



# Guide to preparing a safety report for approval by the Chief Officer

In accordance with the Dangerous Goods Safety  
(Major Hazard Facilities) Regulations 2007

**Disclaimer:**

This document has been prepared in accordance with the *Dangerous Goods Safety Act 2004* (the Act) and the Dangerous Goods Safety (Major Hazard Facility) Regulations 2007 (the regulations). All care has been taken to ensure it accurately reflects the requirements of the Act and regulations. Before submitting reports for approval, major hazard facility operators should refer to the Act and regulations.

# Guide to preparing a safety report for approval by the Chief Officer

## Introduction

If the Chief Officer classifies a place as a major hazard facility (MHF) by virtue of Regulation 19 of The *Dangerous Goods Safety (Major Hazard Facility) Regulations 2007* (Regulations) the operator is required by Regulations 25(1) and 25(2)(d) to prepare a safety report document for the place in a form acceptable to the Chief Officer for approval.

This guide uses a template-style approach that has been designed in accordance with the Regulations to address the requirements for approval of a safety report document by the Chief Officer. If an operator designs their own safety report approval document for a facility it must sufficiently address the elements as outlined in this guide for it to be considered acceptable to the Chief Officer for approval.

The Resources Safety website ([www.docep.wa.gov.au/ResourcesSafety](http://www.docep.wa.gov.au/ResourcesSafety)) has further information on the legislative requirements for major hazard facilities with additional detailed guidance in particular for the conduct of a risk assessment and the development of the documentation to satisfy a comprehensive safety management system for the facility.

Whether or not this guide is used as the basis for the safety report document, two hard copies and one electronic copy (on disk) of the safety report prepared by the operator must be submitted with a covering letter on company letterhead. Further information for the development of a safety report can be found in *Major hazard facilities in Western Australia - guideline* (MHF Guidelines), which is available online at the Resources Safety website.

The classification for a particular MHF is determined on the basis of the "Notifiable Information" in Schedule 2 of the Regulations as part of the notification process in Part 3 of the Regulations.

Before the Chief Officer decides to classify a place as a MHF, the Chief Officer must, under Regulation 20, provide written notice of that intention, together with reasons, and invite the operator to make a submission before a date specified in the notice. The Chief Officer will take any submission into consideration before making the decision.

Should the Chief Officer then, in accordance with Regulation 19, decide to classify a site as a MHF, written notice of that decision will be given under Regulation 21(1).

The operator is then required by Regulation 25 to prepare a safety report document for the site which is to be approved by the Chief Officer prior to the date stipulated in the notice by virtue of Regulation 21(2) or for an existing facility Regulation 21(3).

In accordance with Regulation 25(2) a safety report is a document that:

- (a) contains the notifiable information for the facility as it exists, or as the operator expects it will exist, at the relevant time; and
- (b) identifies the risk assessment prepared for the facility and states where the risk assessment is available for inspection by the Chief Officer; and
- (c) identifies the safety management system prepared for the facility and states where the safety management system is available for inspection by the Chief Officer; and

(d) is in a form acceptable to the Chief Officer.

Once a site has been notified in writing that they are to be declared a MHF the operator of the facility is to consult with Resources Safety during the development of their safety report document to ensure that at the time of submitting a documented safety report for approval the key elements of a safety report for the purpose of these Regulations have been addressed.

This document is in three parts, being the notifiable information, the risk assessment and the safety management system, to address the requirements of Regulation 25(2) (as listed above) which outlines what the safety report document must contain.

**Part 1** provides the “**Notifiable Information**” as required by Regulation 25(2)(a) as prescribed in Schedule 2 of the Regulations. This type of information is referred to as the “facility description” in the *National Standard for the Control of Major Hazard Facilities [NOHSC:1014 (2002)]*. Further assistance on what is considered adequate in addressing the Schedule is provided in the MHF Guidelines in the section titled **Facility Description**.

For the purposes of this template-style document, where plans and Material Safety Data Sheets are required to be listed, it is expected that copies have been submitted at an earlier date and not necessarily attached or included as part of this submission. Further guidance is provided in the MHF Guidelines on how to address each of the items in Schedule 2 and the considerations in ensuring any plans and other parts of the safety report document adequately address the legislative requirements.

