



ES351 ENVIRONMENTAL AND SOCIAL INCIDENT FORM

Procedures are held in the [Environmental and Social Incident Procedures](#), but are summarised as follows:

- (1) For Major Incidents only, notify the relevant Timberlands Operation Manager immediately of incident, once safety and emergency procedures are completed;

Complete as much of this form as possible, then **copy** to:

- (2) For Major Incidents only, the Timberlands Limited Forest Risk Manager within 10 working days of discovery of incident;
- (3) The appropriate file (for major and minor incidents).

1. Where incident occurred			
FOREST:	ROAD:	CPT/STD:	Incident #:
2. Minor or major incident:			
3. Person(s) on site during the incident:			
4. Person(s) responsible for operation:			
5. Date of incident:			
6. Date form completed:			
7. Weather at time of incident:			
8. Describe what happened:			
9. What was the cause of the incident?			
10. What are the actual &/or potential effects?			
11. What remedial action has been undertaken to date?			
12. Suggested further action to minimise effects:			
13. Resource consents applicable:			
14. Contacted so far:			

MAHIA TE MAHI WHAKARURUTANGA O TE NGAHERE (Strive for Safety in the Forest)



15. Other people/groups that should be contacted:		
16. Form completed by:	Signature:	Date:
17. Form received by : (for major incidents only)	Timberlands Limited Forest Risk Manager: Sign:	Date:
19. Corrective Actions: (Incident Manager to complete)	Give detail of corrective actions taken. Please attach further details. Include dates, people responsible, cost estimates etc. You should also include detail on the effectiveness of corrective action.	
20. Suggested improvements resulting from Incident		
Incident Manager:	Sign:	Date:

Please attach supporting information as required (eg: maps, photos, reports, etc).

Note Major incident

A major environmental or social incident is any environmental or social emergency situation with the following characteristics:

- an event that is unforeseen and of sufficient magnitude and/or duration to cause a significant adverse environmental or social impact, or
- where there is significant dissatisfaction expressed by the public to an activity or event, or
- where the conditions of a resource consent have been broken.

An environmental or social incident may not necessarily be caused by human error eg. flooding.

Examples of major environmental or social incidents include (but are not limited to) the following:

- breach of consent conditions,
- spillage of chemical concentrate,
- damage to archaeological or historic sites,
- washout of bridge or culvert,
- fuel spillage,
- major earth movement,
- uncontrolled discharge into water bodies.

Minor Incident

A minor environmental or social incident is any unplanned situation that has the potential to cause an adverse environmental or social impact but which currently does not pose a significant threat to the environmental or social values of the site.

Examples of minor environmental or social incidents include (but are not limited to) the following:

- cracked chemical container,
- Discovery of a previously unknown endangered species that is not at threat by operations.