SOP-GEN-006 Incident Reporting

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1.0 Introduction

The document provides guidelines for reporting incidents on TDI-Brooks vessels or incidents involving TDI-Brooks personnel on third party vessels.

The goal of reporting incidents is to prevent future accidents/ incidents and improve our safety processes. There is no penalty for reporting an incident.

TDI-Brooks records incidents in the Quality and Compliance program. Management reviews the incidents and determines if further investigation is required.

2.0 Responsibility

It is the responsibility of the vessel crew to report all incidents, including illnesses and injuries to the Master of the vessel. It is the responsibility of the technical/ science crew to report all incidents, illnesses or injuries to the Party Chief. The Party Chief will work with the Master to ensure these events are reported as soon as possible.

It is the responsibility of management to review the incident and determine the type of incident and if it merits an investigation. No person involved in an incident will be assigned to investigate it. If an investigation is determined to be necessary, only Shore-side management members that are properly trained in Incident Investigation may perform the investigation. If more than one properly trained shore-side manager are available then they can and should participate in the investigation.

The **DPA, Port Captain, or HSE Manager** are responsible for:

- reporting incidents that meet the criteria of 29 CFR 1904.39(a) to OSHA within 8 hours and to the client within 24 hours
- advising vessels if a post incident drug test is required
- reporting to Flag States and Regulatory Authorities as required

3.0 References

USA

OSHA Reporting of Illness and Injury	29 CFR 1904.39
Marine Casualties and Investigations	46 CFR Part 4

Vanuatu

Marine Casualties- Immediate Report	Vanuatu Maritime Law Ch 10 (Sec 97)
Reporting Port State Control Inspections & Detentions	VMS MB 114

4.0 Definitions

Incident -unplanned, undesired events that adversely affect personnel or completion of a project are generically referred to as incidents. Incidents range from very minor to major events and can be classified as one of the types listed below.

- **Health**- includes all injuries, illness, chemical exposure and routine medical issues that may need to be addressed in port such as visit to an eye doctor, dentist or other medical professional or a near miss related to any of the these.

- **Equipment** – refers to failure, damage or loss of equipment that could potentially affect safety, health, environment, the vessel or the project if not promptly corrected or a near miss related to any of these.

    - Examples would be:
        - Loss of survey or technical equipment overboard
        - A-frame or winch failure resulting in inability to continue operations
        - Equipment damage resulting in long delays or inability to continue operations

- **Other**- refers to issues that do not fall into the health or equipment category. It would include things like a security breach, stowaway, migrant situation, event involving local fishermen or non-governmental organizations (Greenpeace), allision with structures, collision with other moving object, fire, flood, environmental spill, etc.

Environmental Spill- hydraulic fluid, fuel or oil spill into the water, affecting the environment. *Fluids contained on deck that do not enter the water are not spills.*

First Aid- a minor injury easily treated with first aid

Illness/ injury- any illness or injury that that may or may not affect the employee's ability to perform their normal duties

Near Miss- an event typically involving a sudden release of energy that under slightly different circumstances could have caused an injury or material damage to equipment, personnel or facilities.

5.0 Reporting

All incident reports are to be entered into the Quality Compliance program and all forms, photographs and other relevant documents attached to the Supervisor's Report as appropriate.

- The Bridge Team creates an electronic report in the Quality Compliance program.
- Employee form- to be completed as soon as possible after the event and turned in to the supervisor
- Supervisor form- the supervisor completes the supervisor form and creates an electronic report in the Quality Compliance program
- Witness form- A significant incident involving multiple persons may require that witnesses complete a report. If you think the event may require an investigation, have witnesses complete the form as soon as possible before they forget details of the event.

5.1 Incidents Requiring an Immediate Report

The following types of incidents must be **reported to management immediately** by the most expeditious means and **followed up by the Quality and Compliance program report within 24 hours.**

- Any fall overboard
- Fire or explosion

- Grounding, Stranding, Foundering
- Flooding
- Collision or Allision (collision with a stationary object)
- Loss of life
- Injuries requiring more than first aid
- Unplanned loss of steering, propulsion or any associated control system that reduces the maneuverability of the vessel
- Significant harm to the environment
- Port State Inspections or detentions
- Any event that adversely affects the vessel's seaworthiness or fitness for service, such as failure or damage to life rafts, fixed fire extinguishing systems, bilge pumps or auxiliary power generators
- Any event causing significant delays in the project schedule
- Damage, failures or injury requiring immediate assistance

5.2 Drug and Alcohol Testing following a Serious Marine Incident

If an incident on a TDI-Brooks vessel meets criteria of a Serious Marine Incident, individuals directly involved with the incident must have an alcohol test within two hours and a drug test within 32 hours. The Port Captain, along with the HSE Manager will make this determination and advise the vessel if a drug test is needed.

In addition, a CG-2692B form (US vessels) or a D-1 or D-2 form (Vanuatu vessels) must be filled out and delivered to the appropriate authority as soon as practicable. The Port Captain will advise if any of the forms should be filled out and will be responsible for turning them in to the appropriate authority.

5.3 Incidents Requiring a Routine Report

For incidents not meeting the urgency criteria as described above, (first aid or seeing a dentist in port,) a brief description and record number of the Quality Compliance record will be included in the next Ship Position Report.

6.0 Reporting Chart

	Routine Reports **These are handled entirely on the vessel**	**Immediate Reports** **These require immediate reports to the office and some degree of action by management**
All reports are to be entered into Quality and Compliance module		
Due	**With next Ship Position Report**	**Call Port Captain Immediately**
Medical	First aid, prolonged headaches or nausea, flu symptoms, ear aches, dental issues, abrasions, sprains, strains, conditions requiring a visit to a medical professional in port.	Accident, Injury or illness requiring medical treatment or that prevents the crewman from performing normal duties. Loss of Life. Illness or injuries that are life-threatening, require MEDEVAC or return to port.
Mechanical/ Vessel Safety	Unplanned maintenance or repairs that do not present an immediate hazard to personnel or the environment are not considered incidents. A new work order in the maintenance program is all that is required.	• Unplanned loss of steering, propulsion or any associated control system that reduces the maneuverability of the vessel • Any event that adversely affects the vessel's seaworthiness or fitness for service, such as failure or damage to life rafts, fixed fire extinguishing systems, bilge pumps or auxiliary power generators • Damage or failures requiring immediate assistance
Emergencies		Fire, Explosion, Man Overboard, Collision, Allision, Abandon Ship, Grounding, Stranding, Foundering, Dead Ship, Flooding
Dynamic Positioning		• Event or failure that occurs while the ship is in DP mode and results, or has the potential to result, in a loss of position or reduces the ship's DP performance or capability. • Events may result in either a Yellow or Red Alert as per the ASOG
Port State		Port State inspections or detentions
Project Related		Equipment Loss, Damage or Failure that directly affects ability to continue the current project

Environment		Any spill of hydraulic oil, fuel or other hazardous substance into the water or other harm to the environment
Near Miss		An event that could have caused an injury or material damage to equipment, personnel or facilities but did not.