



## GUIDELINE

# Notification and Reporting of Accidents and Dangerous Occurrences

### **Required Notification**

Operators of offshore petroleum facilities are required to notify the National Offshore Petroleum Safety Authority (NOPSA) as soon as practicable after any accident or dangerous occurrence at or near the facilities. The law defines an accident to include the contraction of a disease.

“As soon as practicable” means notifying NOPSA when able to do so without compromising the incident response. Notification is often made by the operator’s onshore duty manager.

The following page ***Guidance on Notifying and Reporting of Accidents and Dangerous Occurrences*** gives details of the types of events that are to be notified, and the information that is required when making the notification and submitting the subsequent written report.

The report should either be sent electronically to [submissions@nopsa.gov.au](mailto:submissions@nopsa.gov.au) or posted to a NOPSA office. Please do not to send it to an individual inspector because this may cause delay and give the impression no report was submitted. It is an offence not to provide an adequate report within time.

### **NOPSA Notification Telephone Number**

Incidents can be notified to the Safety Authority by any suitable means. For the convenience of operators the Safety Authority has a dedicated phone line:

**(08) 6461 7090**

This line will be answered directly during office hours. Outside office hours a menu system will allow callers to leave a voicemail recorded message requesting a call back, but if the matter is particularly urgent, such as fatalities, serious injuries or an emergency abandonment, the caller can have the call automatically diverted to a Safety Authority representative. The Safety Authority monitors recorded messages at intervals of less than 10 hours.

### **Questions you will be asked**

Anyone notifying the Safety Authority of an incident will be asked for: their name & contact details; operator & facility; for accidents, the number of casualties; for a dangerous occurrence, the exact type as classified below; and in all cases a brief description of the incident. It is understood details might be uncertain at this early stage.

### **Notifying of Exercises**

The Safety Authority welcomes operators incorporating notification into exercises designed to test the operator’s systems. However, it is essential to avoid any misunderstanding by beginning any such message with the phrase, “For exercise, for exercise...”

### **Routine Enquiries**

Advice, forms and guidelines are available from the Safety Authority website [www.nopsa.gov.au](http://www.nopsa.gov.au)

For routine enquiries please call NOPSA during business hours (0830 – 1700):

Perth: 08 6461 7000 (Head Office)  
Melbourne: 03 8866 5700

## Guidance on Notification and Reporting of Accidents and Dangerous Occurrences

Notification and Reporting Trigger	Timing	Details Required
<p>NOPSA must be given notice of and a report about any accidents or dangerous occurrences at or near facilities<sup>1</sup>. The terms “accident” and “dangerous occurrence” have the following meanings:</p> <p><b>Accident</b></p> <p>An incident that causes the death of or serious personal injury to any person, or incapacitates a person from performing work for 3 days or more. An accident includes contraction of a disease that incapacitates, whether contracted at work or not.</p> <p><b>Dangerous occurrence</b></p> <p>Any incident that could have caused an accident, as defined, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a fire or explosion</li> <li>• a collision of a marine vessel with the facility</li> <li>• an uncontrolled release of hydrocarbon vapour exceeding 1 kg</li> <li>• an uncontrolled release of petroleum liquids exceeding 80 litres</li> <li>• a well kick exceeding 50 barrels</li> <li>• an unplanned event that required the emergency response plan to be implemented</li> <li>• damage to safety-critical equipment</li> <li>• any other incident that a reasonable operator would consider to require an immediate investigation</li> </ul> <p>As well as those incidents specifically listed NOPSA would expect the following to be notified and reported:</p> <ul style="list-style-type: none"> <li>• any electrical shock incidents that have / could have caused death or serious personal injury or required medical aid</li> <li>• any medivac from injury or occupational illness caused by work activity in connection with a facility</li> </ul> <p>For further explanation about some of these categories, refer to the following page.</p> <p>If in doubt, notify NOPSA</p>	<p><b>As soon as practicable</b></p> <p>1: Verbal or written notification must be made to NOPSA, via an OHS inspector, as soon as practicable after the incident, or its detection. If the notification is written, operators should verify that it has been received. Notification should include items 1 to 15 of next column, where available and applicable.</p> <p><b>Written Report within 3 days</b></p> <p>2: A written report must be made to NOPSA as soon as practicable but in any case within 3 days of the incident, or its detection, unless otherwise agreed with an OHS inspector. The written report must cover items 1 to 19 inclusive</p> <p><b>Items 20 – 21</b></p> <p>3. NOPSA requires that a full report, including items 20 and 21 must be submitted within 30 days, unless otherwise agreed in writing with an OHS inspector..</p> <p>The full report submitted by production and storage operators should also include an uncontrolled hydrocarbon release report if there is such a release. The report form (N-3000-FM207) can be obtained from the NOPSA website: <a href="http://www.nopsa.gov.au">www.nopsa.gov.au</a></p> <p><b>Monthly Reporting</b></p> <p>4: Operators must also provide a summary of deaths and all injuries, other than minor injuries not requiring treatment or first aid cases, in a form acceptable to NOPSA, not later than 15 days after the end of each month<sup>1</sup>.</p> <p><b>Non-interference with accident sites</b></p> <p>5: No person may interfere with a site on a facility where there has been an accident or dangerous occurrence, other than in the circumstances set out in the <i>Offshore Petroleum (Safety) Regulations 2009</i> Regulation 2.49.</p>	<p><b>General</b></p> <ol style="list-style-type: none"> <li>1. The facility name, site name or location where the incident occurred.</li> <li>2. Name and business address of employer who controls work site.</li> <li>3. Time and date of incident.</li> <li>4. Names and contact details of any witnesses.</li> <li>5. Name/position/telephone number of person submitting these details.</li> <li>6. Brief description of incident.</li> <li>7. Work/activity being undertaken at time of incident.</li> <li>8. Action taken to make work-site safe or prevent environmental damage including details of any disturbance of the work site.</li> <li>9. Was emergency response initiated?</li> </ol> <p><b>Injuries</b></p> <ol style="list-style-type: none"> <li>10. Name of employer of deceased/injured person(s) [if any and if different from answer in item 2].</li> <li>11. Details of deceased/injured person(s) – including: name, date of birth, sex, residential address and telephone number, occupation/job title and details of injury, details of job being undertaken.</li> <li>12. Day of shift and hour of shift (e.g. 5<sup>th</sup> day of 7, 1<sup>st</sup> hour of 12).</li> </ol> <p><b>Fluid Escape</b></p> <ol style="list-style-type: none"> <li>13. Estimated quantity and composition of fluids that escaped or burned including known toxicity.</li> <li>14. Duration of escape.</li> <li>15. Location and weather conditions.</li> </ol> <p><b>Serious Damage</b></p> <ol style="list-style-type: none"> <li>16. Identify equipment damaged and to what extent.</li> <li>17. Will the plant be shutdown and for how long.</li> </ol> <p><b>Immediate Actions</b></p> <ol style="list-style-type: none"> <li>18. Immediate action taken/intended, if any, to prevent recurrence of incident.</li> </ol> <p><b>Analysis and Remedial Actions</b></p> <ol style="list-style-type: none"> <li>19. Immediate cause analysis.</li> <li>20. Root cause analysis and full report.</li> <li>21. Actions to prevent recurrence of incident with responsible party and completion date.</li> </ol> <p>Required details in Determination Gazetted 22-Dec-04<sup>1</sup></p>

