
APPEA SAFETY INCIDENT REPORTING GUIDELINES

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- Attachment 2: Report Forms and Codes
- Attachment 3: Example Reporting Requirement Test
- Attachment 4: Example Incident Classification Test

1. OBJECTIVE

The objectives of this Guideline are to:

- ensure integrity of the APPEA Incident Reporting System by ensuring consistent classification of incidents;
- ensure that the APPEA Incident Reporting System is consistent with existing regulatory reporting requirements, thus ensuring that there is no duplication of effort for APPEA members; and
- ensure that the APPEA Incident Reporting System results in similar safety statistics collected internationally by OGP (International Association of Oil and Gas Producers) to allow effective benchmarking of Australian exploration and production (E&P) safety performance.

2. AUSTRALIAN REGULATORY FRAMEWORK

2.1. OFFSHORE

2.1.1. Commonwealth Waters

The regulatory reporting requirements for personnel incidents arising from offshore exploration and production activities originate from the Commonwealth Petroleum (Submerged Lands) Act. The reporting requirements are detailed in a document administered by the Department of Industry, Science and Resources called the "Safety Case Administration Procedure 905- National Accident/ Incident Data Base" (referred to as SCAP 905). These reporting requirements for personnel related safety incidents are based on Australian Standard AS 1885.1-1990 "Workplace injury and disease recording standard".

The purpose of SCAP 905 is to describe the method by which each relevant State or Northern Territory Department collects, records and reports this data to the Government. A copy is provided in Attachment 1.

Individual Operators need to comply with the reporting requirements detailed by their relevant State or Northern Territory legislation, and by their own accepted Safety Cases. The relevant State or Northern Territory Authority then ensures compilation of this submitted data to SCAP 905 requirements.

2.1.2. State Waters

Incidents and accidents that occur in State waters (under State Petroleum (Submerged Lands) Acts) should be reported in the same format as for those that occur in Commonwealth waters.

2.1.3. Onshore

The requirements to report personnel safety incidents arising from onshore exploration and production activities differ between States. However, a number of States require that employers keep records in accordance with the Australian Standard AS1885.1-1990.

3. REPORTING DEFINITIONS AND CONVENTIONS

3.1. REPORTING SCHEDULE

APPEA incident statistics are compiled on a quarterly basis. **Incident data are to be reported to PricewaterhouseCoopers within 30 calendar days of the end of each quarter.** Reports may be submitted monthly if this is consistent with company procedures. The reports shall be on the APPEA Safety Incident Database Report Forms or approved equivalents. Examples of the APPEA Safety Incident Database Report Forms and codes for the various categories of data are included in Attachment 2.

Please note that the preferred method of reporting is via email submission of electronic versions of these forms, which can be obtained from APPEA or PricewaterhouseCoopers.

3.2. PREVAILING SAFETY INFLUENCE

Incidents should be included in an Operating Company's statistics when the Operator has "prevailing safety influence" over the activity that caused the incident.

"Prevailing safety influence" occurs when an Operator has control over the activity under consideration. This "control" could be because of existing contractual obligations or because the activity occurs on the Operator's lease or because the Operator exerts significant influence over the activity itself. In practice there can be wide interpretations of the application of this principle. However, the underlying intent is that prevailing safety influence exists when the Operator is in a position to positively influence (from a safety perspective) the way in which the activity is undertaken.

Prevailing safety influence is assumed if the injured employee was on duty on the Operator's site at the time of the incident. However, it also means that even an employee injury which occurs after hours could potentially be classified as a work related injury (and thus reportable) if it occurred on the Operator's site and it was deemed that the Operator had prevailing safety influence over the activity (such as provision of the equipment or facility being used).

Likewise an injury that occurs on a contractor's site could be attributable to an Operator if the work being undertaken is part of a defined project where the Operator has prevailing influence over the work site through a contract. This is likely to apply to onshore construction sites and seismic survey vessels and mobile offshore drilling units (MODUs) when they are on contract to an Operator. In cases where the Operator is deemed not to have prevailing safety influence over the service (eg supply vessels and contracted aircraft shared by several Operators), then exposure hours and injuries of the service provider would not be attributable to the Operator, but the exposure hours and injuries for employees and contractors travelling on the service would be attributable to the Operator because these personnel are travelling as part of their employment. Prevailing safety influence for travel begins at the point where the Operator has control over the mode of travel. This generally does not include travel to and from work at an office location.

Prevailing safety influence over activities being undertaken on behalf of an Operator must be determined at the outset of the activity in order to ensure that both exposure hours and injuries are correctly counted.

A flowchart that may assist in classifying the reporting requirement of incidents is included in Attachment 3.

3.3. REPORTABLE INCIDENTS

In order for there to be a Reportable Incident, firstly the Operator must ascertain that there has in actual fact been an incident. Further questioning (as outlined by the flowchart in Attachment 3) will then determine whether the incident is reportable.

An incident is a specific and defined event (such as a slip, trip, fall, sudden twist or overexertion) or exposure in the work environment. Most injuries can be linked back to a defined event through the investigation process. Even if the incident is seen to be an aggravation of an old injury/illness or pre-existing condition, if a specific new event or exposure can be determined, the incident is a reportable one.

If an injury or illness surfaces in the work environment that cannot be directly linked to a specific event or exposure, it would not be reportable.

Examples of incident classifications can help to ensure consistency in classifications and reporting of incidents; these are provided in Section 5.

3.4. INJURY CLASSIFICATION

Incident severity categories are to be specified on the APPEA Incident Report Form. Examples of incident classifications are given in Section 5. A flowchart which may assist in classifying severity of incidents is included in Attachment 4.

Incident severity categories are defined below.

3.4.1. REPORTABLE INCIDENTS

Lost Time Injury or occupational disease illness (Coded as LTI)

Is defined as an injury or occupational illness that results, or would result, in:-

- a) A permanent disability; or time lost of one complete shift or day or more any time after the injury or illness occurrence as defined on the current medical certificate.

