

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 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 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 / Cause

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

Analysis and Remedial Actions

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

Further Guidance - Notification

The NOPSEMA notification line has a menu system feature which allows callers to leave a voicemail recorded message requesting a call back. If the matter is particularly urgent such as a fatality, serious injury, fire, explosion, emergency abandonment, or to obtain authorisation from an inspector to disturb the site of an accident or dangerous occurrence, the caller can have the call automatically diverted to a duty OHS Inspector. NOPSEMA monitors recorded messages at intervals of not more than 10 hours.

Anyone notifying NOPSEMA of an accident or dangerous occurrence will be asked for: their name & contact details; the name of the operator and of the facility; for accidents - the number of casualties; for a dangerous occurrence - the type of and a brief description of the occurrence. It is understood details might be limited at this early stage.

Operators **should not** make notifications via the NOPSEMA general switchboard or their focal point OHS inspector.

Further Guidance - Reporting

Written Report within 3 days (Items 1-19 where available)

A written report must be provided to NOPSEMA as soon as practicable but in any case within 3 days of the accident, or detection of a dangerous occurrence unless otherwise agreed by NOPSEMA. The written report must cover items 1 to 19 inclusive and be submitted to submissions@nopsema.gov.au or via secure file transfer at <https://securefile.nopsema.gov.au/filedrop/submissions>. An operator may utilise the Report of an Accident, Environment Incident or Dangerous Occurrence (N-03000-FM0831) available from the NOPSEMA Website: nopsema.gov.au

Final Report within 30 days (Including Items 20 - 21)

NOPSEMA recognises that it may not be reasonably practicable for items 20 and 21 to be provided within 3 days of the of the accident, or detection of a dangerous occurrence and herein agrees that these items must be submitted within 30 days. Any request for agreement to exceed 30 days should be made in writing to NOPSEMA and will be considered on the basis of reasonable grounds.

NOPSEMA considers that a full report will contain copies of all documentary material referenced and/or relied on in the course of satisfying items 1-21 which may include (but not be limited to) as appropriate: witness statements, SMS documents, drawings, diagrams and photographs, third party reports (audit, inspection, material analysis etc), internal records and correspondence.



NOPSEMA

Notification and Reporting of Accidents and Dangerous Occurrences

Core Concepts

- Operators have a duty to notify and report accidents and dangerous occurrences at or near facilities to the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) under Clause 82 of Schedule 3 to the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage Act 2006* and the relevant State and Northern Territory equivalents (except WA). Notification and reports of accidents and dangerous occurrences at or near facilities in Western Australian designated coastal waters should be made to the relevant State Minister through the WA Department of Mines and Petroleum (www.dmp.wa.gov.au).
- It is an offence **of strict liability not to notify and report** accidents and dangerous occurrences to NOPSEMA.
- NOPSEMA **is not** an emergency response organisation.

To notify NOPSEMA of an accident or dangerous occurrence call:

(08) 6461 7090

Operators must notify and provide a report to NOPSEMA regarding **accidents** at or near a facility that:

- cause the death of, or serious injury to, any individual, or
- cause a member of the workforce to be incapacitated from performing work for 3 or more days (\geq 3 day LTI), where an **accident** includes the contraction of a disease.

