Think Safety…!

Near Miss & Incident Reporting
August 2014
How Are We Doing?

LTI’s – 0 in last 12 months

<table>
<thead>
<tr>
<th>Period</th>
<th>Location</th>
<th>Oil &amp; Gas Base AFR</th>
<th>Oil &amp; Gas Sites AFR</th>
<th>Total AFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12 Month Rolling</td>
<td></td>
<td>0</td>
<td>1.71</td>
<td>1.33</td>
</tr>
</tbody>
</table>

- Statistics presented one month in arrears.
- AFR includes first aid/ medical treatment cases.
- AFR = (Accidents/ Manhours) x 100,000
How Are We Doing?

Summary of incidents year to date

- Zero Fatalities
- Zero >3 Day LTI
- 2 RWD/MTC
- 1 First Aid
- 1 Near Miss

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**Introduction**

An incident includes the following:

- Circumstances which give rise to ill health or injury, and damage to property, plant, products or the environment.

  **OR**

- Any circumstance which has the potential to cause ill health or injury, and damage to property, plant, products or the environment.

Any incident that happens during TRAC activities must be reported, investigated and measures put in place to prevent recurrence.
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Responsibilities

All staff – responsible for ensuring incidents are reported to their line manager as soon as possible

Line Managers/Operations – responsible for ensuring that incident reports are drafted and forwarded to the corporate HSE representative as soon as possible

Corporate HSE Representative – responsible for reviewing all incidents and overseeing all investigations

Business Support – Responsible for administering the system and maintaining statistics

Remember - If you see something unsafe – STOP the job!

• Discuss the hazard with the team and agree the safest course of action before resuming the job
• Let your line manager know/ update risk assessments if necessary
• NB where the STOP system is justifiably utilised, the individual will not be disciplined in any way.

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Importance of Reporting

It is important that we are aware of accidents/incidents that occur, no personnel will be reprimanded for reporting regardless of fault.

By reporting any accidents, incidents and near misses immediately we can:

- Identify problem areas to prevent the same incidents from happening again
- Identify areas of safety that can be improved
- Create better working environments
- Ensure we are complying with health and safety regulation & legislation
- Aim to focus on continuous improvement

All accidents/incidents, including near misses must be reported.
Incident Types

First Aid Case – a work-related minor injury or illness which can be treated by a first aider or equivalent and does not require a professional physician or paramedic.

Restricted Work Case – Where the employee cannot fulfil his normal work the day following an incident but is able to undertake a temporary job; work at his normal job but not full time; work at a permanently assigned job but unable to perform all duties normally assigned to it.

Medical Treatment Case – the injured or sick person requires treatment (more than first aid) from a professional physician or qualified paramedic.

Lost Time Incident – Any work-related injury or illness which prevents that person from doing any work the day after the accident.

Environmental – Any incident with a negative impact on the environment.

Occupational Illness – an abnormal health condition or disorder (physical or mental that is caused or aggravated by exposure to environmental factors associated with employment including chemical, physical, biological and ergonomic factors.

Near Miss – detailed on following slide.
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Near Miss

A Near Miss is defined as any event with the potential to cause injury and/or damage and/or loss but which has been avoided by other circumstances.

For every major incident/fatality, there are many more less serious or near-miss incidents.

Near misses could easily become more serious incidents. As such, near miss information can be a useful predictor of potential accidents.

All events, regardless of severity, are due to a failure of control: lessons can be learnt from even minor incidents/events.

Examples of a near miss include:

- Faulty gas meter
- Small spill of paint – environmental
- Communication breakdowns
- Hazards e.g. pipe sticking out
- Broken hand rail

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Near Miss Reporting

What can we learn from near misses?

• A useful learning tool of what might have happened e.g. actual injury
• Share and communicate the near miss to your team and other teams
• Brings to the attention of management and employees
• We can be pro-active to help prevent future incidents

What if you don’t report near misses?

• It’s an open invitation for an accident
• Learning opportunity missed if no one reports it
• Near misses or minor slip accidents may often seem funny or embarrassing occurrences to report – until someone is hurt
• Lets find out why they happened and propose improvement to ensure they don’t happen again

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Environmental incidents must be reported and investigated following the same process as any other incident.

An environmental incident may include:

- Spill
- Fire (water run-off may reach drains/watercourses)
- Equipment/materials falling into the sea or a watercourse
- Leaking containers/tins/skips
- Damage to local environment/habitat
- Illegal waste dumping

Environmental incidents are classified by TRAC in two categories:

- **Minor environmental incident** – e.g. small spill that does not reach a drain/watercourse
- **Major environmental incident** – e.g. large spill running into surface water drain/river/sea
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Reporting Process

When an incident occurs, the team leader or personnel involved should inform their Operations contact.

An Incident Report (TRACFORM C09.01) should be completed as soon as possible and forwarded to the HSE Representative.

All sections must be completed and where necessary, additional sheets should be used.

The HSE rep/delegate shall:

- Allocate a number to the report
- Allocate the investigation level required
- Identify the responsible manager
- Complete the Incident Register
- File a copy of report within register
- Complete Incident Investigation form (TRACFORM C09.02)
- Liaise with the relevant manager to investigate and close out the incident

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RIDDOR

If a RIDDOR reportable incident occurs TRAC are required to report these to the HSE.

RIDDOR reportable incidents include:

- Fatalities
- Specified Injuries
- Over-7-day injuries
- Dangerous occurrences
- Specified diseases
- Injuries to non-workers
Investigation

The incident investigation form (TRACFORM C09.02) will be issued to the relevant manager for completion.

The Investigation/Findings box and Actions list should be used throughout the investigation as a log of the investigation, points considered and any information gathered.

Investigation should include a review of Job Documentation/Procedures, employee interviews, inspection of equipment/work locations, and establishment of a root cause.

All finding should be recorded, conclusions drawn and actions taken to prevent recurrence.

TRACINFO C09.07 provides further guidance for investigating managers to give guidance whilst completing investigations.

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Lessons Learned

Following any incident, lessons learned will be rolled out to the relevant personnel, and fed back into the HSEQ system to avoid recurrence and improve systems.

This may include:

- Changes to risk assessments and job documentation
- Updates to procedures, work instructions etc.
- Issue of Safety Alerts/ Briefings/Campaigns
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TRAC Systems

- Procedure
  - TRACPROC C09 – Incident Reporting

- Work Instruction
  - TRACINFO C09.07 – Incident Investigation

- Forms
  - TRACFORM C09.01 – Incident Report
  - TRACFORM C09.02 – Incident Investigation

- Tools
  - Incident Register
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Remember

• **Everyone** is responsible for ensuring incidents are reported.
• If you see something unsafe/potentially unsafe – **STOP** the job!
• **All incidents** - including near misses and environmental incidents must be reported.
• Investigation of incidents let us find out what happened and why – preventing the same issues happening again!
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Topics Covered In 2014

- January – Waste Management
- February – Quality Principles
- March – Driving
- April – Drug & Alcohol Awareness
- May – Job Preparation – Quality
- June – Safe Use of Ladders
- July – Confined Space
- August – PPE

If you have missed any of these presentations or would like to review a topic again then please contact your line manager.

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Your behaviour makes a difference

Look after yourself

Look out for others

Use safety equipment

Follow safety procedures