The injury would still be classified as an LTI if the injury occurs on the last day of a person's swing and the next day is a rostered day off. The severity is determined by the fact that the person could not work regardless of whether they are scheduled to work. Conversely, if medical examination reveals that the person can work the next day but is prevented from doing so by travel constraints, then this would not be classified as an LTI.

Alternate Duties Injury (Coded as ADI)

Is defined as any work-related injury or illness (other than an LTI) which results in a person being unfit for full performance of the regular job on any day after the occupational injury or illness as determined by the current medical certificate. The alternate work placement may involve:

- a) Assignment to a temporary job, whether full time or part time (>4hrs per day)
- b) Part time work (>4hrs per day) at the normal job
- c) Full time work at the normal job, but not performing all of the normal duties of the normal job

Regardless of the type of alternate work placement, the alternate duties must:

- Be within the person's skill/ competency level
- Be within the restrictions documented on the current medical certificate
- Not introduce risk by impacting the injury/ illness or impeding the recovery of the person

In addition and where possible, the alternate duties should be meaningful and fulfilling to encourage the positive rehabilitation of the injured person. This is sometimes difficult, as what the Operator may deem "meaningful" (ie. it is work that is required to be completed by someone at some stage), is not always considered "meaningful" by the injured person (ie. it may not provide any challenge, it may not be considered interesting). This can lead to a perception that the Operator is simply trying to avoid classification of the injury/illness as an LTI. This can be minimised by rehabilitating the injured person within their own job scope or work area, where the perception of what constitutes meaningful work is broader.

Medical Treatment Injury (Coded as MTI)

Is defined as a work-related injury or illness other than an LTI or ADI where the injury is serious enough to require more than minor First Aid treatment (see below). Note that the distinction between medical treatment and first aid depends not only on the treatment provided, but also on the severity of the injury being treated. Injuries which will always be classified as MTI's include:

- a) Injuries which require treatment by a medical practitioner or registered medical personnel (or would normally be carried out under the supervision of a medical practitioner)
- b) Injuries which impair bodily function (ie. normal use of senses, limbs etc)
- c) Injuries that result in damage of a non-superficial nature to a physical structure (eg. fractures)
- d) Injuries which involve complications requiring follow-up medical treatment (eg. reaction to a tetanus injection administered as first aid treatment)
- e) Injuries involving loss of consciousness

As Medical Treatment Injuries are reportable, and First Aid Injuries are not, it is important to differentiate between them. Examples of Medical Treatment Injuries include:-

- Suturing or steri strips used instead of suturing
- Application of a cast or other professional means of immobilising an injured part of the body

- Treatment of an infection arising out of an injury
- Complex wound care, such as debridement of damaged tissue or careful examination for removal of embedded foreign material or multiple soakings
- Removing embedded objects from the eye
- Treatment by allied health professionals eg. Physiotherapy
- Use of prescription drugs (other than a single dose administered on an initial visit for minor injury or discomfort or administered as a preventative measure such as prophylactic antibiotics or tetanus injection)
- Positive X-ray diagnosis (fractures, broken bones, etc)
- Treatment of partial or full thickness burns
- Admission to a hospital for treatment other than observation

A visit to a medical practitioner for observation does not constitute "treatment". An injury would be classified as an MTI if the visit results in treatment beyond the use of preventative medication.

Therapy constitutes treatment if more than one visit to the medical practitioner is required.

3.4.2 NON-REPORTABLE INCIDENTS

Minor First Aid

Is defined as any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not require professional medical care. However, a medical practitioner or registered professional may administer the First Aid.

Examples of Minor First Aid Injuries include:-

- Minor wound care such as initial cleaning or soaking of the wound, application of antiseptic or non-prescription medication & bandaging.
- Re-dressing an injury because the previous dressing is soiled
- Treatment of superficial burns
- Application of salves or ointments to prevent drying or cracking of skin at the site of a minor injury
- Admission of precautionary drugs (eg tetanus, antibiotics)
- Negative X-Ray diagnosis
- Precautionary review by a medical practitioner or specialist, if outcome is negative
- Bandaging, including application of elastic bandages
- Heat or cold compresses on the first visit
- Application of heat therapy on first visit
- Removal of foreign bodies not embedded in the eye

Non Work Related Injuries or Illnesses

Are defined as any injuries or illnesses which are:

- a) Incurred outside the normal course of work, and
- b) Incurred in areas which do not come under the Operators prevailing safety influence.

Non work related injuries or illnesses include:

- Injuries or illnesses for which no specific or defined work related event can be ascertained as the cause of the injury
- Injuries sustained after hours whilst recreating if the Operator does not have a prevailing safety influence over the activity
- Reaction to a preventative medicine administered on site (not because of work related injury or illness) such as flu shots

3.5. EXPOSURE HOURS

Exposure hours are calculated on the basis of actual hours wherever possible. If exposure hours cannot be determined, the following assumptions shall be made:

- a) Full time personnel- a default of 8 hrs shall be used for office personnel and 12 hrs for field personnel.
- b) 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.

3.6. FACILITY TYPES

The following facility types and associated codes are to be recorded for each reportable incident, as per Item 13(b) on the APPEA Safety Incident Database report form.

APPEA Code	TYPE	GUIDELINE
1900	Administration	Includes all office operations.
1901	Mobile Offshore Drilling Units	Includes jackup and floating drilling rigs.
1902	Fixed Platform	Includes all work including drilling operations carried out on fixed, semi submersible or jackup production platforms.
1903	Construction Platform	Includes crane and pipelaying barges if involved in construction activities
1904	Service Platform	Includes accommodation and coiled tubing structures or barges
1905	FPSO	Floating production and/or storage vessels, including buoys.
1906	Marine Vessel	Includes any marine vessel except oil tankers uptaking product, MODUs and FPSOs. Includes standby, support, seismic, diving, surveying, logistics and rescue vessels owned by or under contract to the operator.
1907	Helicopter	Includes anything involving helicopters including manual handling injuries while loading / unloading.
1908	Fixed wing aircraft	Includes anything involving fixed wing aircraft owned by or on charter to the company including manual handling injuries while loading / unloading.
1909	Drilling Operations Onshore	Includes all onshore production or exploration drilling operations. Excludes workover operations.
1910	Seismic Operations Onshore	Includes all onshore seismic operations.
1911	Construction Onshore	Includes all construction operations onshore. This includes site preparation for drilling.
1912	Production and processing onshore	Includes all operations except construction associated with the production and processing of hydrocarbons on land. Includes maintenance operations and well workover operations but not infill drilling.
1913	Pipeline	A tube for transporting liquids/gas.
1914	Sub-sea Completion	Production systems installed on the seabed.
1915	Road Transport	Includes anything involving road-based vehicles owned by or on charter to the company including manual handling injuries while loading / unloading.
1916	Logistic Support Base	Includes all warehouse and shorebase operations.

