



Incident Sharing Process

20 July 2021

Incident sharing

- Alerts and bulletins process are used to share incidents on site
 - Alerts and Bulletins are filed by topic:
 - Business or Business Process
 - Environmental
 - Personal Safety
 - Process Safety
 - Reliability
- Alerts are developed within 24hours of incident happening as a quick way to inform the business of what has happened and any immediate lessons that can be learnt.
- Bulletin is developed once the investigation has been completed to share lesson learnt
- For significant incident lesson learnt sharing event is scheduled to share the learning on the incident.
- Incident Review Team is responsible for:
 - Reviewing Alerts and Bulletin communication from other BUs and deciding which ones should be forwarded.
 - Drafting and issuing Alerts and Bulletin communication regarding external events.

Managers and Supervisors responsibility

- Cascading Alerts and Bulletins communications to his/ her organization through the Loss Prevention Stewardship Meeting

External incidents

- External incidents are reviewed prior to distribution and if it's applicable to the facility.
- Identified/selected incidents are distributed to the relevant Departments who are able to extract value form the learnings.
- If an external event is of such a nature that the Facility can learn from it's lessons or solutions, a Lesson's learnt incident is logged onto the system and action items assigned to the appropriate action item owner to ensure that learnings are implemented on site.