

Report of Harassment Incident

Document No: N-03300-FM2299 A1179003

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This form should be used in conjunction with NOPSEMA Guidance Note N-03300-GN2303 – Notification Reporting and Recording Requirements for Incidents, which is available on the NOPSEMA website.

Chapter 2, Part 8 Regulation 2.46B of the Safety Regulations requires that an operator of a facility must give NOPSEMA a written notice if the operator becomes aware of any incident of sexual harassment, bullying and/or harassment has occurred at the facility.

Part 1 of this form must be given to NOPSEMA as soon as practicable after the operator becomes aware of the incident.

Part 2 of this form must be given to NOPSEMA within 30 days after notifying NOPSEMA of the incident, or within a longer period as NOPSEMA approves.

Written reports are to be submitted by:

Email: psychosocial@nopsema.gov.au for documents less than 10 Mb; or

Secure file transfer: <https://securefile.nopsema.gov.au/filedrop/submissions>.

1. Date and time of this incident report?			
Date		Time	
2. Is this the initial incident report? Yes <input type="checkbox"/> No <input type="checkbox"/>			
3. Details of person submitting this report			
Name			
Position			
Email			
Phone			
4. Facility Details			
Facility Name			

Part 1 – Information Required when Operator Aware of Incident

5. When did the incident occur?	
Date	
Time and time zone	
6. De-identified account of the incident.	
<p>Note: Information is <i>de-identified</i> if the information is no longer about an identifiable individual or an individual who is reasonably identifiable.</p>	

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Part 2 – Information required within 30 days of Initial Report

7. De-identified account of the incident – if different or new information since initial report. Note: Information is <i>de-identified</i> if the information is no longer about an identifiable individual or an individual who is reasonably identifiable.		
8. Did the incident result in the individual not being able to perform their work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many days was the individual unable to perform their work?		
Has the individual returned to work?		Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Actions taken, or proposed to be taken, to deal with the incident.		
Action	Responsible party	Completion date <i>Actual or intended</i>
10. Measures that have been, or will be, put in place at the facility to prevent or lessen similar incidents occurring at the facility.		
Measures	Responsible party	Completion date <i>Actual or intended</i>

Privacy Notice

NOPSEMA collects your personal information for the purpose of investigating accidents, dangerous occurrences and environmental incidents under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*.

NOPSEMA will not use or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA's enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

- individuals who make a request under the *Freedom of Information Act 1982*
- the Australian National Audit Office and other privately appointed auditors
- other law enforcement bodies (for example, the police or the coroner)
- NOPSEMA's legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its functions or exercise its powers, or to perform its necessary business activities.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA's APP Privacy Policy at www.nopsema.gov.au/privacy. If you have an enquiry or a complaint about your privacy, please contact NOPSEMA's Privacy Contact Officer on (08) 6188 8700 or by email at: privacy@nopsema.gov.au.

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