3.7. EMPLOYMENT CLASSIFICATION

Use of the following employment classifications and codes is encouraged but not mandatory. They are based on OGP guidelines and allow consistency in data analysis. When the code is not nominated by the reporting company, the most appropriate code will be nominated by the APPEA statistics compiler.

APPEA Code	Type	Guideline
ADM	Administration, Management, Support staff	Includes upper and middle managers, administration and service / support employees, draftsman, programmers, medical, legal and accounting support staff.
SUP	Foreman, Supervisor, Site Representatives	Drilling foreman, tool pusher, production, process, transportation or maintenance supervisors.
TEK	Engineer, Scientist, Technician	Engineers, geologists, geophysicists, lab technician, surveyors, environment, safety and industrial hygiene staff.
OPR	Process / Production Operator	Plant, process or utilities operator, marine engineman.
DRL	Drilling / well servicing operator	Driller, derrickman, floorhand and wireline operators.
TRN	Transportation operator	Truck drivers, pilots, ships officers - those whose occupations depend on their operation of land, sea or air transport.
HEO	Heavy Equipment Operator	Heavy equipment operator eg. cranes, forklifts, graders etc
MTN	Maintenance Tradesperson	Includes mechanics, electricians, pipefitters, painters, welders, carpenters etc.
LAB	Manual labour	Roustabout, roughneck, labourer, janitor, deckhand, construction or maintenance helper

3.8. NATURE OF OPERATION

The following facility types and associated codes are to be recorded for each reportable incident, as per Item 18(b) on the APPEA Incident Database report form.

APPEA Code	TYPE	GUIDELINE
2100	Geophysical Survey	Includes all activities associated with geological, hydrographical and meteorological surveys.
2101	2D Seismic Survey	Includes all activities associated with the acquisition of 2D seismic data.
2102	3D Seismic Survey	Includes all activities associated with the acquisition of 3D seismic data.
2103	Other Survey	Includes all activities associated with geochemical and environmental surveys, including monitoring programs.
2104	Exploration Drilling	Includes all activities associated with the drilling of wildcat and stratigraphic wells.
2105	Appraisal Drilling	Includes all activities associated with the drilling of appraisal/extension wells.
2106	Development Drilling	Includes all activities associated with the drilling of development/production wells.
2107	Construction	Includes all activities associated with the construction and fabrication of facilities and capital works, including pipelines, site clearing and dredging.
2108	Commissioning	Includes all activities associated with the commissioning/start-up of production facilities.
2109	Decommissioning	Includes all activities associated with the abandonment of wells and decommissioning of facilities.

2110	Maintenance	Includes all activities associated with the maintenance of facilities/vessels/equipment including dry docking of FPSO's.
2111	Purging	Includes all activities associated with the internal cleansing of pipes and vessels, including pigging.
2112	Planned Shut-in	Includes all activities associated with the planned shut-in of a well.
2113	Unplanned Shut-in	Includes all activities associated with the unplanned shut-in of a well.
2114	Workover	Includes all activities associated with workover operations including re-evaluations, replacement of downhole equipment, deepening of wells, fracturing etc.
2115	Production	Includes all activities associated with the extraction of hydrocarbons. It does not include the stabilisation or transportation of hydrocarbons.
2116	Processing	Includes stabilisation, compression, chemical process, separation and disposal of waste products.
2117	Production testing	Includes all activities associated with production testing and well assessment.
2118	Loading	Includes all activities associated with loading and unloading of product, chemicals, cargo and fuelling.
2119	Storage	Includes all activities associated with the storage of product, chemicals and paints.
2120	Product Transport	Includes all activities associated with the transport by air, road or sea, of stabilised or unstabilised petroleum and/or product to the point of entry to pipeline or custody transfer.
2121	Pipeline Transport	Includes all activities associated with the transport of stabilised or unstabilised petroleum and/or product through pipelines to the point of custody transfer.
2122	People Transport	Includes all activities associated with the transport of personnel by air, road or sea.
2123	Other Transport	Includes all activities associated with the transport by air, road or sea, of supplies, facilities and equipment, including the towing of platforms and vessels.
2124	Ancillary Support	Includes all activities not covered above that provide support for exploration or production activities, including supply bases, administration blocks and central control rooms.

4. CONSISTENCY WITH INTERNATIONAL GUIDELINES

Early each year the OGP (previously the E&P Forum), request incident data from exploration and production activities worldwide. This incident information is collated and distributed extensively. This report is one of the few instruments that provide consistent upstream data internationally and companies worldwide make use of the data as a benchmarking tool in evaluating their safety performance. Participants at the 1993 International Labour Organisation on offshore safety endorsed the E&P Forum Accident Statistics database/methodology as a basis for improved worldwide understanding of incident drivers and trends.

A copy of the OGP Safety Incident Reporting System Users' Guide is available on the APPEA website.

5. EXAMPLES OF INCIDENT CLASSIFICATIONS

5.1. PREVAILING SAFETY INFLUENCE AND TRAVEL

An employee is injured whilst travelling on a charter plane to site for commencement of normal rostered time on. The injury:

Is included in the Operator's statistics as the person has to travel on the plane provided by the Operator as part of the terms of employment and the Operator can determine the condition and type of plane ie. there is a prevailing safety influence.

