

# Notification, Reporting and Recording Requirements for Incidents

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**To notify NOPSEMA of an incident call 1300 674 472.**

**If in doubt, notify NOPSEMA.**

Failure to notify and report incidents to NOPSEMA are ***offences of strict liability***.

## 1. Purpose

The purpose of this document is to provide guidance on:

- which incidents are required to be reported to NOPSEMA
- how to report an incident to NOPSEMA
- record keeping requirements.

This guidance note is intended to provide general guidance to the industry as to the approach that NOPSEMA takes in carrying out its regulatory functions under the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGs Act), the Victorian *Offshore Petroleum and Greenhouse Gas Storage Act 2010* and associated regulations. 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.

## 2. Governing regulations

As this guidance covers incident reporting for safety, wells and environment the following regulations apply:

- Clause 82 of Schedule 3 of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGs Act) and Chapter 2, Part 6 of the *Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2024 (Safety Regulations)* cover notification and reporting in relation to accidents and dangerous occurrences.
- Chapter 2, Part 8, Regulation 2.46B of the *Safety Regulations* covers reporting of bullying and harassment, including sexual harassment.
- Part 5, Division 7 of the *Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 202 (RMA Regulations)* covers notification, reporting and recording requirements in relation to well integrity incidents.
- Part 5 of the *Offshore Petroleum and Greenhouse Gas Storage (Environment) Regulations 2023 (Environment Regulations)* covers notification, reporting and recording requirements in relation to environmental incidents.

### 3. Incident reporting commencement and cease requirements

Incident reporting by operators and/or titleholders is triggered when a title, pipeline, facility or activity is under NOPSEMA's jurisdiction. Whilst under NOPSEMA's jurisdiction, the operator and/or titleholder must comply with the incident notification and reporting requirements in this guidance. When no longer under NOPSEMA's jurisdiction, the operator and/or titleholder is no longer required to report incidents once all final reports are submitted.

#### 3.1. Facility or activity

A facility or activity commences and ceases to be under the NOPSEMA's jurisdiction when NOPSEMA is notified under the following:

- Regulation 2.1(1) of the Safety Regulations requires a facility owner or a titleholder to give NOPSEMA written notice nominating a person to be the operator of a facility. The operator of the facility incurs reporting requirements pursuant to the OPGGS Act.
- Paragraph 83B of the OPGGS Act and Regulation 2.42B and 2.42C of the Safety Regulations requires the person who is the operator of a facility to notify NOPSEMA when a vessel becomes or ceases to be a facility; or where a facility safety case has identified an activity resulting in an associated offshore place, they are required to notify NOPSEMA when a vessel becomes or ceases to be an associated offshore place.
- Regulation 54 of the Environment Regulations requires that a titleholder must notify NOPSEMA that an activity is to commence at least 10 days before the activity commences; and a titleholder must notify NOPSEMA that an activity is completed within 10 days after the completion. See NOPSEMA Form Regulation 54 – Start or End of an Activity (N-04750-FM1405).
- Regulation 46 of the Environment Regulations requires that a titleholder must notify NOPSEMA of the end of operation of an Environment Plan (EP). See NOPSEMA Guideline End of Operations of an Environment Plan (N-04750-GL1691).

#### 3.2. Wells

Regulation 101 and 102 of the RMA Regulations require any incident in relation to a well within a titleholder's title area to be reported. This is also inclusive of wells that have been permanently abandoned, or any other well that may not necessarily be subject to an in-force WOMP.

### 4. Occupational health and safety reportable incidents

#### 4.1. Accidents and dangerous occurrences

Operators of facilities and diving supervisors have a duty to notify and report accidents and dangerous occurrences which occur at or near facilities to NOPSEMA under the OPGGS Act and Safety Regulations.

**Accident** is an occurrence at or near a facility, as defined in Clause 82 Schedule 3 OPGGS Act, as reproduced in the Table 4-1. If there is any doubt as to whether an injury is classified as serious, a notification should be made.

**Dangerous occurrence** is an occurrence at a facility as defined in the table provided at Regulation 2.41 Safety Regulations, as reproduced in the Table 4-1.

**Table 4-1: Accident and Dangerous Occurrences Incident Categories and Examples**

Reportable Incident Category	Examples where applicable
<b>Accident (Clause 82 Schedule 3)</b>	
<p>Accident at or near a facility that causes the death of, or serious injury to, an individual</p>	<p><u>Death</u></p> <p>A person who has died as a result of a work-related incident.</p> <p><u>Serious injury</u></p> <p>Any work-related injury that results in:</p> <ul style="list-style-type: none"> <li>• Amputation: Includes whole or partial amputation of parts of the body (does not include loss of fleshy tip of finger, nail, or tooth).</li> <li>• 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.</li> <li>• Burns: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation.</li> <li>• Injuries to internal organs: Only if the injured person becomes unconscious, is admitted to hospital, or requires resuscitation.</li> <li>• Eye injuries resulting in loss of sight (permanent or temporary).</li> <li>• Eye injuries resulting in a penetrating eye injury or a chemical or hot metal burn to the eye.</li> <li>• 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.</li> <li>• Hypothermia or heat induced illness (unconsciousness).</li> <li>• Any injury resulting in unconsciousness, resuscitation, or admittance to hospital.</li> <li>• Diagnosed clinical mental health condition (e.g. PTSD, anxiety disorder, major depressive disorder)</li> </ul>
<p>Accident at or near a facility that causes a member of the workforce to be incapacitated from performing work for three or more days (≥ 3-day Loss Time Injury (LTI)).</p>	<p>Any work-related injury (other than a “Serious 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.</p> <p>Any day includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.</p> <p>Injury includes:</p> <ul style="list-style-type: none"> <li>• Physical incapacitation</li> <li>• Mental incapacitation</li> <li>• Contraction of a disease.</li> </ul>