**Part 2** covers the **risk assessment** process as required by Regulation 23 and is designed to illustrate that the risk assessment conducted is appropriate to the classification and complexity of the MHF and lists the hazards identified through the process and the ways in which the hazards will be addressed to either eliminate risk or minimise the risk to as low as reasonably practicable.

Further comprehensive detail on ways in which the risk assessment process can be conducted and key considerations in the process is provided in the MHF Guidelines in the **Formal Safety Assessment** section.

The MHF Guidelines detail the types of tools and methods that could be considered for the conduct of the hazard identification process, the validation of the likelihood and consequence estimations and the identification and demonstration of the adequacy of controls for the elimination or reduction of hazards.

It should be noted that you will be requested by the Chief Officer to provide the documented risk assessment for review as the Chief Officer must be satisfied that the Safety Report document by virtue of Regulation 23 adequately addresses all of the risks associated with the operation of the facility, that could cause a major incident that could cause serious harm to people, property and environment, prior to approval of a Safety Report.

**Part 3** covers the incorporation of the key elements of a **safety management system** documented for the site as required by Regulation 24. It demonstrates that procedures have been documented to cover the matters listed in Schedule 4 of the Regulations in addition to the policies and procedures to address the hazards identified through the risk assessment process. For the purposes of this template-style document, the full safety management system is not required to be submitted in the first instance.

However it should be noted that this safety report document requires commitment that policies and procedures exist to address each of the matters and where considered necessary the Chief Officer **may** request further documented evidence and on-site assessment to be satisfied that the Safety Report document accurately reflects the safety management system prior to approval of a Safety Report.

Further detailed information on the development of a safety management system for a facility and considerations for each facility can be found in the **Safety Management System** section in the MHF Guidelines on the Resources Safety Internet and the *National Standard for the Control of Major Hazard Facilities [NOHSC:1014 (2002)]*

SAFETY REPORT DOCUMENT  
FOR  
<MAJOR HAZARD FACILITY>  
AT <LOCATION>

DATE: DD/MM/YYYY

Submitted by <Name of individual or company representative>

Position: <Insert details>

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Revision No. : \_\_\_\_\_

Copy Number : \_\_\_\_\_

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# Part 1 Notifiable information

Regulation 26 of the *Dangerous Goods Safety (Major Hazard Facility) Regulations 2007* requires that a facility classed as a major hazard facility by virtue of Regulation 19 by the Chief Officer must apply for approval of a safety report. This part of this document addresses each of the requirements for “notifiable information” as required by Schedule 2 of the Regulations.

**Major hazard facility operator:** <Name>

**Dangerous goods storage licence number:** <DGS ---->

**MHF classification:** A B C D (Please circle)

**Contact person and contact details for discussion with Resources Safety:**

<Name of person>      <Contact details>

## 1.1 Administrative Information

### 1.1.1 Corporation’s full name

Items 1.1.1-1.1.6 are applicable where the operator is a corporation. Where the operator is an individual “NA” (not applicable) should be entered and Items 1.1.7-1.1.11 should be completed.

### 1.1.2 Trading name

### 1.1.3 ACN/ABN

### 1.1.4 Registered address

### 1.1.5 Place of business

### 1.1.6 Nature of the corporation’s business

The nature of the business is the type of facility for the dangerous goods either stored or manufactured on site. For example the facility may be part of transport operations and a storage location, or be a manufacturing facility that has mixing and blending processes with or without heat and pressure type vessels in use. Item 1.16 of this ‘template’ requests information on the main activities at the site where further detail can be provided.

### 1.1.7 Individual's full name (where individual operator is applicable)

Items 1.1.7-1.1.11 are applicable where the operator is an individual. If the operator is a corporation Items 1.1-1.6 should be completed and "NA" entered in Items 1.1.7-1.1.11.

### 1.1.8 Residential address

### 1.1.9 Business address

### 1.1.10 Business name

### 1.1.11 Nature of the individual's business

The nature of the business is the type of facility for the dangerous goods either stored or manufactured on site. For example the facility may be part of transport operations and a storage location, or be a manufacturing facility that has mixing and blending processes with or without heat and pressure type vessels in use. Item 1.2.4 of this template requests information on the main activities at the site where further detail can be provided.

