

# ARMY INCIDENT MANAGEMENT PLAYBOOK

# REFERENCES

## MANUALS

- [ARMYSAFE Manual](#)
- [Complaints and Alternative Resolutions Manual \(CARM\)](#)
- [Defence Casualty and Bereavement Support Manual \(DCBSM\)](#)
- [Defence Communication Manual \(DCM\)](#)
- [Defence Health Manual \(DHM\)](#)
- [Defence Incident Scene Initial Action and Preservation Manual \(DISIAPM\)](#)
- [Incident Reporting and Management Manual \(IRMMAN\)](#)
- [Military Personnel Manual \(MILPERSMAN\)](#)
- [Defence Aviation Safety Manual \(DASM\)](#)
- [Defence Security Manual](#)

## DEFENCE INSTRUCTIONS

- [DI\(G\) ADMIN 45-2 Incident Reporting and Management](#)
- [DI\(G\) PERS 15-1 Australian Defence Force alcohol policy](#)
- [DI\(G\) PERS 15-4 Alcohol Testing in the Australian Defence force](#)
- [DI\(G\) PERS 15-5 Management of the use or involvement with prohibited substances in the Australian Defence Force](#)
- [DI\(G\) PERS 35-3 Required Behaviours in Defence](#)
- [DI\(G\) PERS 35-4 Reporting and Management of sexual misconduct including sexual offences.](#)
- [DI\(G\) PERS 55-4 Reporting, recording and dealing with Civil Offences, Service and Civil Convictions and Diversionary Programs](#)

## ARMY INSTRUCTIONS

- [Army Standing Instructions \(Personnel\) Part 8, Chapter 8 Delivery of Support to Wounded, Injured and Ill members of the Australian Army](#)

## CHIEF OF ARMY DIRECTIVES / MINUTES

- [CA Directive 28/16 Family and Domestic Violence Action Plan](#)
- [CA Directive 44/13 Prohibited Substance Testing Program](#)
- [CA Minute R28702255 – Duration of Formal Warnings in Army](#)
- [CA Minute R25944754 – CA Expectations Regarding Mental Health and Discipline](#)
- [CA Directive 29/13 Management of Army Personnel Involved in an Investigation / Inquiry or who are facing Administrative / Disciplinary Criminal Action](#)

## GUIDES

- [Good Decision-Making in Defence: A Guide for Decision-Makers and those Who Brief Them](#)
- [A Commanders and Managers Guide to Responding to Domestic Violence](#)

# OUTLINE

- [Purpose](#)
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- [CA CCIR 6: Significant Alcohol \(Suspected of being intoxicated on duty\)](#)
- [CA CCIR 7: Significant Drugs \(Prohibited Substance Testing Program\)](#)
- [CA CCIR 7: Significant Drugs \(ADFIS / CIVPOL Investigation\)](#)
- [CA CCIR 7: Significant Drugs \(Voluntary Self Referral\)](#)
- [CA CCIR 8: Domestic Violence](#)
- [Protection Order](#)
- [CA CCIR 9: Significant Reputational Incident](#)
- [CA CCIR 10: Capability](#)
- [CA CCIR 11: Army Values \(Courage, Initiative, Respect and Teamwork\)](#)
- [Security Incident](#)
- [WHS Dangerous Incident](#)

# PURPOSE

*This playbook is designed to provide commanders with a guide on how to respond to incidents that meet the Chief of Army's CCIRs.*

*Further information should always be sought from the relevant policy and SME advice as necessary. This guidance should be applied flexibly as circumstances dictate.*

*Commanders responsible for Joint Staff should consult service specific policy.*

# R.E.A.C.T

**Review** the situation

**Evaluate** the scene

**Assist** victims

**Control** and preserve the scene

**Take** notes and report the incident

# CA CCIR 1: FATALITY

## IMMEDIATE ACTION

APPLY [R.E.A.C.T](#) IF RELEVANT

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- FUNCTIONAL COMD IM ([IRMAN](#))
- ADFIS ([IRMAN](#))

INCIDENT OCCURRED DURING THE CONDUCT OF DEFENCE WORK ([ARMYSAFE Manual](#))

YES

NO

- IMMEDIATELY CONTACT COMCARE ([ARMYSAFE Manual](#))
- PRESERVE SCENE UNTIL RELEASED BY ALL RELEVANT INVESTIGATIVE AGENCIES
- WITHIN 48H SUBMIT [SENTINEL](#) REPORT ([ARMYSAFE Manual](#))
- ADVISE FMN/TC LEGAL OFFICER

AHQ TO COORDINATE PEC NOTIFICATION

SEEK ADVICE FROM MPAO ON REQUIREMENT FOR PAG / HOLDING [STATEMENT \(DCM Ch. 9 Para 9.18\)](#)

- RELEASE FATALCAS ON MERCURY ([DCBSM Chp 1 para 1.27](#))
- INITIATE AUSDILS REQUEST AS REQUIRED ([DCBSM CHAP2 Para 2.5](#))

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Units are not to commence investigations unless directed by AHQ.

### SUPPORT ARRANGEMENTS

- Engage with DCO Bereavement Support Team (BST) to confirm family support arrangements.
- [Request Critical Incident Mental Health Support \(AD675\)](#) if relevant.
- Engage with AHQ SO1 Fatalities regarding funeral arrangements

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.

### ADDITIONAL CONSIDERATIONS

- Consider establishing an Estate Management Team if the member resides in LIA.

## CONTACTS

COMCARE: 1300 366 979

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 1: Fatality.** Includes Operational Fatality (BCAS or non BCAS) or non-Operational Fatality for ARA, ARES, AAC or APS.

**Primary Emergency Contact (PEC).** An individual nominated by the Defence member and registered on PMKeyS, as the person to be advised first in the event that the member becomes a casualty. The PEC may not necessarily be the same as the NOK.

**[Australian Dangerously Ill \(AUSDILSS\).](#)** Scheme that is activated when an eligible Defence Member is hospitalised through very serious or serious injury or illness (VSI or SI), including those involving mental health. The AUSDILSS Scheme enables approved visitors to visit Defence Members at Commonwealth expense, including to some overseas destinations.

**Bereavement Support Team (BST).** Coordinated by DCO to provide support to defence families when a critical incident or casualty occurs.