An employee is injured in a private vehicle involved in a car accident on the way to the airport to board a charter plane for work. The injury:

Is not included in the Operator's statistics as the Operator has no prevailing safety influence over private transportation.

An employee is injured whilst travelling on a commercial plane to attend a conference as part of his terms of employment. The injury:

Is included in the Operator's statistics as the person is travelling solely at the direction of the Operator, and the Operator can choose time, date, means of transportation, class of travel etc. There is a prevailing safety influence.

5.2. PREVAILING SAFETY INFLUENCE AND INCLUSION OF CONTRACTOR INCIDENTS

A MODU is contracted to undertake drilling in a permit area. The MODU has mobilised from South East Asia. An injury:

Is included in the Operator's statistics when the MODU enters the permit area, or when the Operator accepts the rig if that is sooner, as the Operator is deemed to have prevailing safety influence;

Is not included in the Operator's statistics when the MODU is outside the Australian permit area, or after the rig is released if that is later, as the Operator does not have prevailing safety influence.

A supply vessel is contracted by an Operator to perform work. A seaman on the boat is injured while the vessel is mobilising in the public harbour and not yet under contract.

Is not included in the Operator's statistics as the Operator does not have prevailing safety influence.

A supply vessel is contracted by an Operator to perform work. A seaman on the boat is injured while the vessel is moving to the work area.

Is included in the Operator's statistics as the Operator is deemed to have prevailing safety influence.

A helicopter company is operating from an aviation base owned by an Operator and provides services under contract for the Operator. A helicopter engineer is injured in the hangar.

Is included in the Operator's statistics as the Operator is deemed to have prevailing safety influence.

A helicopter company provides a shared service to a number of Operators from its own premises. A helicopter engineer is injured in the hangar.

Is not included in the Operator's statistics as the Operator does not have prevailing safety influence.

A helicopter company provides a shared service to a number of APPEA members. A passenger travelling as a contractor to an APPEA member company is injured while in transit.

Is included in the Operator's statistics as the Operator is deemed to have prevailing safety influence in requiring the person to fly on that service.

5.3. PREVAILING SAFETY INFLUENCE AND INCIDENTS ARISING FROM OUT OF HOURS ACTIVITIES AT REMOTE SITES

A person is injured on an offshore platform while exercising in the gymnasium. No equipment is found to be faulty.

Classified as a non-work related injury because the injury was outside the Operator's prevailing safety influence. Would not be included in the Operator's statistics.

A person on an offshore platform requires medical treatment at a remote site while exercising in the gymnasium when a piece of gym equipment failed.

Classified as a Medical Treatment Injury. The Operator has prevailing safety influence over the supplied equipment.

5.4. REPORTABLE INCIDENT- DEFINED EVENT

A person presents to the medical centre in the morning after waking up with back pain. They have no recollection of a work related event that may have caused the injury. Investigation reveals no specific incident occurred.

Classified as a non-work related injury, as there is no specific and defined event. Would not be reportable.

5.5. REPORTABLE INCIDENT- AGGRAVATION OF PRE-EXISTING CONDITION

A person with a "bad back" from a previous non- work related car accident sits heavily in an office chair. The hydraulic mechanism on the chair gives way suddenly, causing the person to jar his back again.

Classified as a work related incident as there is a specific and defined event which should have been avoided. The pre-existing back condition is irrelevant.

Would be reportable.

5.6. CLASSIFICATION OF INJURY – TRAVELLING TIMES ARISING FROM INCIDENTS AT REMOTE LOCATIONS

A person is injured offshore and is flown onshore for medical treatment. Owing to fog the next day, the person cannot return offshore until the day after.

Classified as a Medical Treatment Injury, because the factor preventing the person returning to work by the next shift/working day was not the injury.

A person is injured at a remote onshore location and is flown to a capital city for medical treatment. Although the person is fit to return to work, because his shift is almost complete, it is decided to let him go home.

Classified as a Medical Treatment Injury, because the factor preventing the person returning to work by the next shift/working day was not the injury.

5.7. CLASSIFICATION OF INJURY – TREATMENT BY DOCTOR CLASSIFIED AS FIRST AID

A person at a remote onshore site reports a foreign body (not embedded) in the eye. The First Aider takes the precaution of sending the person to a doctor. The doctor removes the foreign body from the eye using first aid techniques.

Classified as a First Aid Injury. The First Aider could have removed the foreign body from the eye, but elected not to.

5.8. COMPLEX CASE EXAMPLES – STRAINED KNEE WHILE PUSHING DIRT WITH FOOT

Employee was injured at work when he was digging a trench. He used his foot to push dirt to refill the trench and felt a severe pain in his knee and could not continue. He was diagnosed as having strained his knee and he was immediately declared unfit for work by the site medic. That day he was flown off the remote site to town where a doctor operated on the knee. There was evidence to suggest the cartilage had been torn for some time and that his kicking of the dirt was the final "straw" that brought the injury to the surface. The doctor's certificate supported the injury happened at work, classified him totally unfit and the insurance company accepted the claim. Alternative work was available in Perth and the company's opinion was that, as the operation was minor he could have done the work but the union does not allow the injured to come into the Perth office. The doctor knew the union view.

With the facts as presented, this would be classified as Lost Time Work Injury, as there was no previous evidence the person had any limitation, the injury was acute and the doctor's and the insurer's acceptance tended to confirm the initiating event was at work. Classified as a lost time injury as the doctor's certificate classified him to be totally unfit and he lost 1 full shift or more.

However, this is an example where a positive, well-implemented and well-communicated Alternate Duties policy would have improved the injured person's rehabilitation/recovery by remaining at work.

5.9. COMPLEX CASE EXAMPLES – LUNCH TIME ACTIVITY

A person entered the recreational area and commenced to play table tennis at lunch time. As he played a shot he went down on one knee briefly, noticed a tug on the leg of his trousers and a large gash in his knee. A search of the area revealed a flat top nail which had been hammered into the carpet. The company nurse inserted six sutures and he returned to work after treatment and recording the accident details. He left work at the normal time and went home in a taxi.

