

A photograph of two men in an office setting. The man on the left, with light brown hair, is wearing a light-colored striped shirt and a dark tie. The man on the right, with dark hair, is wearing a dark blue striped button-down shirt. They are both looking down at a document held by the man on the left. The background is slightly blurred, showing office plants and a warm, orange-toned light. The text 'MAJOR HAZARD FACILITY' is overlaid in the top right corner in a bold, dark blue font. Below it, the text 'Guidance on completion of annual report' is overlaid in a white font. The bottom of the image features a yellow-to-orange gradient with white wavy lines.

MAJOR HAZARD FACILITY

Guidance on completion of annual report



Australian Government

Comcare

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INTRODUCTION

In accordance with the conditions of Schedule 2 of the Commonwealth major hazard facilities (MHF) licence, an employer in control of a licensed MHF must submit a written annual report on the performance of the facility's Safety Management System (SMS) and the facility's ability to continue operating safely.

The purpose of this guidance note is to outline what information and level of detail Comcare require within each annual report. The annual report is designed to allow employers to provide information to Comcare regarding any adjustments that have been made to the SMS over the previous 12 months and a list of any adjustments planned to be implemented during the next 12 months. The annual report should also convey the employer's opinion of how the employer considers the SMS performed throughout the year.

When Comcare receives an annual report from an employer, it will be reviewed and contact will be made with the employer to discuss any issues within the report. Comcare may also visit the facility to verify the information contained within the report.



COMMONWEALTH MHF ANNUAL REPORTING REQUIREMENTS

Employers in control of facilities must provide Comcare with oversight information on the following matters that may affect safety at the facility.

SCHEDULE 15 MATERIALS

Significant changes to the:

- a. quantities of Schedule 15 materials stored or handled at the facility, or
- b. activities involving Schedule 15 materials that may affect the hazards and risks at the MHF, but not necessarily trigger a revision of the safety report.

PERFORMANCE OF THE SMS

This section provides an update to Comcare on the current status and performance of the SMS. Where appropriate, relevant performance standards and performance indicators should be used to describe its performance. The focus should be on significant changes and/or improvements to the SMS.

Provide a brief commentary of any significant changes made to the SMS in the past 12 months, a description of the performance indicators and performance standards related to those changes and an explanation of their current performance.

Provide a brief commentary of any expected significant changes that are intended to be made to the SMS during the next 12 months and a description of how the performance will be measured.

The annual report must include sufficient details and information that addresses the key elements within the facility's safety management system. Listed below are the subheadings extracted from the Comcare Guidance Material—Safety Management System for a Major Hazard Facility—Booklet 3. Employers are required to provide a response to each of the subheadings below.

Allocating resources to the SMS development and improvement process

- a. Are resources currently allocated to develop/improve the SMS and to generally manage safety adequately?
- b. If not, what are the plans to address this?

Responsibility and accountability

- a. Have there been any major changes in the structure of the safety management organisation at the facility?
- b. Provide an updated organisational chart if appropriate.

Training and competency

- a. What 'core' or additional safety training has been conducted, particularly relating to major hazards or critical elements of the SMS?
- b. What is the status of the refresher training program for critical OH&S training (for example permit to work systems, emergency response etc)?

Consultation, communication and reporting, including community information

- a. Are consultation processes functioning as described in the safety report?
- b. What other means have been used to consult with employees, such as involvement in hazard and risk assessment activities?
- c. Has any recent consultation occurred with:
 - > Emergency services?
 - > Local communities?

Documentation and data control

Have any significant changes or improvements been implemented in document control systems?

Safety culture and an effective SMS

- a. Have any activities been conducted to further assess and understand the safety culture at the facility (for example safety surveys, analysis of incident root causes?)
- b. What were the main findings and actions to address any issues found?

Hazard identification, risk assessment and control measures

- a. Have any changes or improvements been implemented for the hazard identification and risk assessment procedures at the facility?
- b. Have any reviews and revisions of the major hazard risk assessments been conducted over the past 12 months?
- c. Were any new potential major accident (MA) scenarios identified? New critical control measures?
- d. What is the performance monitoring of the critical control measures indicating?
- e. What improvements were made on critical control measures associated with preventing or mitigating MAs?

