**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**](mailto:hipo@appea.com.au)