# CA CCIR 2: VERY SERIOUS INJURY OR ILLNESS / SERIOUS INJURY OR ILLNESS

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- FUNCTIONAL COMD IM ([IRMAN](#))
- ADFIS IF CRIMINAL / SERIOUS DFDA OFFENCE SUSPECTED ([IRMAN](#))

INCIDENT OCCURRED DURING THE CONDUCT OF DEFENCE WORK ([ARMYSAFE Manual](#))

NO

YES

FMN / TC SAFETY STAFF CONFIRMS INCIDENT IS CLASSIFIED AS A WHS SERIOUS INJURY/ILLNESS AND IS NOTIFIABLE TO COMCARE

NO

YES

- IMMEDIATELY CONTACT COMCARE ([ARMYSAFE Manual](#))
- PRESERVE SCENE UNTIL RELEASED BY ALL RELEVANT INVESTIGATIVE AGENCIES
- WITHIN 48H SUBMIT [SENTINEL](#) REPORT ([ARMYSAFE Manual](#))

ENTER AS MINOR INJURY IN [SENTINEL](#) ([ARMYSAFE Manual](#))

IF CASEVAC CONDUCTED VIA CIVILIAN AIR, SEEK ADVICE FROM PAO ON REQUIREMENT FOR PAG / HOLDING STATEMENT ([DCM Ch. 9 Para 9.18](#))

- VSI: AHQ TO COORDINATE PEC NOTIFICATION IF MEMBER IS UNABLE TO SELF NOTIFY
- SI: CO TO DETERMINE REQUIREMENT TO NOTIFY PEC. LIAISE WITH FUNCTIONAL COMD IM IF NOTIFICATION TEAM IS REQUIRED

- RELEASE NOTICAS ON MERCURY ([DCBSM Ch1 Para 1.22](#))
- INITIATE AUSDILSS REQUEST AS REQUIRED ([DCBSM CHAP2 Para 2.5](#))

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required
- Heat related casualty investigations are to be conducted IAW ArmySAFE Manual Section 3, [S3BC04H](#).

### SUPPORT ARRANGEMENTS

- Request Critical Incident Mental Health Support (AD675) if relevant.
- Engage with the Army - [Support to Wounded, Injured and Ill Program \(A-SWIIP\)](#) if additional support is required for members and their families.
- Conduct IWB ASAP.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.

## CONTACTS

COMCARE: 1300 366 979

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 2: Very Seriously Injury or Illness / Serious Injury or Illness.** Includes all VSI / SI injuries or illness involving ARA, ARES and AAC members. May include non-VSI / SI incidents where AME to a civilian hospital has occurred. Any incident involving three or more casualties in a single incident.

**WHS Serious Injury/Illness** includes immediate treatment as an inpatient in a hospital; immediate treatment for – amputation, serious head and eye injury, serious burn, separation of skin from tissue, spinal injury, loss of bodily function, serious lacerations; or medical treatment by an MO within 48h of exposure to a substance.

**Primary Emergency Contact (PEC).** An individual nominated by the Defence member and registered on PMKeyS, as the person to be advised first in the event that the member becomes a casualty. The PEC may not necessarily be the same as the NOK.

**Australian Dangerously Ill (AUSDILS).** Scheme that is activated when an eligible Defence Member is hospitalised through very serious or serious injury or illness (VSI or SI), including those involving mental health. The AUSDILSS scheme enables approved visitors to visit Defence Members at Commonwealth expense, including to some overseas destinations.

# CA CCIR 3: SERIOUS CIVILIAN OFFENCE

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

DOES THE INCIDENT INVOLVE ALLEGATIONS OF SEXUAL MISCONDUCT

NO

YES

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- FUNCTIONAL COMD IM ([IRMAN](#))
- ADFIS ([IRMAN](#))

[REFER TO SEXUAL MISCONDUCT PLAYBOOK](#)

- APPOINT SUPPORT OFFICER FOR COMPLAINANT AND RESPONDENT (SEEK ADVICE FROM ADFIS) ([CA Directive 23/13](#)) Para 3
- SEEK ADVICE FROM PAO ON REQUIREMENT FOR PAG / HOLDING [STATEMENT \(DCM Ch. 9 Para 9.18\)](#) )
- IMPLEMENT WORK PLACE RESTRICTIONS AS REQUIRED
- COMMENCE AIMS REPORTING

HAS A PROTECTION ORDER BEEN ISSUED? ([MILPERSMAN Part9 Ch4](#))

NO

YES

[REFER TO PROTECTION ORDER PLAYBOOK](#)

IS THE MEMBER IN CIVIL CUSTODY AND ABSENT FROM DUTY? ([MILPERSMAN Part 2 Ch4 Para 4.26](#))

YES

NO

COMMENCE SUSPENSION OF PAY ([MILPERSMAN Ch1 Para 1.13](#))

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Seek advice from ADFIS & Legal Staff prior to unit investigations.
- Provide regular updates to complainant and respondent.

### ADVERSE ACTION

- Initiate NTSC for Suspension from Duty Without Pay if member is charged with offences relating to murder, serious assault, sexual offences, child exploitation or prohibited substances.
- Initiate Termination Notice if member submits a guilty plea or is convicted of offences relating to murder, serious assault, sexual offences, child exploitation or prohibited substances.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- [Charges and convictions recorded IAW DI\(G\) PERS 55-4.](#)
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4.](#)
- Adverse action recorded on PMKeys

## CONTACTS

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 3: Serious Civilian Offence.** Any civil offence where charges are deemed serious or complex. May include any incident where civilian police are investigating and charges are expected to be laid.

**Protection Order.** An order made by a Federal, State or Territory court, or Police Service, for the protection of one person against another. POs may also be called Domestic Violence Orders (DVO), Apprehended Violence Orders (AVO), Apprehended Domestic Violence Orders (ADVO), Apprehended Personnel Violence Orders (APVO), Intervention Orders (IO), Family Violence Intervention Orders (FVIO), Personnel Safety Intervention Orders (PSIO), Violence Restraining Orders (VRO), Misconduct Restraining Orders (MRO), Personnel Protection Orders (PPO), Family Violence Order (FVO), Police Family Violence Orders (PFVO) or other similar terms. A PO includes an interim or provisional order.

**Sexual Misconduct.** A range of behaviours of a sexual nature that are committed by force or intimidation, or that are otherwise unwelcome. Sexual misconduct includes, but is not limited to sexual discrimination, sexual harassment, sexual offences and the recording, photographing or transmitting of incidents of a sexual nature without the knowledge and consent of all parties.