Operating procedures

Have all significant changes or improvements been incorporated into the operating procedures?

Process safety information

Have any significant changes or improvements been implemented to ensure the provision of process safety information to employees (for example reviews/updates of piping and instrumentation diagrams, reviews of Process Hazard Analysis etc.)

Safe work practices, including normal and abnormal circumstances

- a. Have improvements been implemented in critical Safe Work Practices, such as Permit to Work systems?
- b. Provide a summary of the findings of internal audits or reviews of the Safe Work Practices.

Managing contractors

- a. Have any significant initiatives been implemented relating to contractor management at the facility?
- b. Have there been any changes in major contracted services that may affect safety (for example outsourced maintenance activities)? How were the changes managed to ensure that new contractors are fully aware of their safety responsibilities?
- c. What assessments were conducted of contractors' safety performance?
- d. Have any safety audits been conducted on contractors?

Equipment integrity

- a. Provide an overview of the status of mechanical integrity programs on critical equipment.
- b. Have there been any significant issues identified related to equipment integrity? Provide details.

Management of change and its effect on the SMS

- a. Provide an overview of the performance of the Management of Change system over the past 12 months.
- b. What internal audits were conducted? Summarise the main findings.

Employee selection, induction, competency, training and education

- a. Have there been any major changes in staffing levels, significant turnover, new hiring programs etc?
- b. Were any significant initiatives undertaken in the training area to improve systems, training content, delivery methods etc?

Procurement

- a. Provide a summary of any significant initiatives related to procurement activities that may affect safety.
- b. Were any audits or reviews conducted of suppliers in cases where non-conforming materials, equipment or services may cause a MA?

Controlling off-site consequences of major accidents for people and property

- a. Have any changes occurred external to the facility that may affect the assumptions or analysis presented in the safety report (for example changed land uses nearby the facility that may be affected by MAs at the facility)?
- b. Comment on any initiatives that have been undertaken to consult with at-risk communities or neighbouring facilities (for example involvement in emergency exercises, community forums, updates on emergency planning arrangements, etc)

Emergency planning, including on-site and off-site

- a. Provide a summary on the status of the emergency plan.
- b. Were any significant improvements implemented?
- c. What tests of the emergency plan were conducted?
- d. Is emergency response refresher training up to date?
- e. Were there any changes to the emergency command structure?
- f. Were the emergency services involved or consulted over the past 12 months?

Security and access control

- a. Are the security and access control systems considered to be functioning adequately?
- b. Were there any significant changes or improvements implemented?
- c. Provide details of any significant security incidents.

Reporting and investigating incidents (including all incident/accident statistics)

- a. Provide a summary of any notifiable incidents recorded for the facility
- b. Provide a summary of any dangerous occurrences relating to Schedule 15 materials or potential MAs.
- c. Comment on any key initiatives that have been undertaken as a result of incident investigations (relating to major hazard risks).

Monitoring and measurement

- a. Provide a summary of the key performance indicators used to monitor safety performance at the facility. Where a range of 'leading' and 'lagging' indicators is used to manage process safety at the facility, use these to describe performance.
- b. Have any significant initiatives been undertaken to improve the performance monitoring of the SMS (for example formally define performance standards and indicators, reporting and communication methods etc.)
- c. What are the areas of the SMS that are not currently meeting internal performance standards?
- d. What initiatives are planned to address those areas?
- e. Provide a summary of the audits that have been undertaken on the SMS and the main findings.
- f. Provide details on management reviews of the SMS, and actions that are planned as a result of the management reviews.

AUDIT REPORTS

Employers are to provide the most recent copy of a scheduled external (third party) audit report that examined how the facility was complying with the safety management system. The audit report should be included as an attachment to the annual report.

SUBMISSION OF ANNUAL REPORTS

Annual reports must be submitted to Comcare using the above headings not before 11 months or no later than one year after the issue of licence and subsequently every 12 months. The report should be signed by the senior manager of each facility.

Submit your completed annual report and any supporting documentation deemed necessary to support the report to Comcare, GPO Box 9905, Canberra, ACT 2601

For more information contact Comcare:

Telephone: 1300 366 979

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