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| **Reporting an Environmental Incident via EQSafe**  Main Roads Contractors working under the following Contracts in the Region will have access to EQSafe:   * Alliance Contract * AS2124 Contract (6 months or more in duration) * Asset Management Support Services * Direct Managed Contract * Design and Construct Contract * Kimberley Direct Contracting Trial * Network Contracts (including Minor Capital Works) * Minor Contracts (> 6 months)   Contractors will nominate personnel for the contract to submit Safety and Environment events into EQSafe. Environmental incidents must be entered into EQSafe by one of the nominated safety resources for the contract or by the environment resource for the contract. The submitter must also communicate notice of the incident to the relevant Manager / Superintendent as soon as possible after awareness of the event and reference the EQSafe reference number.  **To report an environmental incident:**   * Log on to the Main Roads INX InControl Software. * Click on Home located on the left side of the screen. * Click on “***Register a new event report***” located near the top of the screen.   Upon registering a new event report, the Contractor must submit the following information relating to the incident. Fields in bold are mandatory.   * **Event Type** – select from dropdown Environmental – Environmental Incident. * **Event Subtype** – select from dropdown incident subtype (i.e.: unauthorised vegetation clearing). * **Workgroup** – click on icon to select responsible Main Roads workgroup. Select the region where the incident occurred (i.e.: if the incident occurred on an AS2124 contract in the Pilbara region select CNR – Pilbara Region – *specific AS2124 contract*or). * **Reported By** – your name will automatically appear, or type in the name of the Contractor in the “Name (if not on list)” field adjacent. * Reported To – leave blank. * **Date of Event** – today’s date will automatically appear when the event is raised or click on Calendar and select date when the incident occurred. If event is a legislative non-compliance, then it is when it was discovered as an event. * Time of Event – the time will automatically appear in 24-hour format. The user is able to alter the time of the event. * Date Reported – today’s date will automatically appear. Do not change. i.e.: when the event was entered into EQSafe. * Time Reported – the time will automatically appear in 24-hour format. The user is able to alter the time of the event. Do not change. * Responsible Organisation – click on icon to select the organisation that is responsible for managing the incident. * **Location of Incident** – select from dropdown relevant Location of Incident (i.e.: roadside, material pit, depot). User may enter additional information such as local road name in the location field adjacent. * **Contract Type** – select from dropdown the contract type (i.e.: AS2124, Minor Capital Works, Alliance, Design and Construct, etc.) or N/A. * Project Name – enter the project name. * Road Name – select from dropdown road name (type in first letter of road name and search road, or if unknown or not applicable select N/A). * Road Number – select from dropdown road number (type in road number, or if unknown or not applicable select N/A). * Side of Road – select from dropdown the side of the road where the incident occurred. Select the side of road by facing the direction of increasing SLK or if not applicable leave blank. * Structure Name – select from the dropdown structure name or if not applicable leave blank. * Structure Number – enter the structure number or if not applicable leave blank. * SLK from – enter SLK (if unknown or if not applicable leave blank). * SLK to – enter SLK (if unknown or if not applicable leave blank). * **Description of Event** – enter in a short title of the environmental incident (i.e.: Road and SLK to be included in this description where applicable). * **Describe the Event in Sufficient Detail** – enter in a description of the environmental incident in sufficient detail. * **Immediate Action Taken** – enter a list of all actions that have been taken prior to submission of the incident and enter a list of all proposed actions to be undertaken by the Contractor. * **Actual Consequence** – select from dropdown an initial risk assessment classification (hovers the mouse over risk matrix on the screen to see assessment criteria). * **Potential Consequence** – select from dropdown “*the same as Actual Consequence*”. * **Potential Likelihood** – select from dropdown “*likely*”. * To Submit the Event, use the Proceed To dropdown, which is located at the top of the page; **select Submit and click adjacent blue arrow**.   Data is saved in EQSafe upon submission. Once the event has been submitted, the moderator (i.e.: an Environment Officer) will review the data provided.  Once submitted, the Contractor is able to append an attachment (i.e.: photos or receipt, etc.) to the event by clicking on the Documents tab entering a Description (i.e. title of the document), selecting File or URL and clicking Add. The Contractor is also able to enter additional event information under any of the available tabs.  **Note**: where the incident has an environment and safety implication (i.e.: asbestos) then a separate SHW incident must also be reported into EQSafe.  **To view a list of my submitted environmental incidents:**   * Click on Home located on the left side of the screen * Click Refresh to ensure any recently entered incidents are shown * Under Status, click on “**My Submitted Events Reports**” * Select applicable event reference number to view report   **To view a list of actions that have been assigned to you to complete:**   * Click on Home located on the left side of the screen * Click Refresh * Click on “**My Actions**” * Select applicable event reference number to view report   **Reporting an Environmental Incident if you do not have access to EQSafe**  Main Roads Contractors working under the following Contracts may not have access to EQSafe:   * Minor Works Contracts (< 6 months) * Purchase Orders   Personnel from the above Contracts must complete an [Environment Incident Reporting Form](https://www.mainroads.wa.gov.au/globalassets/community-environment/environment/environment-incident-reporting-form.docx?v=4a3252) (D17#681519) and submit to the relevant Main Roads Environment Officer in the region as soon as possible. The Environment Officer for the region will enter environment incidents into EQSafe.  **Reporting via Environment Incident Reporting Form**  Where a Main Roads Contractor is unable to immediately access EQSafe then they must complete the [Environment Incident Reporting Form](https://www.mainroads.wa.gov.au/globalassets/community-environment/environment/environment-incident-reporting-form.docx?v=4a3252) (D17#681519). This Form must be sent to the Contractor’s nominated personnel for entry into EQSafe. The Form is available on [iRoads](https://iroads.mrwa.wa.gov.au/Projects/Environment/Environment-Regional-Directorate-Plans-Reports/Pages/Incidents.aspx) or via the external website, <https://www.mainroads.wa.gov.au> under Contracting to Main Roads. |