He did not report for work the next work day but came in the following day and explained he had felt "a bit sore" and had decided not to come in. No medical certificate was given and, following discussions with the company nurse there was no medical reason he could not have come in.

Classified as Medical Treatment Work Injury:

Classified as a work injury as it related to company supplied equipment ie. the company had prevailing safety influence.

Classified as a medical treatment injury because medical treatment (sutures) was administered but there was no reason the person could not have worked and, in fact he should have been at work. The lost time was not justified by the injury.

5.10. COMPLEX CASE EXAMPLES –EAR PROBLEM FROM PLANE TRAVEL

A person travelled interstate for a training course. He developed a minor cold. On the return journey descent in the plane he was unable to clear his ears and experienced severe pain. He visited his doctor the same day. He reported to work next day still in pain. He was sent back to his doctor who referred him to a specialist. An infection had developed in his ear and he was off work for a week.

Classified as Lost Time Injury.

Classified as a work related injury as there was a specific and defined event ie. the plane descent, and the person was travelling on company business at the time of this event. The Operator had a prevailing safety influence and could have impacted the event by having a company policy which restricted travelling with ear problems.

Classified as lost time because 1 or more full shifts were lost due to the injury.

5.11. COMPLEX CASE EXAMPLES – OPENING A STIFF VALVE

A person was opening a valve which was stiffer than most other valves in the plant. It was also slightly out of his reach. He strained his back muscle and his doctor gave him three days off. He had strained his back three months earlier when he was jolted on his fork lift seat while driving over rough ground. On the earlier occasion he had lost seven days and the injury had been classed as a lost time work injury.

Classified as Lost Time Work Injury.

Classified as a work injury as the valve was stiff, out of reach and was identified as the agent that led to the back strain. His previous back strain may have meant he had a weak back but this should have been taken into account in planning his work activities. The alternative of classifying as a re-occurrence was rejected.

Classified as a lost time as 1 or more full shifts were lost due to the injury.

(This is another example where an effective Alternate Duties policy may have improved the injured person's rehabilitation/recovery.)

5.12. COMPLEX CASE EXAMPLES –TICK BITE

A university student was employed on a casual basis to help in field trials. While working outdoors she suffered a tick bite but failed to detect it for several days. On discovering it she pulled the tick out. Over the next few days she began to suffer severe swelling and was taken to hospital where she received treatment. Next day she was unwell and returned home for 2 days. It was not clear whether she was affected by the tick bite or by a reaction to the treatment she received.

Classified as Lost Time Work Injury.

Classified as a work injury as the student was employed and the tick bite was sustained in the course of the work. The work procedures were under the employers prevailing safety influence and precautions such as spraying repellent, searching for ticks at the end of the day and medical removal protocols could have prevented the injury or reduced the severity. The treatment may have been the cause of the lost time but, as it was given in relation to the injury any resulting lost time, would in any case be related to the injury.

Classified as lost time as 1 or more full shifts were lost due to the injury.

6. REFERENCES

Australian Standard AS 1885.1-1990 "Workplace Injury And Disease Recording Standard".

International Association of Oil and Gas Producers (OGP) "Safety Incident Reporting User's Guide". Report No. 6.5/315, January 2001.

ATTACHMENT 1

NOTIFICATION AND REPORTING OF ACCIDENTS AND INCIDENTS UNDER THE *PETROLEUM* (*SUBMERGED LANDS*) ACT 1967

The following is a copy of the determinations which can be found at <http://www.nopsa.gov.au/acframe.asp> or by contacting the NOPSA Head Office.

NATIONAL OFFSHORE PETROLEUM SAFETY AUTHORITY

DETERMINATION UNDER REGULATION 39N(2)(C) OF THE PETROLEUM (SUBMERGED LANDS) (PIPELINES) REGULATIONS 2001

BACKGROUND

Details for reporting of accidents and dangerous occurrences

Accidents and dangerous occurrences must be reported to the Authority in accordance with the regulations (Clause 41 of Schedule 7 of the *Petroleum (Submerged Lands) Act 1967*).

A dangerous occurrence is defined by Regulation 39M of the *Petroleum (Submerged Lands) (Pipelines) Regulations 2001* as an occurrence at a pipeline that:

- (a) created a substantial risk of an accident; or
- (b) was of another kind that a reasonable operator would consider to require an immediate investigation.

Timing and content of reports

Subregulation 39N(2) of the *Petroleum (Submerged Lands) (Pipelines) Regulations 2001* requires, unless otherwise agreed by the Safety Authority, a written report be provided within 3 days to the Authority of an accident or dangerous occurrence, or its detection. Subregulation 39N(2)(c) provides for the Safety Authority to make a determination as to what details concerning an accident or dangerous occurrence must be included in the written report.

THE DETERMINATION

The report to be provided under subregulation 39N(2) must contain material details of the types determined as follows.

General

1. The pipeline name, site name or location where the incident occurred.
2. Name and business address of registered operator or other person who controls the work site.
3. Time and date of incident.
4. Names and contact details of any witnesses.
5. Name/position/telephone number of person submitting these details.
6. Brief description of incident.
7. Work/activity being undertaken at time of incident.
8. Action taken to make the work-site safe including details of any disturbance of the work site.
9. Was an emergency response initiated?

Injuries

10. Name of employer of deceased/injured person(s) [if any and if different from answer in item 2].
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.
12. Day of shift and hour of shift (e.g. 5th day of 7, 1st hour of 12).

Fluid Escape

13. Estimated quantity and composition of fluids that escaped or burned, including known toxicity.
14. Duration of escape.
15. Location and weather conditions.

Serious Damage

16. Identify equipment damaged and to what extent.
17. Will the equipment or pipeline be shutdown and for how long?

Immediate Actions

18. Immediate action taken/intended, if any, to prevent recurrence of incident.

Analysis and Remedial Actions

19. Immediate cause analysis.
20. Root cause analysis and full report.
21. Actions to prevent recurrence of same or similar incident with responsible party and completion date.