# CA CCIR 4: SERIOUS UNACCEPTABLE BEHAVIOUR

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

DOES THE INCIDENT INVOLVE ALLEGATIONS OF SEXUAL MISCONDUCT

NO

YES

DOES THE UNACCEPTABLE BEHAVIOUR CONSTITUTE A NOTIFIABLE INCIDENT? ([IRMAN ANNEX 3A](#))

[REFER TO SEXUAL MISCONDUCT PLAYBOOK](#)

YES

NO

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- ADFIS ([IRMAN](#))

DOES THE INCIDENT INVOLVE A SENIOR OFFICER / WARRANT OFFICER OR KEY APPOINTMENT

YES

NO

REPORT TO CHAIN OF COMD & FUNCTIONAL COMD IM

- APPOINT SUPPORT OFFICER FOR COMPLAINANT AND RESPONDENT ([CA Directive 23/13 Para 3](#))
- REPORT ON COMTRACK ([CARM Ch3 Part 4 3.4.1.7](#))
- COMMENCE AIMS REPORTING ([CARM](#))
- COMPLETE [SENTINEL](#) REPORT IF APPROPRIATE ([CARM Ch3 Part 4 3.4.1.9](#))
- IMPLEMENT WORK PLACE SEPARATION AS REQUIRED

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Commence Fact Finding IAW Complaint and Alternative Resolution Manual (CARM).
- Consider IOI if serious
- Formal / Informal resolution conducted IAW CARM.
- Provide regular updates to complainant and respondent.
- Advice complainant and respondent of investigation findings.

### ADVERSE ACTION

- Initiate adverse admin / disciplinary Action IAW CARM
- Initiate Termination Notice if a pattern of Unacceptable Behaviour exists.

### REPORTING

- SIR to be submitted within 24h of incident .
- Additional SIRs submitted as updates occur or every 28 days.
- COMTRACK updated.
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 4: Serious Unacceptable Behaviour.** Defined as UB where low-level mediation is unlikely, or involves SNCOs, Warrant Officers, Officers or AAC Staff or Cadets, or involves a complainant who is APS working in Army. Includes Army members employed in the NAG. Any disciplinary issues involving field-ranking officers (or above) or RSMs.

**Unacceptable Behaviour.** Behaviour that, having regard to all of the circumstances, would be offensive, belittling, abusive or threatening to another person or adverse to morale, discipline or workplace cohesion, or otherwise not in the interests of Defence.

**Sexual Misconduct.** A range of behaviours of a sexual nature that are committed by force or intimidation, or that are otherwise unwelcome. Sexual misconduct includes, but is not limited to sexual discrimination, sexual harassment, sexual offences and the recording, photographing or transmitting of incidents of a sexual nature without the knowledge and consent of all parties.

**COMTRACK.** Defence mandated system for reporting, tracking and managing incidents of Unacceptable Behaviour. COMTRACK is accessed from the PMKeyS Self Service portal.

**Notifiable Incident.** Refer to Incident Reporting & Management Manual

# SEXUAL MISCONDUCT

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

DOES THE INCIDENT INVOLVE ALLEGATIONS OF SEXUAL MISCONDUCT AGAINST DEFENCE PERSONNEL UNDER THE AGE OF 18

NO

YES

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- FUNCTIONAL COMD IM ([IRMAN](#))
- ADFIS ([IRMAN](#)) Annex3A

REPORT IMMEDIATELY TO CIVPOL ([DI\(G\) 35-4](#))

- APPOINT SUPPORT OFFICER FOR COMPLAINANT AND RESPONDENT (SEEK ADVICE FROM ADFIS) ([CA Directive 29/13 para 3](#))
- ENCOURAGE COMPLAINANT TO REPORT THE INCIDENT TO SEMPRO / CIVPOL
- SEEK ADVICE FROM PAO ON REQUIREMENT FOR PAG / HOLDING STATEMENT ([DCM Ch. 9 Para 9.18](#))
- IMPLEMENT WORK PLACE SEPARATION AS REQUIRED
- COMPLETE [SENTINEL](#) REPORT IF APPROPRIATE ([CARM](#))
- COMMENCE AIMS REPORTING

•HAS A PROTECTION ORDER BEEN ISSUED? ([MILPERSMAN Part9 Ch4](#))

NO

YES

[REFER TO PROTECTION ORDER PLAYBOOK](#)

IS THE MEMBER IN CIVIL CUSTODY AND ABSENT FROM DUTY? ([MILPERSMAN Part 2 Ch4 4.26](#))

YES

NO

COMMENCE SUSPENSION OF PAY ([MILPERSMAN Ch1 1.13](#))

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Seek advice from ADFIS & Legal Staff prior to unit investigations.
- If incident is referred back to the unit by ADFIS, investigate as UB.
- Provide regular updates to complainant and respondent.

### ADVERSE ACTION

- Initiate NTSC for Suspension from Duty Without Pay if member is charged with sexual offences or child exploitation offences.
- Initiate Termination Notice if member submits a guilty plea or is convicted of sexual offences or child exploitation offences.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- [Charges and convictions recorded IAW DI\(G\) PERS 55-4.](#)
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4.](#)
- Adverse action recorded on PMKeys.

## CONTACTS

SeMPRO: 1800 736 776

ADFIS: 1300 233 471

## DEFINITIONS

**Sexual Misconduct.** A range of behaviours of a sexual nature that are committed by force or intimidation, or that are otherwise unwelcome. Sexual misconduct includes, but is not limited to sexual discrimination, sexual harassment, sexual offences and the recording, photographing or transmitting of incidents of a sexual nature without the knowledge and consent of all parties.

**Protection Order.** An order made by a Federal, State or Territory court, or Police Service, for the protection of one person against another. POs may also be called Domestic Violence Orders (DVO), Apprehended Violence Orders (AVO), Apprehended Domestic Violence Orders (ADVO), Apprehended Personnel Violence Orders (APVO), Intervention Orders (IO), Family Violence Intervention Orders (FVIO), Personnel Safety Intervention Orders (PSIO), Violence Restraining Orders (VRO), Misconduct Restraining Orders (MRO), Personnel Protection Orders (PPO), Family Violence Order (FVO), Police Family Violence Orders (PFVO) or other similar terms. A PO includes an interim or provisional order.

