**APPEA High Potential Incident Alert/Safety Alert template**

**High Potential Incident Alerts and Safety Alerts** are distributed by APPEA for the Australian oil and gas industry to highlight lessons from incidents.

**High potential incidents** include any incident that did not result in any fatalities but had the real potential to cause one or more fatalities.

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| --- | --- |
| **Title of incident**  | [up to 72 characters – including spaces] |
| **Alert number** | To be provided by APPEA |
| **Company** | Name of company (advise if company name & contact details are to be omitted from alert) |
| **Contact details** | Name, phone number, email address  |
| **Date of incident** | Month, year |
| **Incident summary** | Write a short summary of the incident. Where did it occur? What happened? Who was involved? [About 50 words] |
| **Did this incident have the potential to result in a fatality?** | [for APPEA use only, will not be included in published alert]If yes, please explain how |
| **Critical factors***[These are factors that led to the incident. If they were not present, the incident would not have occurred]* | For example:* + no risk assessment
	+ training
	+ condition of equipment
	+ inadequate operating procedure
	+ incorrect tools used
	+ experience

[Between 2 - 4 critical factors – up to 130 words in total] |
| **Key lessons***[A short dot-point summary of key lessons & recommendations]*  | For example:* Immediate actions to prevent recurrence
* Long-term actions to prevent recurrence
* Work practices to avoid
* Programs to implement
* Reminder of regulation/codes of practice

[About 75 words] |
| **Picture to represent the incident** | Approximate height 6.4cm x width 8cm |

**Forward this alert to** **hipo@appea.com.au**