Chief Executive Officer
National Offshore Petroleum Safety Authority

NATIONAL OFFSHORE PETROLEUM SAFETY AUTHORITY

DETERMINATION UNDER REGULATION 46(2)(C) OF THE PETROLEUM (SUBMERGED LANDS) (MANAGEMENT OF SAFETY ON OFFSHORE FACILITIES) REGULATIONS 1996

BACKGROUND

Details for reporting of accidents and dangerous occurrences

Accidents and dangerous occurrences must be reported to the Authority in accordance with the regulations (*Clause 41 of Schedule 7 of the Petroleum (Submerged Lands) Act 1967*).

A dangerous occurrence is defined by Regulation 45 of the *Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 1996* as an occurrence at a facility that:

- (a) did not cause, but could reasonably have caused:
 - i. the death of, or serious personal injury to, a person; or
 - ii. a member for the workforce to be incapacitated from performing work for a period of 3 days; or
- (b) was any of the following:
 - i. a fire or explosion;
 - ii. a collision of a marine vessel with a facility;
 - iii. an uncontrolled release of hydrocarbon vapours exceeding 1 kg;
 - iv. an uncontrolled release of petroleum liquids exceeding 80 litres;
 - v. a well kick exceeding 50 barrels;
 - vi. an unplanned event that required the emergency response plan to be implemented
 - vii. damage to safety-critical equipment; or
- (c) was of another kind that a reasonable operator would consider to require an immediate investigation.

Timing and content of reports

Subregulation 46(2) of the *Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 1996* requires, unless otherwise agreed by the Safety Authority, a written report be provided within 3 days to the Authority of an accident or dangerous occurrence, or its detection. Subregulation 46(2)(c) provides for the Safety Authority to make a determination as to what details concerning an accident or dangerous occurrence must be included in the written report.

THE DETERMINATION

The report to be provided under subregulation 46(2) must contain material details of the types determined as follows.

General

1. The facility name, site name or location where the incident occurred.
2. Name and business address of registered operator or other person who controls the work site.
3. Time and date of incident.
4. Names and contact details of any witnesses.
5. Name/position/telephone number of person submitting these details.
6. Brief description of incident.
7. Work/activity being undertaken at time of incident.
8. Action taken to make the work-site safe including details of any disturbance of the work site.
9. Was an emergency response initiated?

Injuries

10. Name of employer of deceased/injured person(s) [if any and if different from answer in item 2].
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.
12. Day of shift and hour of shift (e.g. 5th day of 7, 1st hour of 12).

Fluid Escape

13. Estimated quantity and composition of fluids that escaped or burned, including known toxicity.
14. Duration of escape.
15. Location and weather conditions.

Serious Damage

16. Identify equipment damaged and to what extent.
17. Will the equipment or facility be shutdown and for how long?

Immediate Actions

18. Immediate action taken/intended, if any, to prevent recurrence of incident.

Analysis and Remedial Actions

19. Immediate cause analysis.
20. Root cause analysis and full report.
21. Actions to prevent recurrence of same or similar incident with responsible party and completion date.

Chief Executive Officer
National Offshore Petroleum Safety Authority

ATTACHMENT 2

REPORT CODES

Australian Petroleum Production & Exploration Association Safety Incident Database

Reporting Procedures

Safety incident data is to be supplied to PricewaterhouseCoopers on the APPEA Safety Incident Database forms, no later than 30 calendar days after the end of each quarter. Electronic versions of the reporting forms can be obtained by contacting either APPEA or PwC, and can be submitted by e-mail to the following address:

appeahsereporting@au.pwc.com

The contact for the APPEA Safety Incident Database at APPEA is:

*Ms Leanne Drewitt
Project Manager – Safety & Operations
APPEA
PO Box 7039
Cloisters Square WA 6850*

*Phone: 08 9426 7202
Email: ldrewitt@appea.com.au*

Incident Database Reporting Codes

13 Employment Classification	
ADM	Administration, Management, Support Staff
DRL	Drilling / Well Servicing Operator
HEO	Heavy Equipment Operator
LAB	Manual Labour
MTN	Maintenance Tradesperson
OPR	Process / Production Operator
SUP	Foreman, Supervisor, Site Representatives
TEK	Engineer, Scientist, Technician
TRN	Transportation Operator

13b Facility Type	
1900	Administration
1901	Mobile Offshore Drilling Unit
1902	Fixed Platform
1903	Construction Platform
1904	Service Platform
1905	FPSO
1906	Marine Vessel
1907	Helicopter
1908	Fixed-wing Aircraft
1909	Drilling Operations Onshore
1910	Seismic Operations Onshore
1911	Construction Onshore
1912	Production and Processing Onshore
1913	Pipeline
1914	Sub-sea Completion
1915	Road Transport
1916	Logistic Support Base

14 Injury Classification	
ADI	Alternative Duties Injury
LTI	Lost Time Injury
MTI	Medical Treatment Injury
NIL	No Injury

16 Mechanism of Injury or Disease	
01	Falls from a height
02	Falls on the same level (including trips and slips)
03	Hitting objects with a part of the body
04	Exposure to mechanical vibration
05	Being hit by moving objects
06	Exposure to sharp sudden sound
07	Long term exposure to sounds
08	Exposure to variations in pressure (other than sound)
09	Repetitive movement with low muscle loading
10	Other muscular stress
11	Contact with electricity
12	Contact or exposure to heat and cold
13	Exposure to radiation
14	Single contact with chemical or substance
15	Long term contact with chemical or substance
16	Other contact with chemical or substance
17	Contact with, or exposure to, biological factors
18	Exposure to mental stress factors
19	Slide or cave-in
20	Vehicle accident
98	Other and multiple mechanisms of injury
99	Unspecified mechanisms of injury

17 Bodily Location of Injury or Disease	
01	Eye
02	Ear
03	Face
04	Head (other than eye, ear and face)
05	Neck
06	Back
07	Trunk (other than back and excluding internal)
08	Shoulders and arms
09	Hands and fingers
10	Hips and Legs
11	Feet and Toes
12	Internal Organs (located in the trunk)
98	Multiple locations (more than one of the above)
99	General and unspecified locations