## Guidance on Notification and Reporting of Accidents and Dangerous Occurrences

### Clarifications

#### Accidents and diseases:

“Accident” includes contracting a disease. Hence diseases and illnesses which incapacitate a person from performing work for 3 days or more should be reported to NOPSA, whether contracted as a direct result of work or not.

#### Damage to safety-critical equipment:

For the purpose of *Offshore Petroleum (Safety) Regulations 2009* (OPS) regulation 2.41(2), NOPSA considers “damage” to be a state in which the safety-critical equipment does not meet its performance standards. This damage includes not just a specific occurrence of accidental damage, but also a failure of safety-critical equipment revealed and immediately repaired during a planned function test or maintenance activity. It would be a dangerous occurrence when any damage to a component or components of a safety critical system would compromise the system such that it would not conform to its performance standards. For example, a failure of a lube oil pump on a fire pump system, or a gas detector element in a 2-out-of-3 voting system probably would not compromise the performance standard. A failure of an ESD valve (that is, failure of the valve to meet its performance standard) would probably compromise the shutdown system such that it would not conform to its performance standard. For safety critical systems with redundant components (for example a blow-out preventer with several sets of rams), damage to one component of the system does not constitute damage to the system for, the purpose of notifying NOPSA, if the system can still meet its performance standard.

#### Electric shock:

NOPSA expects the notification and reporting of all electric shock incidents caused by a power supply capable of directly producing a fatal electric shock. Electric shocks from sources not capable of directly causing electrocution only need to be reported if the incident involves a fatality or injury caused by an indirect consequence of the shock, such as falling from height.

For example, an incident involving a shock from a hand tool supplied at 240V is reportable, irrespective of whether a residual current device is fitted to the circuit. An electric shock caused by a 12 volt battery would not be reportable if there was no subsequent injury requiring medical attention. If the shock from the battery was accompanied by an arc burn requiring medical treatment, or caused someone to fall from a raised platform and break their arm, then it would be reportable."

#### Emergency Response Plan:

An unplanned activation of the general alarm and a muster, even if there is no further action, is considered emergency response and is reportable to NOPSA.

#### Medivac:

NOPSA expects to be notified about any medical evacuation (medivac) arising from an injury or occupational illness caused by work activity in connection with a facility, even if the injury or illness does not incur lost-time above the reporting threshold. In this context “medivac” is taken to mean that a person is taken from the facility, for medical treatment or tests, using a non-scheduled means of transport. NOPSA considers this to be an unplanned event that required the emergency response plan to be implemented.

#### Pipelines:

A dangerous occurrence includes anchors being dropped or dragged at or near a pipeline.

### Disclaimer

This guideline and others on the NOPSA website are intended to provide general guidance to the industry as to the approach that NOPSA 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. The Guidelines should not be relied on as advice on the law, nor treated as a substitute for legal advice in any relevant situation.