

	<p>GUIDELINE</p> <h2>Monthly Reporting – Deaths and Injuries</h2>
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This guideline describes the requirements for monthly written reports concerning deaths and injuries (i.e. injuries other than minor injuries not requiring treatment or requiring treatment only in the nature of first aid) and provides a recommended report format. The format reflects the existing industry standards for reporting of injury categories, fatalities and total exposure hours.

1. Legislative Basis

Regulation 2.42 (4) of the Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009, and equivalent regulations of the States (except WA) and the Northern Territory, where these regulations have been mirrored, requires operators of offshore petroleum and greenhouse gas storage facilities to provide a written monthly report to NOPSEMA providing a summary of fatalities and injuries.

Regulation 2.42 (4)

“As soon as practicable, but not later than 15 days after the end of each month, the operator of a facility must submit, to NOPSEMA, a written report, for that month, summarising:

- (a) the number of deaths of persons at the facility; and
- (b) the number and types of injuries to persons at the facility, other than minor injuries not requiring treatment or requiring treatment only in the nature of first aid.”

2. Guidance for completing the Reporting Form

2.1 Scope of Facilities

The term **facility** is defined in the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage Act 2006*. Operators of all offshore petroleum and greenhouse gas storage facilities (including pipelines) within NOPSEMA’s jurisdiction must provide written reports within 15 days after the end of each month.

All operators of facilities that are registered on NOPSEMA’s Operator Register are required to provide a monthly report regardless of whether they have been operating in the regime. In the case of an operator of a facility which has not been operating within the regime during the previous month, the monthly written report may simply indicate that there has been zero deaths, zero injuries and zero total hours worked.

Where a facility has left the regime permanently, the owner, titleholder or operator of that facility may notify NOPSEMA, in writing, that the operator has ceased to have the day-to-day management and control of the facility and its operations in accordance with Reg. 2.4(2), and NOPSEMA will remove the operator’s name from the Operator Register, which removes the obligation to provide monthly written reports.

The **Operator Register** can be found at the following website:

<https://www.nopsema.gov.au/safety/operator-nomination-registration/>

Mobile facilities may enter or leave the jurisdiction, so the monthly written report should specify the days of the month where the vessel or structure is a **facility** i.e. when work is carried out within the scope of a safety case. Note that pipeline operators under certain State legislation (except for WA) also have an obligation to provide NOPSEMA with monthly reports. Guidance on interpretation of ‘facility’ can be found in Guideline N-01000-GL0253 on NOPSEMA’s website (www.nopsema.gov.au). Also, under the Western Australian

Petroleum (Submerged Lands) Act 1982, monthly reports should be supplied to the relevant State Minister through the WA Department of Mines and Petroleum (www.dmp.wa.gov.au) rather than NOPSEMA.

An operator with several facilities under its control is requested to provide information for **each facility separately**. One line item per facility would be appreciated.

2.2 Total Hours Worked

The total hours (exposure hours) worked should include hours worked by employees, contractors and marine crew attending the facility during the month. Hours are recorded on the basis of **actual hours worked** wherever possible. If total hours cannot be determined, the following assumptions shall be made:

- full-time personnel – a default of 12 hours shall be used for field personnel and 8 hours for marine vessel personnel
- 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.

The formula most commonly applied is (**number of people per day x 12 hours x number of days**).

2.3 Coding of Injuries

Injury coding is based on the categories defined in the procedure SCAP 905 ^[1], and the Australian Standard AS1885.1 ^[2], which are the basis of current reporting by the Australian industry to Australian Petroleum Production and Exploration Association and the Designated Authority of Victoria. The injury categories should be aggregated for the monthly summary as follows. Note that injury includes the consequence of a disease because the definition of an accident includes contraction of a disease.

Code	Category	Definition
FT	Fatality	Any work-related death that occurs within one year after the incident. <ul style="list-style-type: none"> • Includes missing persons. • Does not include fatalities that are due to natural causes.
MI	Major Injury	Any work related injury that results in: <ul style="list-style-type: none"> • Amputation: Includes whole or partial amputation of parts of the body (does not include loss of fleshy tip of finger, nail, or tooth). • Skeletal injuries: Includes bone fractures (including chipped or cracked bone or hairline fracture) and dislocation of shoulder, hip, knee or spine. Does not include simple hairline fractures or fractures to fingers, thumbs, toes or broken nose. • Burns: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation. • Injuries to internal organs: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation. • Eye injuries resulting in loss of sight (permanent or temporary). • Eye injuries resulting in a penetrating eye injury or a chemical or hot metal burn to the eye. • Any acute illness caused by exposure to harmful chemicals or biological agents and physiological effects e.g. decompression illness, loss of hearing, and radiation sickness. • Hypothermia or heat induced illness (unconsciousness). • Any injury resulting in unconsciousness, resuscitation, or admittance to hospital.
LTI ≥3	Lost Time Injury ≥3 Resulting in 3 or more lost days.	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for work on any day after the day of occurrence of the injury and remains off work for 3 days or more. Any day includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.

Code	Category	Definition
LTI <3	Lost Time Injury <3 Resulting in 1 or more lost day(s), but less than 3.	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for work on any day after the day of occurrence of the injury and remains off work for 1 or more days but less than 3 days. Any day includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
MTI	Medical Treatment Injury	Cases that are not severe enough to result in lost workday cases or alternative duty cases but are more severe than requiring simple first aid treatment.
ADI	Alternative Duty Injury	Any work-related injury (other than a “Major Injury”) which results in a person being unfit for full performance of their regular job on any day after the occupational injury. Work performed might be: an assignment to a temporary job; part-time work at the regular job; or working full-time in the regular job but not performing all the usual duties of the job. Where no meaningful work is being performed, the incident should be recorded as a lost workday case.

- Include all incidents as defined above which occur while the worker is onsite at the Offshore Installation and on-duty / on-shift.
- For the purpose of LTIs and ADIs – “any day” includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
- First aid injuries are not required to be reported.
- Do not include incidents that occur while commuting to/from work (onshore).
- Do not include incidents that are self-inflicted.

3. Contact Details for Submission of Reports, Queries and Mailing List

Reports or queries may be submitted to the Information Officer by any of the methods identified below. Submission of a document containing tabulated data (e.g. text, word processor or spreadsheet) by electronic mail is strongly preferred. Occasional news and updates on reporting requirements are sent to a mailing list. If you would like to register to receive news on accident reporting topics, please let us know via:

Email: submissions@nopsema.gov.au

Fax: +61 (0) 8 6461 7037

Post: GPO Box 2568, Perth, WA 6001

4. References

- [1] Procedures & Records for Administration of Safety for Offshore Petroleum Facilities, *Offshore Petroleum and Greenhouse Gas Storage Act 2006*
Safety Case Administration Procedure
National Accident / Incident Data Base (SCAP 905)
Department of Primary Industry and Energy, November 1995.
- [2] Australian Standard AS1885.1-1990 Workplace injury and disease recording standard.
Standards Australia 1990.

5. Disclaimer

This correspondence from NOPSEMA is intended to provide guidance as to the approach that NOPSEMA takes in carrying out its regulatory functions under powers conferred by the relevant Commonwealth, State and Northern Territory legislation. Any views expressed in this correspondence should not be relied on as advice on the law, nor treated as a substitute for legal advice.