### 1.1.12 Location of the place

The address in most cases would be satisfactory unless more detail is required for an officer of Resources Safety to locate the facility.

## 1.2 Facility Description

### 1.2.1 Overview of the facility

A brief summary on the background of the facility provides the context for the latter information provided in the safety report document for approval.

Information provided in 1.2.2, 1.2.3 and 1.2.4 provide more detail about the process description for the facility and information provided in 1.2.5 and 1.2.6 provide more detail about the plant description and the site layout of the facility.

### 1.2.2 Land-use in the area surrounding the place, and the zoning in that area

Sensitive areas such as schools, hospitals or areas of environmental significance should be identified. Information about the siting of the facility on the place or location in relation to other landmarks, in particular where outside of urban areas.

For industrial parks or areas the siting of the facility in relation to other MHFs or industrial sites is a key consideration also. Plans of the facility and surrounding area and land-use previously submitted should illustrate this, with the plans required by Item 1.2.6 listed in this safety report document, in Attachment 2.

### 1.2.3 For each kind of dangerous goods that is at the place, its name, the MSDS and the quantity at the place

The name and quantity of each dangerous good as well as confirmation that the Material Safety Data Sheet (MSDS) for each product has been previously submitted. A reference list should be provided in the safety report document submission and the MSDS's that have been supplied to be listed at Attachment 1.

### 1.2.4 The main activities that occur at the place, and the use or production of dangerous goods in the course of the activities

The process at the facility should be described with relevant information provided to describe the operations. Examples include activities such as processing, blending, and heating of products. The quantity and types of dangerous goods in addition to the nature of the business are key considerations in determining the hazards posed by the facility and the probability of a major incident that could cause harm to people, property and the environment. Where additional information is to be submitted reference the documentation and include it in this submission.

### 1.2.5 The number of employees at the place

Provide details of the number of employees and the distribution on site of employees and their relevant roles particularly where there is a high risk area/operation. Later in this report records of the key policies and procedures should capture induction of employees and visitors to the site and appropriately trained and competent employees for their respective roles.

### 1.2.6 Plans showing the layout of the place and where dangerous goods are stored, handled or transported while at the place

Plans provided during the consultation process with Resources Safety should be to scale and provide a layout of the facility as to where storage, transport, manufacturing and other operations take place. Plans that have been supplied earlier should be listed at Attachment 2.

# Part 2 Risk assessment

## 2.1 Safety assessment conducted - overview

<Provide a brief overview of who was involved in the preparation of the risk assessment document, and how it was conducted and where the risk assessment document can be made available for inspection by the Chief Officer>

Regulation 23 outlines the requirements for the conduct and documentation of the risk assessment, and in Regulation 23(2)(e) specifically states that the risk assessment document has been prepared in consultation with employees and records the details of the consultation.

Regulation 25(2)(b) requires that a safety report submitted for approval must identify the risk assessment prepared for the facility and include details of where it is available for inspection by the Chief Officer.

The information provided to address this requirement in the Safety Report document should provide the Chief Officer with an assurance that a rigorous assessment has been conducted and that any tools or methods adopted are appropriate to the nature of the business and the Major Hazard Facility classification.

Some considerations in addressing this are:

- What tools have been used to conduct the process of identification of hazards relating to dangerous goods?.
- The number and distribution of employees and others involved in the risk assessment process.
- Is the process a rigorous assessment? Have on-site and off-site risks been considered?
- What assumptions have been made during the process?
- Have the key hazards been identified and listed and are they addressed adequately in this safety report document. Items 2.2.1-2.2.4 of this template provides a suggested format to list and address the hazards related to dangerous goods that could cause a major incident that could cause serious harm to people, property and the environment.

Where additional hazards have been identified and dismissed, is the process of elimination logical and practicable?

The information included in the safety report document submitted for approval must demonstrate that a risk assessment appropriate to the type of facility has been conducted, the hazards related to dangerous goods that could cause a major incident have been identified and risk control measures to either eliminate or minimise the hazard have or will be implemented.