# CA CCIR 5: NON-FATAL SUICIDAL BEHAVIOUR, SELF HARM THREAT OR SUICIDAL IDEATION

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

IF INCIDENT INVOLVES SELF HARM ATTEMPT REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD ([IRMAN](#))
- FUNCTIONAL COMD IM ([IRMAN](#))
- ADFIS ([IRMAN](#)) (Not for Suicidal Ideation)

ESCORT MEMBER TO HEALTH PROFESSIONAL ([DHM Annex 2C](#))

IS THERE A CLEARLY ESTABLISHED WORKPLACE NEXUS TO THE EVENT ([ARMYSAFE Manual](#))

YES

NO

FMN / TC SAFETY STAFF CONFIRMS INCIDENT IS CLASSIFIED AS A WHS SERIOUS INJURY/ILLNESS AND IS NOTIFIABLE TO COMCARE

YES

NO

- IMMEDIATELY CONTACT COMCARE ([ARMYSAFE Manual](#))
- PRESERVE SCENE UNTIL RELEASED BY ALL RELEVANT INVESTIGATIVE AGENCIES
- WITHIN 48H SUBMIT [SENTINEL](#) REPORT ([ARMYSAFE Manual](#))

IF THERE IS AN INJURY, REPORT AS A MINOR INJURY IN [SENTINEL](#) ([ARMYSAFE Manual](#))

- RAISE NOTICAS ON MERCURY AS REQUIRED ([DCBSM Ch1 Para 1.22](#))
- [APPOINT SUPPORT OFFICER ASI\(P\) Chp 8](#)

MEDICAL STAFF CONDUCT RISK [ASSESSMENT](#) ([DHM Vol2 Part 10 Chapter 2](#))

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### MEDIUM / HIGH RISK OF SELF HARM

- Convene Individual Welfare Board (IWB)
- Raise Crisis Management Plan (CMP)
- Document employment restrictions
- Review at IWB
- Conclude CMP once member is assessed by health professional as no longer requiring IWB support.

### LOW RISK OF SELF HARM

- Consider referring to IWB and raising CMP or raise at next UWB

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.

### SUPPORT ARRANGEMENTS

- [Engage with the Army - Support to Wounded, Injured and Ill Program \(A-SWIIP\)](#) if additional support is required for member.
- Consider raising PM008.

## CONTACTS

COMCARE: 1300 366 979

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 5: Non-Fatal Suicidal Behaviour, Self Harm Threat or Suicidal Ideation.** Any incident where a member is assessed as medium or high risk of suicide, or is referred or admitted to a medical centre. This may include low risk cases where a service nexus is suspected. Any incident where the member has a history of self harm or suicidal ideation.

**WHS Serious Injury/Illness** includes immediate treatment as an inpatient in a hospital; immediate treatment for – amputation, serious head and eye injury, serious burn, separation of skin from tissue, spinal injury, loss of bodily function, serious lacerations; or medical treatment by an MO within 48h of exposure to a substance.

**Crisis Management Plan (CMP).** A record of the interventions and contingency plans developed during an IWB to assist with the support and local arrangement of the Defence member at Risk.

# CA CCIR 6: ALCOHOL INCIDENT (DRIVING UNDER THE INFLUENCE)

## IMMEDIATE ACTION

### REPORT TO:

- CHAIN OF COMD ([IRMAN](#))
- ADFIS ([IRMAN](#))



INCIDENT INVOLVES A SENIOR OFFICER/WARRANT OFFICER, KEY APPOINTMENT OR SIGNIFICANT INCIDENT LINKED TO DUI

YES

NO



INFORM FUNCTIONAL COMD IM



- REFER MEMBER TO ATOD COORDINATOR / MO / PSYCH ([MILPERSMAN Part 4 CHAP1 Para 23](#))
- INITIATE MILITARY DRIVING RESTRICTIONS AS REQUIRED ([MILPERSMAN Annex 1J](#))
- APPOINT SUPPORT OFFICER ([CA Directive 29/13 para 3](#))

COMMENCE AIMS REPORTING



POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### DUI RANGES

- Low Range: BAL 0.05 – 0.079
- Medium Range: BAL 0.08 – 0.149
- High Range: BAL 0.150 and above

### ADVERSE ACTION

- Initiate adverse admin / disciplinary action IAW MILPERSMAN
- Initiate Termination Notice if alcohol has contributed to a serious incident.
- Where a member has refused to participate in an RBT, Termination Action should be considered.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Charges and convictions recorded IAW [DI\(G\) PERS 55-4](#).
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4](#).
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 6: Alcohol Incident.** Any incident involving members, either on Defence land, in public or at a private residence, where there are grounds for a Reportable Incident. Any high range DUI incident (BAC>0.15), or where the DUI involves a SNCO, Warrant Officer, Officer or AAC Staff or Cadets.

**Alcohol, Tobacco and Other Drugs (ATOD) Program.** Is an ADF Mental Health Strategy that deals specifically with the health response to alcohol and other drug use by Defence members.

# CA CCIR 6: ALCOHOL INCIDENT (RANDOM OR TARGETED DEFENCE ALCOHOL TEST)

## IMMEDIATE ACTION

1ST TEST: BAL IS GREATER THAN OR EQUAL TO .02 ([DI\(G\) PERS 15-4 Para 9](#))

YES

TESTER DIRECTS MBR TO REMAIN IN VICINITY, UNDER SUPERVISION AND NOT TO PERFORM DUTIES ([DI\(G\) PERS 15-4 Annex C Para 9](#))

MBR RETESTED NO LESS THAN 10 MIN AFTER FIRST TEST ([DI\(G\) PERS 15-4 Annex C Para 9](#))

2ND TEST: BAL GREATER THAN OR EQUAL TO .02 ([DI\(G\) PERS 15-4 Annex C para 9](#))

YES

SUPERVISOR IS TO BE INFORMED

MBR TO CEASE DUTIES IF EMPLOYED IN A DESIGNATED SAFETY CRITICAL AREA ([DI\(G\) PERS 15-4 Annex C Para 11](#))

SUPERVISOR MAY RETURN MBR TO FULL DUTIES ONLY WHEN BAL IS BELOW 0.02. ([DI\(G\) PERS 15-4 Annex C Para 11](#))

INCIDENT INVOLVES A SENIOR OFFICER/WARRANT OFFICER OR KEY APPOINTMENT

YES

INFORM CHAIN OF COMD & FUNCTIONAL COMD IM

IF MBR WISHES TO REFUTE POSITIVE RESULT, TESTING MUST BE CONDUCTED IAW AUSTRALIAN TESTING STANDARDS AND TAKEN WITHIN TWO HOURS OF THE SECOND TEST ([DI\(G\) PERS 15-4 Annex C para 13](#))

• APPOINT SUPPORT OFFICER ([CA Directive 23/13 Para 3](#))

• COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

NO

MBR RETURNS TO WORK ([DI\(G\) PERS 15-4 Para 7 C](#))

NO

## POST INCIDENT MANAGEMENT

### ADVERSE ACTION

- Initiate adverse admin action IAW MILPERSMAN
- Initiate Termination Notice if alcohol has contributed to a serious incident.
- Provide regular updates to member of status of adverse action
- Where a member has refused to participate in a Targeted Breath Test, Termination Action should be considered.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Charges and convictions recorded IAW [DI\(G\) PERS 55-4](#).
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4](#).
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIIS: 1300 233 471