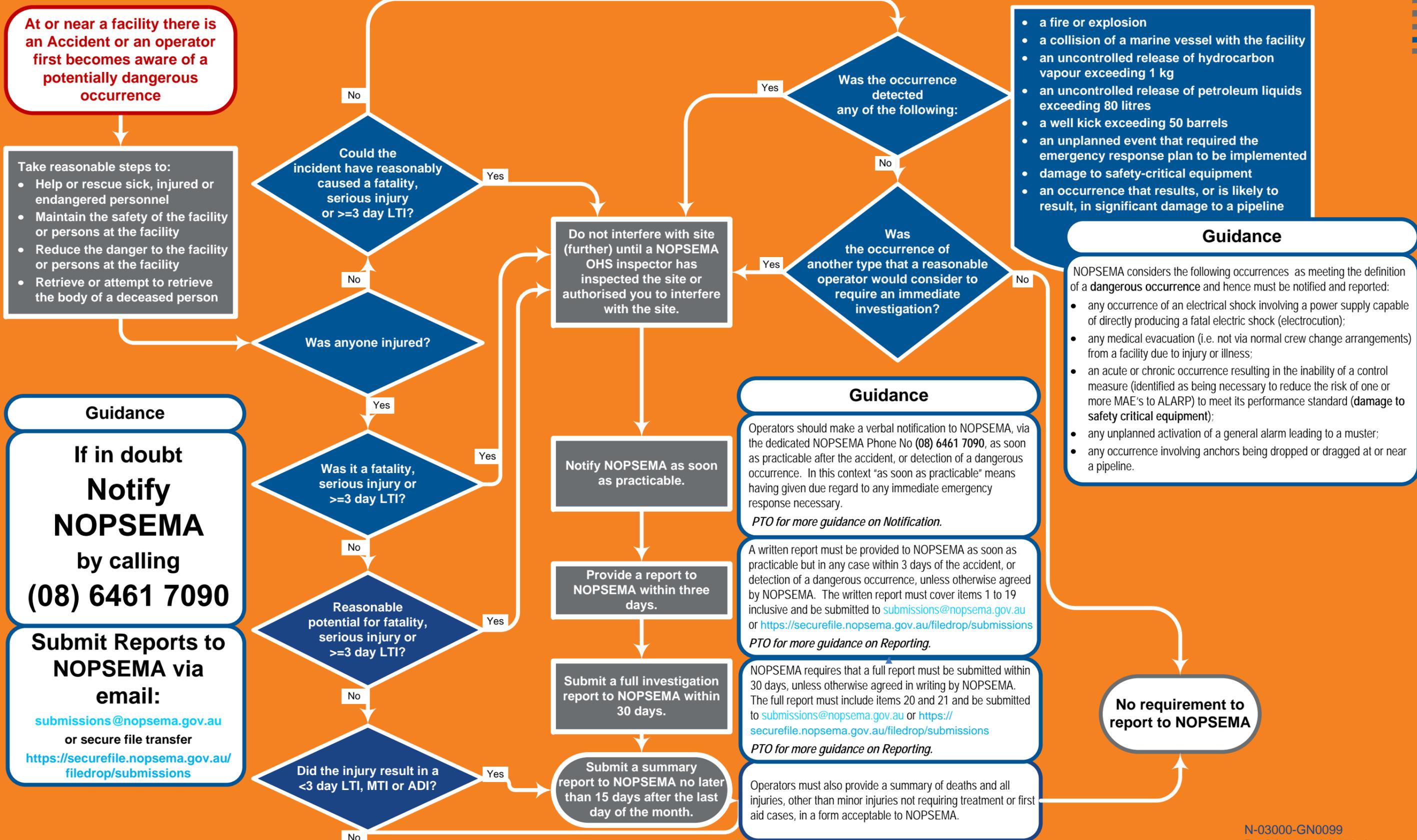
Operators must also notify and provide a report to NOPSEMA regarding **dangerous occurrences** at or near a facility.

These occurrences are:

- those that did not, but could reasonably have caused an **accident** (as described above);
- fires or explosions;
- collisions of a marine vessel with the facility;
- uncontrolled releases of hydrocarbon vapour exceeding 1 kilogram;
- uncontrolled releases of petroleum liquids exceeding 80 litres;
- well kicks exceeding 8 cubic metres (or 50 barrels);
- unplanned events that required the emergency response plan to be implemented;
- damage to safety-critical equipment;
- occurrences that result in, or are likely to result in, significant damage to a pipeline (e.g a significant reduction in containment capacity), and;
- any other occurrences that a reasonable operator would consider to require an immediate investigation.

If in doubt, notify NOPSEMA

This Guidance Note and others on the NOPSEMA website are intended to provide general guidance to the industry as to the approach that NOPSEMA takes in carrying out its regulatory functions under powers conferred by the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage Act 2006*, the relevant State and Northern Territory *Petroleum (Submerged Lands) Act 1982* and Regulations under those Acts where applicable for facilities in designated coastal waters. This Guidance Note should not be relied on as advice on the law, nor treated as a substitute for legal advice in any relevant situation.



Guidance

If in doubt Notify NOPSEMA by calling (08) 6461 7090

Submit Reports to NOPSEMA via email:

submissions@nopsema.gov.au or secure file transfer

<https://securefile.nopsema.gov.au/filedrop/submissions>

No requirement to report to NOPSEMA