## 2.2 Hazards that could cause a major incident

In the regulations a hazard is defined as any activity, procedure, plant, process, substance, situation or other circumstance that could cause a major incident.

A major incident is defined in the regulations as an incident, including:

- (a) an emission of a Schedule 1 substance; or
- (b) a loss of containment of a Schedule 1 substance; or
- (c) a fire; or
- (d) an explosion; or
- (e) a release of energy,

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

The number of hazards identified that could cause a major incident (causing serious harm to people, property and the environment) will depend on the nature of the MHF. It should be noted that you may be requested by the Chief Officer to provide the documented risk assessment for review as the Chief Officer must be satisfied that the Safety Report document accurately records the risk assessment for the facility prior to approval of a Safety Report.

For each of the hazards identified in the risk assessment process related to dangerous goods that could cause a major incident, the information required by Regulation 23(2) is to be sufficiently addressed in the Safety Report document submitted for approval.

The information provided should adequately address each of the elements so that the Chief Officer gains assurance that each of the hazards is either eliminated or minimised to as low as reasonably practicable.

Attachment 3 of this document allows for the listing of all hazard studies that have been submitted to Resources Safety for consideration throughout the consultation process.

### 2.2.1 Hazards identified

Provide an overview of the hazard identified related to dangerous goods that could cause a major incident.

### 2.2.2 Probability of hazard (likelihood analysis)

State the likelihood of the hazard to cause a major incident.

### 2.2.3 Nature of harm to people, property and the environment (consequence estimation)

What sort of harm to people, property and the environment could occur should a major incident occur as a result of the hazard identified?

## 2.2.4 Explanation of risk control measures and the reasons why they should be accepted as measures to either eliminate or will reduce the risk to as low as reasonably practical (ALARP)

Provide an explanation of the risk controls that are able to be put in place to mitigate the hazard and where there are no controls the reasons as to why and why the Chief Officer should accept the hazard.

The key steps in the risk assessment process for thorough conduct are as follows:

- Risk analysis
- Risk reduction strategies
- Determination of controls (safety critical controls with a focus on potential major incidents)
- Demonstration of adequacy of controls
- Demonstration of risk as low as reasonably practicable (ALARP)

# Part 3 Safety management system

Regulation 25(2)(c) requires that a safety report submitted for approval must identify the safety management system prepared for the facility and include details of where it is available for inspection by the Chief Officer.

Regulation 24(2)(a) states that a safety management system for a facility must record the policies and procedures for implementing and managing the risk control measures identified in the risk assessment for the facility, including the procedures referred to in Schedule 4 of the regulations, that have been listed here in this document (under 3.2 to 3.9 inclusive).

It is recognised that for some of the safety matters required by Regulation 24(2)(a) there will not be one stand-alone procedure (or policy) to address it, as the matter will be covered across several operational procedures (and policies) relevant to each situation.

Attachment 4 of this document provides for the listing of policies and procedures as required by Regulation 24(2)(a) that have been previously submitted or sighted by a safety assessor from Resources Safety and therefore it would not be necessary to attach the documentation in its entirety.

In addition Regulations 24(2)(b) and 24(2)(c) require that the safety management system has been prepared in consultation with employees and has been prepared in a form acceptable to the Chief Officer.

It should be noted that this safety report document confirms that there is a commitment by the operator that (policies and) procedures exist to address each of the safety matters. Where considered necessary the Chief Officer may request further documented evidence or on-site assessment to be satisfied that the Safety Report document incorporates the safety management system prior to approval of a Safety Report.

A comprehensive safety management system incorporates procedures and policies to address all of the following matters:

- Organisation structure
- Leadership and commitments
- Hazard and risk management
- Operating procedures
- Process safety information
- Change management
- Permit systems
- Asset integrity management
- Emergency preparedness
- Accident/incident and near miss reporting and investigations
- Training and competency
- Audit, review and continual improvement
- Security
- Consultation and communication

- Programme for maintaining adequacy of controls

Although most, if not all, of the abovementioned elements will be incorporated in the safety report document submitted for the purposes of approval from the Chief Officer of a safety report document only those policies and procedures that are required by virtue of Regulation 24(2)(a) need be listed at Attachment 4.

