



GUIDELINE

Accidents and Dangerous Occurrences Monthly Reporting

This guideline describes the requirements for monthly written reports concerning accidents and dangerous occurrences and provides a recommended report format. The format reflects the existing industry standards for reporting of injury categories, fatalities and total exposure hours.

1. Legislative Basis

Operators of offshore petroleum facilities are required by legislation to provide reports of every incident and dangerous occurrence, and a monthly summary report of fatalities and injuries. The definition of “accident” in the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGSA) includes the contraction of a disease, so any disease or illness that requires treatment or prevents a member of the workforce working must be reported exactly as an injury that has the same consequences:

Offshore Petroleum (Safety) Regulations 2009 Regulation 2.42(4)

As soon as practicable, but not later than 15 days after the end of each month, the operator of a facility must submit, to the Safety Authority, a written report, for the month, summarising:

- a) *the number of deaths of persons at the facility; and*
- b) *the number and types of injuries to persons at the facility, other than minor injuries not requiring treatment or requiring treatment only in the nature of first aid.*

2. Guidance for completing the Reporting Form

2.1 Scope of Facilities

Facility is defined in the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*. Operators must report for all offshore petroleum facilities within the Safety Authority’s jurisdiction during the reporting period. Mobile facilities may enter or leave the jurisdiction, so a report should cover only the days where work is carried out within the scope of a safety case, pipeline safety management plan or diving project plan. Guidance on interpretation of ‘facility’ can be found in Guideline N-01000-GL0253 on our website www.nopsa.gov.au

An operator with several facilities under its control is requested to provide information for **each facility separately**. One line item per facility would be appreciated, as set out in the attached sample form.

2.2 Total Hours Worked

The total hours (exposure hours) worked should include hours worked by employees, contractors and marine crew attending the facility during the month. Hours are recorded on the basis of **actual hours worked** wherever possible. If total hours cannot be determined, the following assumptions shall be made:

- Full time personnel – a default of 12 hours shall be used for field personnel and 8 hrs for marine vessel personnel;
- Part time or casual personnel – use the average exposure hours for the last week or month worked, whichever is more indicative of the persons overall work pattern.

The formula most commonly applied is **(number of people per day x 12 hours x number of days)**

2.3 Coding of Injuries

Injury coding is based on the categories defined in the procedure SCAP 905 [1], and the AS1885.1 standard [2], which are the basis of current reporting by the Australian industry to Australian Petroleum Production and Exploration Association and the designated authorities of Western Australia (DOIR) and Victoria (DPI).

The injury categories should be aggregated for the monthly summary as follows. Note that injury includes the consequence of a disease because the definition of an accident includes contraction of a disease.

Code	Category	Definition
FT	Fatality	Any work-related death that occurs within one year after the incident. Includes missing persons. Does not include fatalities that are due to natural causes.
MI	Major Injury	Any work related injury that results in: Amputation: Includes whole or partial amputation of parts of the body (does not include loss of fleshy tip of finger, nail, or tooth). Skeletal injuries: Includes bone fractures (including chipped or cracked bone or hairline fracture) and dislocation of shoulder, hip, knee or spine. Does not include simple hairline fractures or fractures to fingers, thumbs, toes or broken nose. Burns: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation. Injuries to internal organs: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation. Eye injuries resulting in loss of sight (permanent or temporary). Eye injuries resulting in a penetrating eye injury or a chemical or hot metal burn to the eye. Any acute illness caused by exposure to harmful chemicals or biological agents and physiological effects e.g. decompression illness, loss of hearing, and radiation sickness. Hypothermia or heat induced illness (unconsciousness). Any injury resulting in unconsciousness, resuscitation, or admittance to hospital.
LTI ≥3	Lost Time Injury ≥3 Resulting in 3 or more lost days.	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for work on any day after the day of occurrence of the injury and remains off work for 3 days or more. Any day includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
LTI <3	Lost Time Injury <3 Resulting in 1 or more lost day(s), but less than 3.	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for work on any day after the day of occurrence of the injury and remains off work for 1 or more days but less than 3 days. Any day includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
MTI	Medical Treatment Injury	Cases that are not severe enough to result in lost workday cases or alternative duty cases but are more severe than requiring simple first aid treatment.

Code	Category	Definition
ADI	Alternative Duty Injury	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for full performance of their regular job on any day after the occupational injury. Work performed might be: an assignment to a temporary job; part-time work at the regular job; or working full-time in the regular job but not performing all the usual duties of the job. Where no meaningful work is being performed, the incident should be recorded as a lost workday case.

- Include all incidents as defined above which occur while the worker is onsite at the Offshore Installation and on-duty / on-shift.
- For the purpose of LTIs and ADIs - “any day” includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
- First aid injuries are not required to be reported.
- Do not include incidents that occur while commuting to/from work (onshore).
- Do not include incidents that are self-inflicted.

3. Contact Details for Submission of Reports, Queries & Mailing List

Reports or queries may be submitted to the Information Officer by any of the methods identified below. Submission of a document containing tabulated data (e.g. text, work processor or spreadsheet) by electronic mail is strongly preferred. Occasional news and updates on reporting requirements are sent to a mailing list. If you would like to register to receive news on accident reporting topics, please advise:

Email: reporting@nopsa.gov.au

Fax: +61 (0) 8 6461 7037

Post: GPO Box 2568, Perth, WA 6001

4. References

- [1] Procedures & Records for Administration of Safety for Offshore Petroleum Facilities, *Offshore Petroleum and Greenhouse Gas Storage Act 2006*
Safety Case Administration Procedure
National Accident / Incident Data Base (SCAP 905)
Department of Primary Industry and Energy, November 1995.
- [2] Australian Standard 1885.1-1990 Workplace injury and disease recording standard.
Standards Australia 1990.

5. Disclaimer

This Guideline and others provided on the Safety Authority’s website are intended to provide general guidance to the industry as to the approach that the Safety Authority takes in carrying out its regulatory functions under powers conferred by the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage Act 2006*, State and NT Petroleum (Submerged Lands) Acts and Regulations under those Acts. These Guidelines should not be relied on as advice on the law, nor treated as a substitute for legal advice in any relevant situation.