## DEFINITIONS

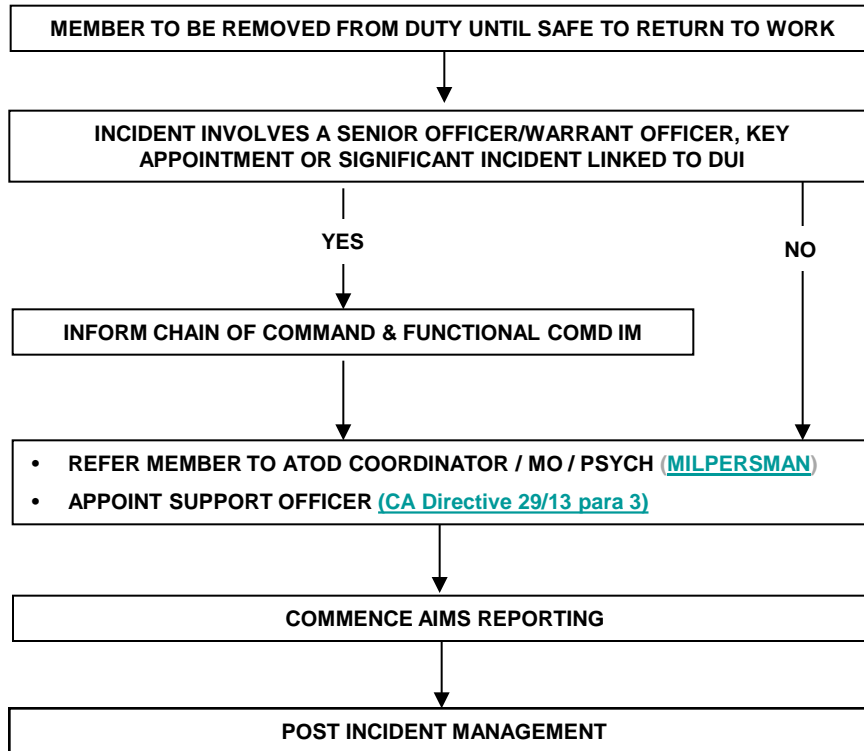
**CA CCIR 6: Alcohol Incident.** Any incident involving members, either on Defence land, in public or at a private residence, where there are grounds for a Reportable Incident. Any high range DUI incident (BAC>0.15), or where the DUI involves a SNCO, Warrant Officer, Officer or AAC Staff or Cadets.

**Alcohol, Tobacco and Other Drugs (ATOD) Program.** Is an ADF Mental Health Strategy that deals specifically with the health response to alcohol and other drug use by Defence members.

**Safety Critical Area.** A working environment where there is a heightened risk to the physical safety of ADF members or members of the public. It is also an area where key operational decisions are made

# CA CCIR 6: ALCOHOL INCIDENT (SUSPECTED OF BEING INTOXICATED ON DUTY)

## IMMEDIATE ACTION



## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Unit to commence Discipline Investigation

### ADVERSE ACTION

- Initiate adverse action IAW MILPERSMAN
- Initiate Termination Notice if alcohol has contributed to a serious incident.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Charges and convictions recorded IAW [DI\(G\) PERS 55-4.](#)
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4.](#)
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

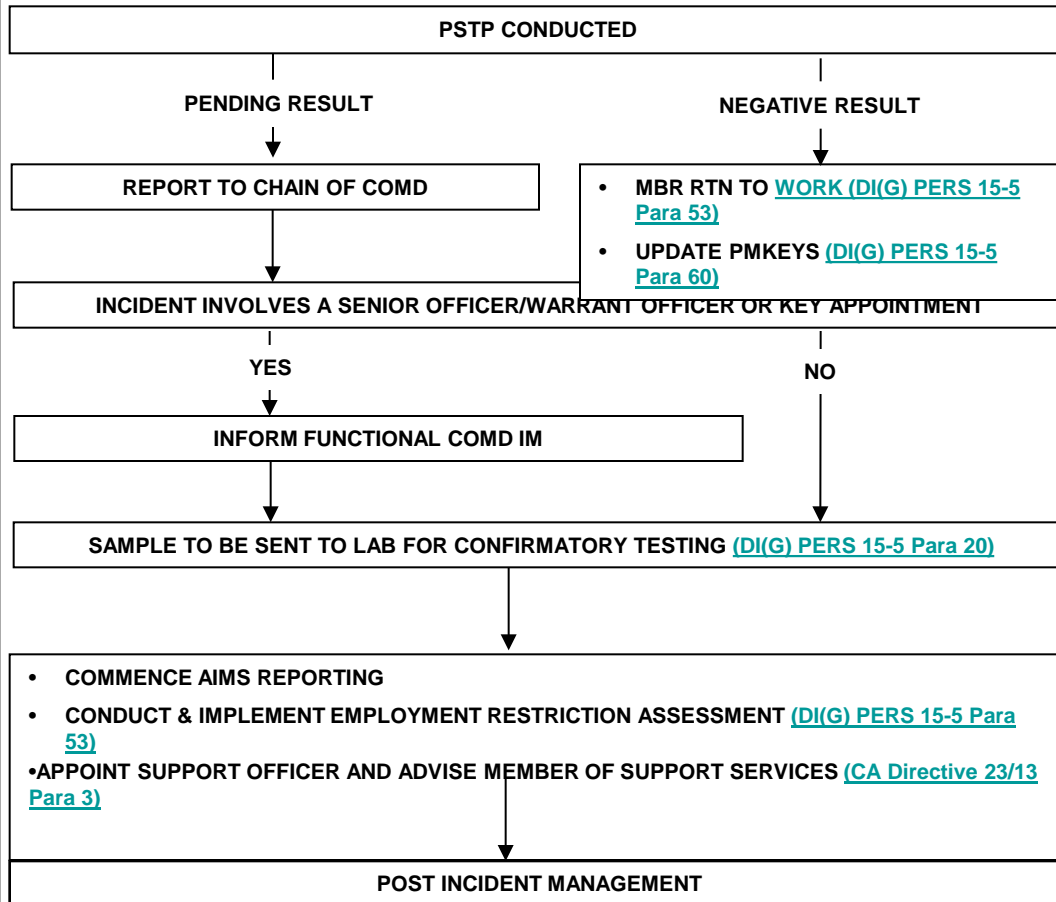
## DEFINITIONS

**CA CCIR 6: Alcohol Incident.** Any incident involving members, either on Defence land, in public or at a private residence, where there are grounds for a Reportable Incident. Any high range DUI incident (BAC>0.15), or where the DUI involves a SNCO, Warrant Officer, Officer or AAC Staff or Cadets.