18 Breakdown Agency	
01	Machinery and fixed plant
02	Mobile plant
03	Road transport
04	Other transport
05	Powered equipment, tools, appliances
06	Non-powered hand tools
07	Non powered equipment
08	Chemicals
09	Non-metallic substances
10	Other materials, substances or objects
11	Outdoor environment
12	Indoor environment
13	Underground environment
14	Live animals
15	Non-living animals
16	Human agencies
17	Biological agencies
18	Non-physical agencies
98	Other agencies
99	Unspecified agencies

13c State / Territory	
AC	Ashmore Cartier
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia
ZOCA	Zone of Cooperation Area A

13d Jurisdiction	
CW	Commonwealth waters
SW	State/Territory waters
ON	Onshore

15 Nature of injury or disease	
01	Fractures (excluding of vertebral column)
02	Fracture of vertebral column with or without mention of spinal cord lesion
03	Dislocations
04	Sprains and strains of joints and adjacent muscles (include acute trauma sprains and strains only)
05	Intracranial injury, including concussion
06	Internal injury of chest abdomen and pelvis
07	Traumatic amputation, including enucleation of eye (loss of eye ball)
08	Open wound not involving traumatic amputation
09	Superficial injury
10	Contusion with intact skin surface and crushing injury, excluding those with fracture
11	Foreign body on external eye, in ear or nose or in respiratory, digestive or reproductive systems (including choking)
12	Burns
13	Injuries to nerves and spinal cord without evidence of spinal bone injury
14	Poisoning and toxic effects of substances
15	Effects of weather, exposure, air pressure and other external causes not elsewhere classified (includes bends, drowning, electrocution)
16	Multiple injuries (only to be used where no principal injury can be identified)
17	Damage to artificial aids
19	Other unspecified injuries
21	Deafness
22	Eye disorders (non-traumatic)
28	Other diseases of the nervous system and sense organs
31	Disorders of muscle, tendons and other soft tissue (includes synovitis, tenosynovitis, bursitis)
38	Other diseases of the musculoskeletal system and connective tissue
41	Dermatitis and other eczema
48	Other diseases of skin and subcutaneous tissues
51	Hernia
58	Other diseases of the digestive system
61	Infectious and parasitic diseases
71	Diseases of the respiratory system (include asthma, legionnaires disease, asbestosis, pneumoconiosis)
81	Diseases of the circulatory system (include heart disease, hypertension, hypotension, varicose veins)
91	Cancers and other neoplasms
95	Mental disorders
98	Other diseases

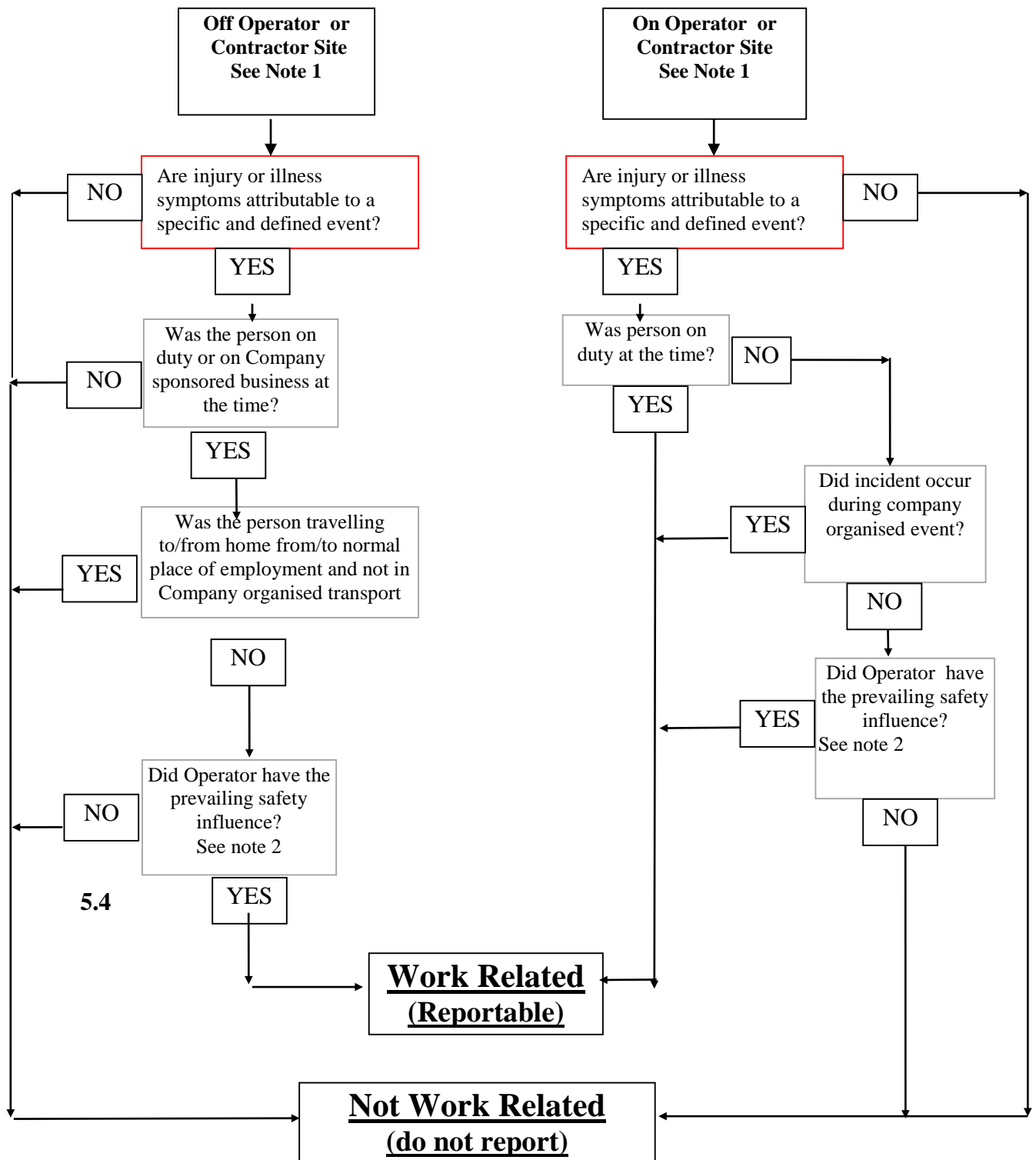
18b	Nature of Operation
2100	Geophysical Survey
2101	2D Seismic Survey
2102	3D Seismic Survey
2103	Other Survey
2104	Exploration Drilling
2105	Appraisal Drilling
2106	Development Drilling
2107	Construction
2108	Commissioning
2109	Decommissioning
2110	Maintenance
2111	Purging
2112	Planned Shut-in
2113	Unplanned Shut-in
2114	Workover
2115	Production
2116	Processing
2117	Production Testing
2118	Loading
2119	Storage
2120	Product Transport
2121	Pipeline Transport
2122	People Transport
2123	Other Transport
2124	Ancillary Support