### 3.1 Safety management system - overview

<Provide a brief overview of who was involved in the preparation of the safety management system document, and how consultation was conducted and where the safety management system document can be made available for inspection by the Chief Officer>

As stated in Regulation 24(2)(b) it is required that employees are consulted in the development of the safety management system for the facility. The safety report document should confirm that employees have been consulted and illustrate the methods adopted to conduct consultation.

Some considerations in addressing this are:

- How employees are chosen if a cross-section consulted?
- How consultation occurs, the methods used to involve employees?
- How the outcomes from consultation are recorded and actioned?
- On-going consultation with employees to maintain the safety management system

In addition, Regulation 25(2)(c) requires that the safety report state where the safety management system document can be inspected by the Chief Officer.

### 3.2 Organisation and personnel

Clause 1 of Schedule 4 by virtue of Regulation 24(2)(a) requires that employees employed for a particular task have the necessary skills and knowledge.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Safety policy for the organisation
- Recruitment policies and procedures
- Induction for employees and visitors
- Training schedules/ matrices
- Work instructions
- Job descriptions and competencies
- Operational policies and procedures

## 3.3 Operational controls

### 3.3.1 Operational controls for the safe operation of plant

Clause 2(1)(a) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures for the safe operation of plant .

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Permit to work procedures
- Start –up procedures
- Induction for employees and visitors
- Training schedules/ matrices
- Work instructions
- Job descriptions and competencies
- Access to various parts of the facility
- Operational policies and procedures

### 3.3.2 Operational controls for ensuring plant is properly maintained

Clause 2(1)(b) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to ensure plant is properly maintained.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Design approval processes
- Maintenance policy and procedures
- Contract policy and procedures
- Reporting procedures for breakdowns and identified hazards
- Operational policies and procedures

### 3.3.3 Operational controls for shutting down or decommissioning plant

Clause 2(1)(c) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures for shutting down or decommissioning plant.

List the policies and procedures that address this matter.

- Some considerations in addressing this are:
- Shutdown policies and procedures
- Training schedules/ matrices

- Work instructions
- Job descriptions and competencies
- Operational policies and procedures

### 3.4 Isolating the whole or part of the facility if an emergency occurs

Clause 2(2) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to isolate whole or part of the facility if an emergency occurs.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Emergency response procedures
- Chain of command in reporting and actions taken
- Access procedures
- Re-start up procedures and checklists
- Job descriptions and competencies
- Operational policies and procedures

### 3.5 Managing alarm systems

Clause 2(3) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to manage alarm systems.

List the policies and procedures that address this matter.

- Some considerations in addressing this are:
- Alarm system reporting and actions
- Contract for alarm service and maintenance
- Work instructions
- Job descriptions and competencies
- Operational policies and procedures

## 3.6 Security

Clause 3 of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures for security to prevent unauthorised acts that could cause a major incident and to prevent acts intended to cause a major incident.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Security policy
- Access for authorised personnel
- Reporting of unauthorised access or practices
- Training
- Job descriptions and competencies
- Operational policies and procedures

## 3.7 Informing employees and others

### 3.7.1 Informing employees and others about the risk assessment and safety management system

Clause 4(1)(a) and (b) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to inform employees and others about the risk assessment and safety management system.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Consultation with employees
- Information sessions and updates
- Roles and responsibilities
- Communication policy and practices

### 3.7.2 Informing persons not employees, but are present, of the safety measures at the place

Clause 4(2) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to inform persons not employees, but are present of the safety measures they are required to take while at the place.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Contractors and visitors to the site
- Issue of protective clothing and equipment
- Inductions for visitors to site

### 3.7.3 Ensuring the community, local governments and emergency services are informed about the use of dangerous goods at the facility, the risk assessment and the actions members of the community should take if a major incident occurs.

Clause 4(3) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to ensure the community, local governments for the districts in which the community resides and emergency services are informed about the use of dangerous goods at the facility, the risk assessment and the actions members of the community should take if a major incident occurs.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Media contact
- Emergency response plan developed in consultation with emergency services
- Community forums and open days
- Community information
- Roles and responsibilities during an emergency

## 3.8 Monitoring and continual improvement

Clause 5 of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures for monitoring and continual improvement.