**Alcohol, Tobacco and Other Drugs (ATOD) Program.** Is an ADF Mental Health Strategy that deals specifically with the health response to alcohol and other drug use by Defence members.

# CA CCIR 7: SIGNIFICANT DRUGS (PROHIBITED SUBSTANCE TESTING PROGRAM)

## IMMEDIATE ACTION



## POST INCIDENT MANAGEMENT

### POSITIVE LAB RESULT

- Advise
- Review Employment Restrictions
- Update PMKeys
- Submit XP188 to DSA in two working days
- Initiate NPTR
- Initiate NTSC for Suspension from Duty Without Pay

### NEGATIVE LAB RESULT

- Advise Member
- Remove Restrictions
- Update PMKeys

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.

### ADDITIONAL CONSIDERATIONS

- Consider initiating Disciplinary action and a Termination Notice for personnel who refuse to provide a sample.

## CONTACTS

ADFIIS: 1300 233 471

CM-A PSTP Coordinator: (02) 6144 7891

## DEFINITIONS

**CA CCIR 7: Significant Drugs.** Any incident involving members, either on Defence land, in public or at a private residence, where there are grounds for a Reportable Incident. Any PST which returns a positive test result, or any PST which returns a pending result for three or more members of the same Unit, or any incident where evidence of drugs (drug paraphernalia) is discovered).

**Employment Restriction Assessment.** Once a Defence person returns a pending PSTP screening test result, an Employment Restrictions Assessment must be undertaken using Form AD 404.

**Notice of Positive Testing Result (NPTR).** Defence personnel who return a positive PSTP test result must be issued with a NPTR signed by a relevant authority in accordance with section 100 of the Act.





# CA CCIR 7: SIGNIFICANT DRUGS (VOLUNTARY SELF REFERRAL)

## IMMEDIATE ACTION

WAS REFERRAL INITIATED PRIOR TO BEING SELECTED FOR PSTP ([DI\(G\) PERS 15-5 para 43](#))

YES

- MEMBER HAS A PREV SERVICE/CIV CONVICTION FOR PROHIBITED SUBSTANCE OFFENCE, OR
- MEMBERS HAS PREV BEEN SUBJECT TO ADMIN ACTION IRT PROHIBITED SUBSTANCES, OR
- MEMBER IS CURRENTLY UNDER INVESTIGATION FOR PROHIBITED SUBSTANCE INVOLVEMENT

NO

- DISCIPLINARY ACTION IS NOT TO BE INITIATED ([DI\(G\) PERS 15-5 para 113](#))
- CONSIDER INITIATING WORKPLACE RESTRICTIONS
- APPOINT A SUPPORT OFFICER
- CONDUCT PSTP AS A SELF REFERRAL

MEMBER TO PROVIDE 'CONSENT / TESTING UNDERTAKING' ([DI\(G\) PERS 15-5 para 115](#))

POST INCIDENT MANAGEMENT

[REFER TO SERIOUS CIVILIAN OFFENCE PLAYBOOK](#)

[REFER TO PSTP PLAYBOOK](#)

YES

NO

## POST INCIDENT MANAGEMENT

### ADVERSE ACTION

- Initiate Termination Notice if member is assessed as Prohibited Substance Dependant, Fails to demonstrate abstinence from Prohibited Substances or fails to demonstrate future useful service.

### REPORTING

- PSTP to be recorded on PMKeys as a self referral.

## CONTACTS

CM-A PSTP Coordinator: (02) 6144 7891

## DEFINITIONS

**CA CCIR 7: Significant Drugs.** Any incident involving members, either on Defence land, in public or at a private residence, where there are grounds for a Reportable Incident. Any PST which returns a positive test result, or any PST which returns a pending result for three or more members of the same Unit, or any incident where evidence of drugs (drug paraphernalia) is discovered).

# CA CCIR 8: DOMESTIC VIOLENCE

## IMMEDIATE ACTION

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMMAND ([IRMAN](#))
- ADFIS ([IRMAN](#))

- APPOINT SUPPORT OFFICER FOR COMPLAINANT AND RESPONDENT ([CA Directive 29/13 para 3](#))
- ENCOURAGE COMPLAINANT TO REPORT INCIDENT TO CIVPOL AND SeMPRO
- ADVISE COMPLAINANT AND RESPONDENT OF SUPPORT SERVICES ([CA Directive 28/16](#) & [Commanders Guide to Responding to Family and Domestic Violence](#))
- INITIATE WORKPLACE SEPARATION ARRANGEMENTS AS REQUIRED
- COMMENCE AIMS REPORTING

HAS A PROTECTION ORDER BEEN ISSUED?

YES

[REFER TO PROTECTION ORDER PLAYBOOK](#)

IS THE MEMBER IN CIVIL CUSTODY AND ABSENT FROM DUTY?

YES

- COMMENCE SUSPENSION OF PAY ([MILPERSMAN Ch1 Para 1.13](#))

POST INCIDENT MANAGEMENT

NO

NO

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Seek advice from ADFIS and Legal Staff prior to commencing any investigations.
- Provide regular updates to complainant and respondent.

### ADVERSE ACTION

- Initiate NTSC for Suspension from Duty Without Pay if member is charged with Domestic Violence related offences.
- Initiate Termination Notice if a pattern of Domestic Violence behaviour exists.

### REPORTING

- [SIR reported on AIMS within 24h of incident.](#)
- [Additional SIRs reported on AIMS as updates occur or every 28 days.](#)
- Charges and convictions recorded IAW DI(G) PERS 55-4.
- [CM-A / DSA to be advised of any convictions IAW DI\(G\) PERS 55-4.](#)
- Adverse action recorded on PMKeys.

### ADDITIONAL CONSIDERATIONS

- Advice can be sought from the Defence Family Helpline
- Additional counselling can be sought from the National Sexual Assault, Domestic Violence and Family Counselling Service.

## CONTACTS

SeMPRO: 1800 736 776

ADFIS: 1300 233 471

Defence Family Helpline: 1800 624 608

National Sexual Assault Domestic Violence and Family  
Counselling Service: 1800 737 732

## DEFINITIONS

**CA CCIR 8: Domestic Violence.** Any incident where Army members are involved in domestic disputes or violence at a private residence which is the subject of Army or Police intervention. Any incident where an Apprehended Violence Order is placed on a SNCO, Warrant Officer, Officer, or ACC Staff or Cadets.