ATTACHMENT 3

EXAMPLE REPORTING REQUIREMENT TEST

Example Reporting Requirement Test

Person reports injury or illness symptoms



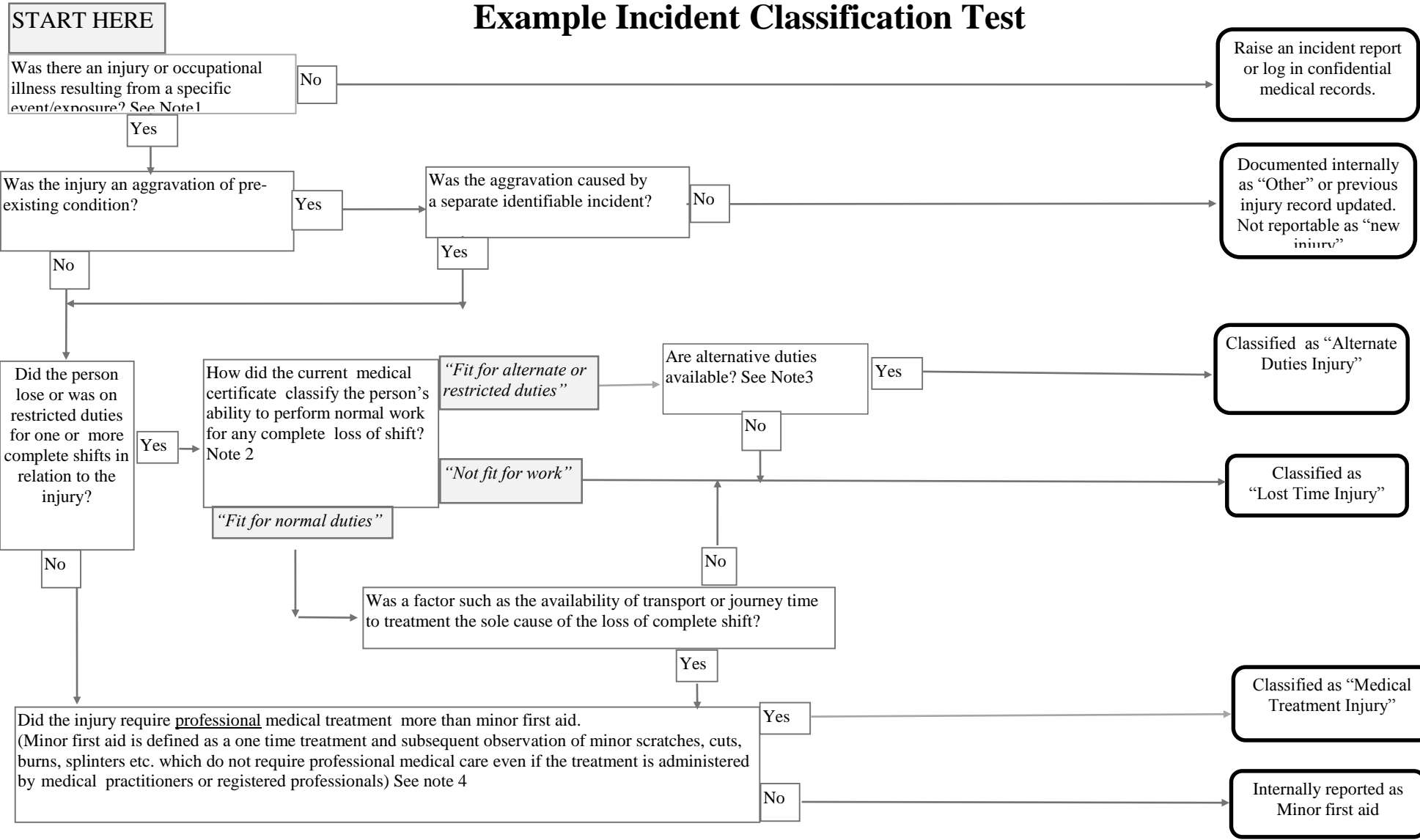
Note 1:- Sites where contractors hours are not being collected for statistics are considered "off site"

Note 2 "Prevailing Safety Influence" occurs when Operator has control over the activity and is in a position to positively influence (from a safety perspective) the way in which an activity is undertaken. Examples include:- imposition of rules (company speed limits, etc), supply and maintenance of equipment.

ATTACHMENT 4

EXAMPLE INCIDENT CLASSIFICATION TEST

Example Incident Classification Test



Note 1:- Illness not due to occupation or work incidents are recorded in confidential medical logs. Incidents without injury or illness are recorded on incident report forms

Note 2:- Field Medical Professionals can issue medical certificates supporting injury classifications.

Note 3:- If the company has suitable alternative work available but it is impractical for reasons such as travel distance, weekends or public holidays etc for the person to perform these duties immediately then the injury is classified as "Alternate Work".

Note 4:- Medical Treatment refers to the administration of prescription drugs or remedial work such as suturing use of steri strips, removing embedded objects from eyes, physiotherapy etc. but does not include precautionary checks such as X rays.