### 3.8.1 Monitoring the effectiveness of control measures

Clause 5(2) of Schedule 4 by virtue of Regulation 23(2)(a) requires procedures to monitor the effectiveness of risk control measures.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Reporting of incidents and near misses and resulting actions taken
- Reviewing practices and reporting recommendations
- Recording effectiveness of risk control measures

### 3.8.2 Monitoring the effectiveness of, and compliance with the safety management system

Clause 5(3) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to monitor the effectiveness of, and compliance with the safety management system.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- External and internal audits and corrective actions
- Close-out of corrective actions
- Preventive action and control of non conformance
- Performance indicators
- Analysis of statistical data

### 3.8.3 Using the information obtained from monitoring to improve safety at the facility

Clause 5(4) of Schedule 4 by virtue of Regulation 24(2)(a) requires procedures to use the information obtained from monitoring to improve the safety at the facility.

List the policies and procedures that address this matter.

Some considerations in addressing this are:

- Corrective actions close-out
- Performance measures recorded
- Periodic reporting
- 5-yearly review of safety report document

## 3.9 Control measures identified in the risk assessment

In addition to the procedures required to be addressed in the safety management system (and covered in this document under 3.2 to 3.8 inclusive) Regulation 24(2)(a) requires policies and procedures to address the risk control measures for each of the hazards identified that could cause a major incident (that could cause serious harm to people, property and the environment). The policies and procedures will need to demonstrate whether each hazard is eliminated or minimised to as low as reasonably practicable.

List the policies and procedures that address each of the hazards related to dangerous goods that could cause a major incident.

In addressing each hazard the following should be considered:

- Take each hazard and identify what actions/controls whether technological or operational can eliminate or minimise the risks from the hazard
- Costs of the actions/controls
- Where a particular control is rejected the reasons for the rejection will need to be provided to the Chief Officer in making a decision whether the control that will be put in place are adequate.

# Attachment 1 - Material safety data sheets

<List Material Data Sheets previously submitted here>

## Attachment 2 - Maps and plans of the facility

<List maps and plans that provide details of the layout of the facility and surrounding area previously submitted >

# Attachment 3 - Hazards causing major incidents

<List all hazard studies previously submitted>

# Attachment 4 - Safety policies and procedures for the facility

<List the safety policies and procedures as required by Regulation 24(2)(a)>

**This document is submitted to the Chief Officer for approval of the safety report for**  
<insert site details>

**Date:** <insert date>

**Manager of facility:** <insert name>

**Signature:** <signature>

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OFFICE USE ONLY – TO BE COMPLETED BY THE CHIEF OFFICER

The Chief Officer of Resources Safety approves this Safety Report document pursuant to Regulation 27 of the *Dangerous Goods Safety (Major Hazard Facility) Regulations 2007* in that this safety report document of XX/XX/2008 has been prepared in accordance with Regulation 25(2) and that it demonstrates that the operator will take all reasonably practicable measures to minimise the risk to people, property or the environment from dangerous goods at the place to which this safety report document relates.

Should the Chief Officer cease to be satisfied with the safety report document for this site to which it relates the Chief Officer can pursuant to Regulation 28 withdraw the approval.

This safety report document for the facility is required to be reviewed pursuant to Regulation 30:

- prior to implementing a significant change to any plant, process or substance used at the facility including the introduction of new plant, processes or substances;
- prior to implementing a significant change to the layout of the facility or where dangerous goods are to be stored, handled or transported within the facility;
- as soon as practicable after a dangerous goods incident or major incident occurs at the facility ;
- as soon as practicable after becoming aware of a change in land zoning for the area surrounding the facility;
- as soon as practicable after receiving a direction from the Chief Officer in writing to provide specific information to a nearby major hazard facility;
- as soon as practicable after the expiry of 5 years since the last review for approval of this safety report document; or if a review has not been conducted 5 years since the safety report for the facility was first approved under Regulation 27(1);
- as soon as practicable after a request by the Chief Officer.

**Chief Officer:**

**Date:**