i></p>	<p>Any person who has any control or management of the dangerous goods involved (e.g. harbour master, berth operator, master of vessel)</p>
<p><b>Explosives</b></p>	<p>Any malfunction of an explosive not involving a misfire</p> <p>Any theft or attempted theft or any unexplained loss of an explosive</p> <p><b>Reportable</b></p> <p><i>Fire involving explosives</i></p> <p><i>Stocktake reveals discrepancies between expected and actual total on hand</i></p> <p><i>Unauthorised person entered the safe distance of a loaded shot</i></p> <p><i>Premature explosion of an explosives charge</i></p> <p><b>Not reportable</b></p> <p><i>Misfires</i></p> <p><i>Boxes of explosives falling from a forklift, sustaining minor damage, with no leakage and no subsequent injury, property damage, or offsite effect</i></p>	<p><b>Road transport:</b> Both the prime contractor and the driver</p> <p><b>Rail or water transport:</b> Prime contractor, Master of a vessel, rail track owner</p> <p><b>Storage and handling:</b> Any person who has any control or management of the dangerous goods involved</p>
<p><b>Security Risk Substances (SRS)</b></p>	<p>Any theft, attempted theft or unexplained loss of any amount of SRS</p> <p>Any unlawful use, or attempted unlawful use, of a vehicle being used to transport SRS</p> <p><b>Reportable</b></p> <p><i>Stocktake reveals discrepancies between expected and actual total on hand</i></p>	<p>Person in possession of SRS must immediately report the incident to Resources Safety and WA Police</p>
<p><b>Major Hazard Facilities (MHF)</b></p>	<p>As per Storage and Handling of Non-explosives Regulations</p> <p><b>Reportable</b></p> <p><i>Safety critical equipment malfunction</i></p> <p><i>LNG or ammonia storage refrigeration system fails</i></p> <p><i>Failure of an inert blanket system in an explosive environment</i></p> <p><i>Failure of an exothermic reaction process (e.g. hydrogen or formaldehyde) temperature sensor</i></p> <p><i>Pressure relief valve fails leading to over-pressurisation of a vessel</i></p> <p><i>Ammonium nitrate contamination by metal powder or combustible material</i></p>	

# Appendix 1 – Legislative provisions

## ***Dangerous Goods Safety Act 2004***

- s. 9 Duty to report certain situations: parts (1) to (4) inclusive
- s. 38 Obtaining records
- s. 39 Asking questions

## **Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007**

- r. 85 General duties of persons other than the operator: part (f)
- r. 119 Affected persons to be advised
- r. 120 Investigating and recording dangerous goods incidents
- r. 121 Reportable situations under section 9 of the Act

## **Dangerous Goods Safety (Explosives) Regulations 2007**

- r. 36 Explosives sites, duties of people at: parts (1) and (5)
- r. 44 “Reportable situations” prescribed (Act, s. 9)
- r. 109 Dangerous situations, duty to notify authorities

## **Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007**

- r. 175 Duty on drivers
- r. 176 Duty on train drivers and rail operators
- r. 178 Prime contractors, rail operators and drivers to inform Chief Officer
- r. 181 Duty on consignors — information
- r. 182 Duty on prime contractors and rail operators — information

## **Dangerous Goods Safety (Major Hazard Facility) Regulations 2007**

Dangerous goods incidents are to be reported in accordance with the various Dangerous Goods Safety Regulations 2007 (see Table 1)

## **Dangerous Goods Safety (Goods in Ports) Regulations 2007**

- r. 17 “Reportable situations” prescribed (Act, s. 9)

## **Dangerous Goods Safety (Security Risk Substances) Regulations 2007**

- r. 14 Duties to keep SRS secure: part (4)
- r. 23 Storage requirements, specific: parts (2), (4) and (5)
- r. 26 Security breach, duty to report
- r. 31 Security plans: parts (3) and (4)

# Appendix 2 – Definitions

**As soon as practicable** means as soon as possible after the incident, without interfering with the emergency response procedures

**Dangerous goods incident** means any incident that involved dangerous goods and that caused or, but for intervening events, could have caused —

- (a) the death of an individual, unreasonable bodily injury to an individual that interferes with his or her health or comfort, or unreasonable harm to the health of an individual;
- (b) significant and unreasonable damage or harm to property or the environment;

**Dangerous situation** means a situation where there is an imminent and high risk to people, property or the environment from dangerous goods;

**Dangerous Goods Officer (DGO)** means a Dangerous Goods Officer appointed under the *Dangerous Goods Safety Act 2004*.

For Major Hazard Facilities, **major incident** means an incident involving or affecting a Schedule 1 substance, including:

- an emission of a Schedule 1 substance;
- a loss of containment of a Schedule 1 substance;
- a fire;
- an explosion; or
- a release of energy

that causes serious harm to people, property or the environment.

**Near miss** means an unplanned event that did not result in injury, illness, or damage but had the potential to do so.

**Operator** means the person who operates the dangerous goods site or pipeline.

**Security Risk Substances (SRS)** means substances that could be used in the illegal manufacture of explosives, and therefore pose a risk to the security of people and property. Currently, the regulations state that any substance containing more than 45% ammonium nitrate (e.g. ammonium nitrate fertiliser) is considered to be a security risk substance, unless it is an explosive (covered by other regulations) or an aqueous solution (a homogenous mixture of two or more components in a single phase).

**Unexplained loss of an SRS** means any loss or apparent loss of the SRS that cannot be explained by product density changes, spillage, calibration variances, the effects of humidity, or by other like matters.

# Appendix 3 – Reportable quantities of dangerous goods losses

As well as reporting dangerous goods incidents where people, property or the environment are harmed and dangerous situations (i.e. near miss), also report losses in accordance with the following table.

Dangerous goods	Report any loss exceeding amounts below	
	Loss <i>not</i> contained on site	Loss contained on site
Flammable gas (Division 2.1)	50 m <sup>3</sup>	50 m <sup>3</sup>
Non-flammable non-toxic gas (Division 2.2)	100 m <sup>3</sup>	100 m <sup>3</sup>
Toxic gas (Division 2.3)	5 m <sup>3</sup>	5 m <sup>3</sup>
Dangerous goods classified as Packing Group I	5 L / kg	50 L / kg
Dangerous goods classified as Packing Group II or III, or C1 combustible liquids	100 L / kg	1000 L / kg
Goods too dangerous to transport	5 L / kg / m <sup>3</sup>	50 L / kg / m <sup>3</sup>

*Note: Determine loss of gas as cubic metres (m<sup>3</sup>) at STP, currently defined by the International Union of Pure and Applied Chemistry (IUPAC) as an absolute pressure of 100 kPa (1 bar) and temperature of 273.15 K (0°C).*