# PROTECTION ORDER

## IMMEDIATE ACTION

IMMEDIATELY RESTRICT MEMBERS ACCESS TO WEAPONS, BODY ARMOUR AND EXPLOSIVES REGARDLESS OF THE NATURE OF THE PROTECTION ORDER ([MILPERSMAN Chap 5](#))

[Chap 5](#)

IS THE PROTECTION ORDER ALSO A WEAPONS PROHIBITION ORDER

YES

REPORT TO ADFIS  
([MILPERSMAN](#))

NO

CO TO CONSIDER WHETHER RESTRICTIONS IAW  
MILPERSMAN (PART 9 CH 5) ARE APPROPRIATE

- ADD MEMBER TO UNIT WEAPONS RESTRICTIONS REGISTER
- PRIVATE WEAPONS HELD IN DEFENCE ARMOURY ARE NOT TO BE ISSUED TO THE MEMBER
- IF MEMBER HAS ACCESS TO ARMOURY, CODES MUST BE CHANGED

- COMMENCE SEPARATE AIMS REPORTING
- REPORT ON PMKEYS ([MILPERSMAN Part 9 Chap 5](#))
- APPOINT SUPPORT OFFICER

ADVISE CM-A ON WHETHER THE MEMBERS INDIVIDUAL READINESS, DEPLOYMENT AVAILABILITY OR POSTED COULD BE AFFECTED BY THE PROTECTION ORDER  
([MILPERSMAN Part 2 Chap 1 1:37](#))

CONSIDER THE ACTIONS THAT RESULTED IN THE ISSUING OF THE PROTECTION ORDER AND REFER TO RELEVANT PLAYBOOKS AS REQUIRED ([MILPERSMAN Part9 Ch4](#))

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### LIFTING OF RESTRICTIONS

- Subject to a Risk Assessment, the CO may lift the restrictions in exceptional circumstances (seek legal advice before initiating).

### REPORTING

- Separate AIMS reporting must occur.
- SIR reported on AIMS within 24 h of incident .
- Additional SIRs reported on AIMS as updates occur and every 28 days.
- AIMS report is to remain open for the duration of the PO.
- If member is posted to a new unit whilst the protection order remains extant, the gaining unit CO is to be informed.

## CONTACTS

SeMPRO: 1800 736 776

ADFI: 1300 233 471

Defence Family Helpline: 1800 624 608

National Sexual Assault Domestic Violence and Family  
Counselling Service: 1800 737 732

## DEFINITIONS

**Protection Order.** An order made by a Federal, State or Territory court, or Police Service, for the protection of one person against another. POs may also be called Domestic Violence Orders (DVO), Apprehended Violence Orders (AVO), Apprehended Domestic Violence Orders (ADVO), Apprehended Personnel Violence Orders (APVO), Intervention Orders (IO), Family Violence Intervention Orders (FVIO), Personnel Safety Intervention Orders (PSIO), Violence Restraining Orders (VRO), Misconduct Restraining Orders (MRO), Personnel Protection Orders (PPO), Family Violence Order (FVO), Police Family Violence Orders (PFVO) or other similar terms. A PO includes an interim or provisional order. A PO also includes any voluntary undertakings (for example, to a court or to Police) given by a person which has similar restricting effect to that of a formally imposed PO ([MILPERSMAN](#)).

**Weapon Prohibition Order.** A Protection Order that limits or restrains access to, possession or use of a weapon and includes cancellation, suspension or refusal of a weapon licence, permit, registration, or any similar authorisation, or orders the confiscation or disposal of a weapon ([MILPERSMAN](#)).

# CA CCIR 9: SIGNIFICANT REPUTATIONAL

## IMMEDIATE ACTION

REPORT TO CHAIN OF COMMAND & FUNCTIONAL COMD IM

IS INCIDENT NOTIFIABLE? ([IRMAN](#))

YES

REPORT TO ADFIS ([IRMAN](#))

SEEK ADVICE FROM PAO ON REQUIREMENT FOR PAG / HOLDING [STATEMENT \(DCM Ch. 9 Para 9.18\)](#)

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

NO

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required
- Consider IOI if serious
- Provide regular updates to respondent.

### ADVERSE ACTION

- Initiate adverse action as required.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 9: Significant Reputational.** Any incident involving a potential media / political nexus, or that has the potential to harm Army's reputation by the actions of members, or where Defence social media policy has been contravened by members who are identifiable as Defence members

**Notifiable Incident.** Refer to the Incident Reporting and Management Manual (IRMAN).

# CA CCIR 10: CAPABILITY

## IMMEDIATE ACTION

APPLY R.E.A.C.T IF RELEVANT ([DISIAPM Ch2 Para 2.8-2.28](#))

DOES INCIDENT INVOLVE AVIATION PRECAUTIONARY LANDINGS, INFLIGHT EMERGENCY OR SERVICE VEHICLE ROLLOVER (INCLUDING LAYOVER/TIPPING)?

YES

NO

IMMEDIATELY REPORT AAWWW (PHONE AND EMAIL) TO:

- CHAIN OF COMD
- FUNCTIONAL COMD IM

REPORT TO ADFIS IF INCIDENT IS NOTIFIABLE ([IRMAN](#))

FMN / TC SAFETY STAFF CONFIRMS INCIDENT IS NOTIFIABLE TO COMCARE

YES

NO

- IMMEDIATELY CONTACT COMCARE ([ARMYSAFE Manual](#))
- PRESERVE SCENE UNTIL RELEASED BY ALL RELEVANT INVESTIGATIVE AGENCIES
- WITHIN 48H SUBMIT [SENTINEL](#) REPORT ([ARMYSAFE Manual](#))

•SEEK ADVICE FROM PAO ON REQUIREMENT FOR PAG / HOLDING STATEMENT ([DCM Ch. 9 Para 9.18](#))

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required
- Consider IOI if serious
- Provide regular updates to respondent.
- Aviation investigations conducted IAW Defence Aviation Safety Manual (DASM)

### ADVERSE ACTION

- Initiate adverse action as required.

### ADDITIONAL CONSIDERATIONS

- BPT to support Comcare investigation, if applicable.

### REPORTING

- SIR reported on AIMS within 24h of incident.
- Additional SIRs reported on AIMS as updates occur or every 28 days.

