

How to Log an Incident

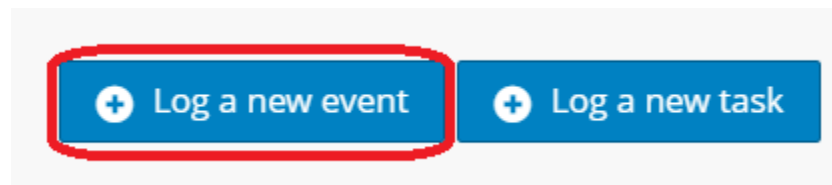
There are three types of incidents in Helm:

Health: Illness, injury, chemical exposure, dental, vision, anything requiring first aid, phone call to ISOS or visit to health professional ashore or a near miss related to any of these

Equipment: Failure, loss or damage to vessel or survey gear or near miss related to equipment

Other: fire, collision with other vessel, allision with non- moving object, security breach, stowaway, migrant situation, confrontation with local fishermen or non-governmental organizations or near miss related to any of these

Incidents are logged in **Onboard/ Logs/ Bridge** tab as **Events**.



Fill out all sections of the **Log an Event** window.

Log an event
Brooks McCall

Event Type * <input type="text" value="Incident- Equipment"/>	Time <input type="text" value="19:30"/>	<input type="text" value="12/15/2019"/>	Logged by <input type="text" value="Shannon Smith"/>
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Short description of event: (lost CPT cone, A-Frame failure)

Location <input type="text" value="FPL - Freeport Launch"/>	<input type="text" value="Hydraulic Leak- JPC trolley"/>
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Description *
 Hydraulic leak on JPC trolley caused low hydraulic pressure failure of a-frame during operations.

Cancel
Log Event

When you click **Log Event**, Helm will –

1. Send an email notification to the DPA and management team and
2. Create incident report forms as tasks for supervisor and employee under the Bridge tab. These forms are to be finished within 24 hrs of the incident.

***** You will still need to contact the DPA by phone immediately.**

But you no longer have to send a separate email to DPA and HSE from the vessel.

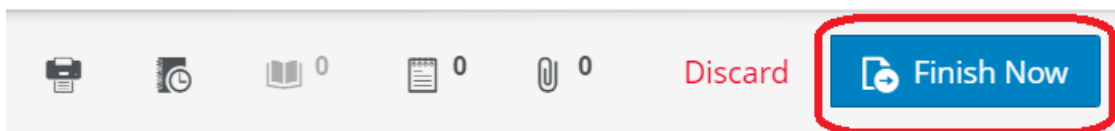
Filling out the Employee and Supervisor Reports

When you create an incident and choose the type of incident, the appropriate Employee and Supervisor forms will be opened and assigned to the **Onboard/ Logs** under the **Bridge** tab. Both are due within 24 hrs of the event.

 Today	Incident -Employee Report- Health
 Today	Incident-Supervisor Report- Health

The paper form is attached to the Helm record and can be printed out if more convenient. But you can enter these two reports directly into Helm and skip the paper.

When the Helm forms are completed, click **Finish Now** to close the records.



Filling out the Witness Reports

Witness reports are not automatically assigned for incidents because they are not always needed. Witness forms are on the **ShipNet Forms** page and also in Helm under **Onboard/ Logs** as an **On Demand** form.

Scan the completed witness reports and attach them to the **Supervisor Report** in Helm. Pictures, receipts, doctor's notes and any other documents related to the incident should all be attached to the supervisor report.

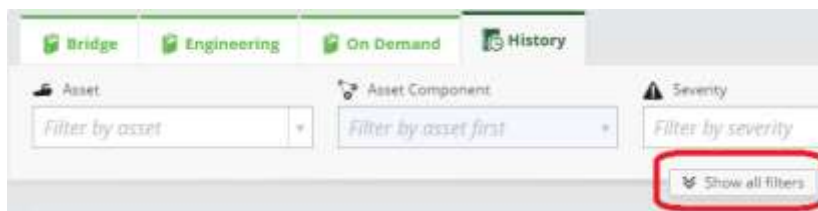
Any paper forms related to the incident should be filed in the TDI Binder System.

****It is not necessary to print and file a paper copy of the Helm reports in the binder system. If you happen to have some paper documents related to incidents, that is where they go.**

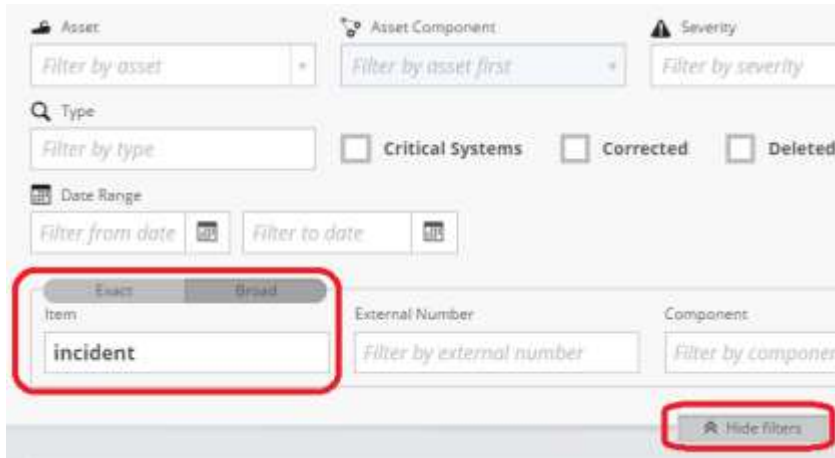
How to View Incidents

To pull up a list of incidents, open Onboard, Logs/ History.

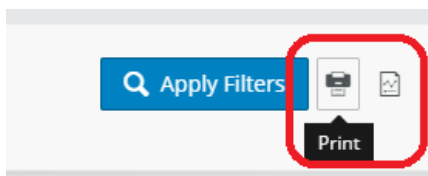
Then open the search filters.



Enter Incidents in the Exact/ Broad Item box and then hide the filters.



You will get a list of incidents and the forms they generated. You can export or print this list by using the print/ export to xls buttons at the top of the page.



The incidents themselves will have a full name describing the incident.

Incident Report- Employee	4-FORM-13
<ul style="list-style-type: none"> Incident- Equipment - GOM - Port Main Engine Control Module failure while holding station at Murphy job site 	
Incident Report- Employee	4-FORM-12
<ul style="list-style-type: none"> Incident- Equipment - GOM - Center Engine Gear Box failure 	

Click on the incident to open and then you will see a list of attached documents.

Forms	
Name	Asset
Incident Report- Supervisor- Injury, Illness, First Aid	Brooks McCall
Incident Report- Supervisor- Equipment	Brooks McCall