## CONTACTS

ADFIS: 1300 233 471

COMCARE: 1300 366 979

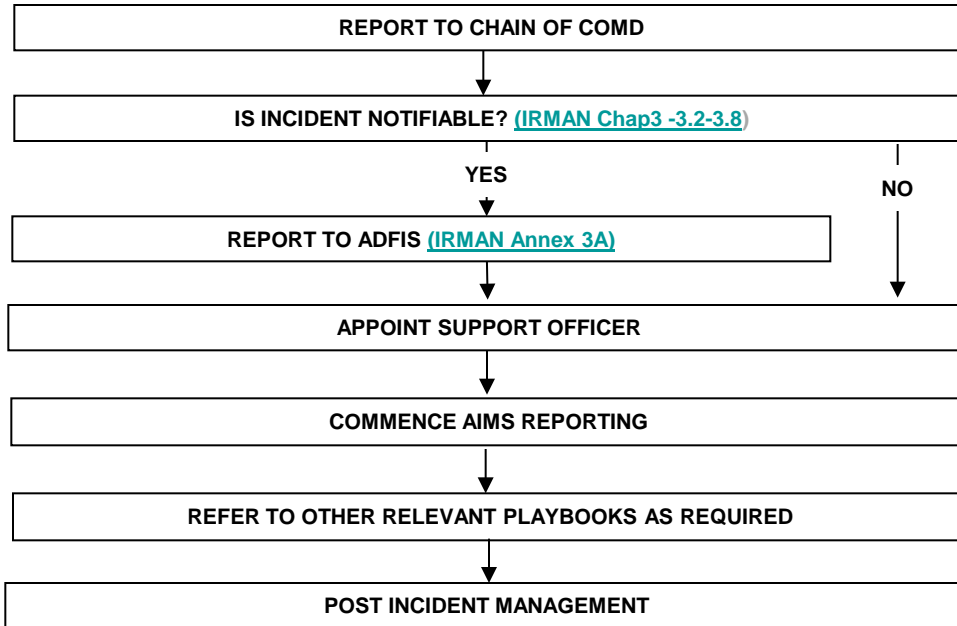
## DEFINITIONS

**CA CCIR 10: Capability:** Any incident which has an immediate or adverse impact on the delivery or perception of Army capability. Any incident involving Army Aviation precautionary landings or an in-flight emergency, or a service vehicle accident (rollover), or Army watercraft and vessels that result in injury or appears to be part of a trend or systematic issue. Any incident during dive tasking that has the potential to result in harm to personnel or damage to equipment. Any incident where personnel have been injured in a joint training activity. Any loss of sensitive equipment (such as weapons or NFE) that requires notification to agencies external to Defence. Any incident that results in significant environmental damage.

**Notifiable Incident.** [Refer to the Incident Reporting and Management Manual \(IRMAN\).](#)

# CA CCIR 11: ARMY VALUES (COURAGE, INITIATIVE, RESPECT AND TEAMWORK)

## IMMEDIATE ACTION



## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required
- Consider IOI if serious
- Provide regular updates to respondent.

### ADVERSE ACTION

- Initiate adverse action as required.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

## DEFINITIONS

**CA CCIR 11: Contravention of Army Values:** Any incident involving a group of Army members who have contravened Army Values either on Defence Land, in public, or at a private residence. Any incident contravenes Army Values, either directly or by association, on or off duty: involving a SNCO, Warrant Officer, Officer, or AAC Staff of Cadet and for all ranks if the contravention occurred in public. Any administrative action taken against any SNCO, Warrant Officer, or Officer. An incident where an Army member demonstrates exemplary behaviour that results in the preservation of life and/or significant reputational benefit to Army.

**Notifiable Incident.** [Refer to the Incident Reporting and Management Manual \(IRMAN\).](#)

# SECURITY INCIDENT

## IMMEDIATE ACTION

COMPILE XP188 AND REPORT TO SECURITY OFFICER ([DSM 2.12](#)) [DI\(G\)Admin 20-29](#)

MINOR

SECURITY OFFICER REPORT TO  
DSVS WITHIN 30 DAYS ([DSM 2.12](#))

COMMENCE AIMS REPORTING

MAJOR

INITIATE RESTRICTIONS TO  
CLASSIFIED MATERIAL AS  
REQUIRED

COMMENCE AIMS REPORTING

APPOINT SUPPORT OFFICER

SECURITY OFFICER REPORT TO  
SECURITY INCIDENT CENTRE  
WITHIN 24H ([DSM 2.12 para 12.10](#))

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required
- Provide regular updates to respondent.

### ADVERSE ACTION

- Initiate adverse action as required.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.
- Adverse action recorded on PMKeys.

## CONTACTS

ADFIS: 1300 233 471

Security Incident Centre: 0416 060 347

## DEFINITIONS

**Minor Security Incident.** An accidental or unintentional failure to observe the security requirements of the DSM, that does not fall under the category of major security incident.

**Major Security Incident.** A deliberate, negligent or reckless action that leads, or could lead, to the loss, damage, corruption or disclosure of official information or assets.

# WHS DANGEROUS INCIDENT

## IMMEDIATE ACTION

APPLY R.E.A.C.T ([DISIAPM Ch2 Para 2.8-2.28](#))

INCIDENT OCCURRED DURING THE CONDUCT OF DEFENCE WORK ([ARMYSAFE Manual](#))

YES

FMN / TC SAFETY STAFF CONFIRMS INCIDENT IS NOTIFIABLE TO COMCARE

YES

NO

- IMMEDIATELY CONTACT COMCARE ([ARMYSAFE Manual S2C15F](#))
- PRESERVE SCENE UNTIL RELEASED BY ALL RELEVANT INVESTIGATIVE AGENCIES
- WITHIN 48H SUBMIT [SENTINEL](#) REPORT ([ARMYSAFE Manual](#))

ENTER AS NEAR MISS IN [SENTINEL](#)  
([ARMYSAFE Manual](#))

COMMENCE AIMS REPORTING

POST INCIDENT MANAGEMENT

## POST INCIDENT MANAGEMENT

### INVESTIGATION

- Initiate Fact Finding as required

### ADDITIONAL CONSIDERATIONS

- BPT support COMCARE Investigation, if applicable.

### REPORTING

- SIR reported on AIMS within 24h of incident .
- Additional SIRs reported on AIMS as updates occur or every 28 days.

## CONTACTS

COMCARE: 1300 366 979

ADFIS: 1300 233 471

## DEFINITIONS

**Dangerous Incident.** Any work-related incident whereby an **immediate or imminent** exposure poses a **serious risk to the health and safety of an individual**. This may include, but is not limited to the following exposures:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape a pressurised substance
- Electric shock (Not static electricity, extra low voltage or a defibrillator)
- The fall or release from a height of any plant, substance or thing (not including a human)
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use IAW the regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- Vehicle rollovers not causing injury
- Unaccounted for personnel within a Range Danger Area Safety trace

**Near Miss.** A work-related event that poses a serious risk to health and safety but the exposure was **NOT immediate or imminent**. (Vehicle taking evasive action and leaving the road but does not crash/roll, vehicle striking bollard, an object falling from height away from personnel)