Reportable Incident Category	Examples where applicable
<b><i>Dangerous occurrences (Regulation 2.41 and 2.42)</i></b>	
<p>An occurrence at the facility that did not cause, but could reasonably have caused:</p> <p>(a) the death of, or serious personal injury to, a person; or</p> <p>(b) a member of the workforce to be incapacitated from performing work for three or more days.</p>	<p>See definition of death and serious injury as defined for Accident.</p>
<p>A fire or explosion at the facility.</p>	
<p>A collision of a marine vessel with the facility.</p>	<p>This may be a marine vessel associated with the facility, or another marine vessel not associated with the facility.</p>
<p>An uncontrolled release of hydrocarbon vapour from the facility exceeding 1 kilogram.</p>	
<p>An uncontrolled release of petroleum liquids from the facility exceeding 80 litres.</p>	
<p>A well kick at the facility exceeding 8 cubic metres (or 50 barrels)</p>	
<p>An unplanned event at the facility that required the emergency response plan for the facility to be implemented.</p>	
<p>Damage, loss or removal of a technical or other control measure at the facility that is identified as being critical to safety.</p>	<p>Technical and other control measures identified as being critical to safety means those technical and other control measures as described in Regulation 2.5(2) of the Safety Regulations:</p> <ul style="list-style-type: none"> <li>a) the failure of which could cause or contribute to a major accident event; or</li> <li>b) the purpose of which is to prevent, or mitigate the effect of, a major accident event.</li> </ul> <p>Damage, loss or removal of a technical or other control measure means an impairment that could:</p> <ul style="list-style-type: none"> <li>a) cause or contribute to a major accident event, or</li> <li>b) limit its ability to prevent or mitigate a major accident event.</li> </ul> <p>The performance standards specified in the safety management system, provide the criteria to assess whether an impairment can lead to a) or b) above. Therefore, any impairment to a technical and other control measures that prevents it (or its associated system) from meeting its performance standard is a dangerous occurrence.</p> <p><b>Performance standard</b> means a standard, established by the operator of a facility, of the performance required of a system, item</p>

Reportable Incident Category	Examples where applicable
	of equipment, person or procedure which is used as a basis for managing the risk of a major accident event connected with the facility. Refer to Appendix C for examples of <b>technical control measures</b> .
An occurrence at the facility that results in, or are likely to result in, significant damage to a pipeline; or Is of a kind that a reasonable pipeline licensee would consider requires immediate investigation.	Reducing the capacity of the pipeline to contain petroleum or greenhouse gas substance flowing through it.
Any other occurrences that a reasonable operator would consider requires an immediate investigation.	If an occurrence results in an investigation, and if there is doubt about whether it is reportable, the operator should report the incident.

## 5. Well operations reportable incidents

Regulation 101(1) of the RMA Regulations requires notice to be given to NOPSEMA of the occurrence or subsequent discovery of “reportable incidents” that relate to the control of a well.

**Well** for these purposes means a hole in the seabed or subsoil made by drilling, boring or any other means in connection with the exploration for, and/or recovery and/or injection of petroleum and greenhouse gases, and includes well-related equipment associated with that well.

A reportable incident in relation to a well is defined by Regulation 100 of the RMA Regulations and is detailed in Table 5.1 with examples for each well activity and phase.

Titleholders should also consider whether the reportable incident:

- means there will be a significant change to the manner in which risks to the integrity of the well are reduced to as low as reasonably practicable; or
- represents a significant new risk or significantly increased risk to the integrity of the well;

and as a result, whether a proposed revision of the well operations management plan under regulation 83(2) or (5) of the RMA Regulations must be submitted.

**Table 5-1: Well Reportable Incident Categories and Examples**

Reportable Incident Category	Examples for drilling, completion, workover or other well intervention activity	Examples for production or suspension phase
<p>A loss of integrity of the well, including a well kick, resulting in a release of more than 1 kilogram (1kg) of gas or 80 litres of liquid</p>	<p>Includes the loss of integrity of a well, including a well kick, that causes the release of more than of 1 kilogram of gas or 80 litres of liquid (cumulatively) to escape from a well.</p> <p>Multiple incidents giving rise to smaller escapes of gas or liquid must be reported if this threshold is met.</p>	<p>Includes the loss of integrity of a well, including a well kick, that causes the release of more than of 1 kilogram of gas or 80 litres of liquid (cumulatively) to escape from a well.</p> <p>Multiple incidents giving rise to smaller escapes of gas or liquid must be reported if this threshold is met.</p>
<p>A failure of hydrostatic pressure as a primary barrier, leading to a build-up of pressure or a positive flow check and the operation of a blowout prevention or diversion system</p>	<p>Includes any influx or 'kick' from the formation during drilling, completion, or workover activities which results in a build-up of pressure or a positive flow check and the operation of a blowout preventer (BOP) or diversion system.</p> <p>The closure of a BOP alone or to allow diagnostics does not constitute a reportable incident.</p> <p>Unexplained loss / gain events are required to be reported.</p> <p>Note that a well kick of more than 8 cubic metres/50 barrels also needs to be reported as a dangerous occurrence related to safety at a facility, under clause 82 of Schedule 3 of the OPGGS Act and Part 4 of the Safety Regulations.</p>	<p>Not relevant to wells in a production / suspended state.</p>
<p>Damage to, or failure of, well-related equipment that has led or could lead to a loss of integrity of the well</p>	<p>Well-related equipment is defined at section 7 of the OPGGS Act to mean:</p> <ul style="list-style-type: none"> <li>(a) plant; or</li> <li>(b) equipment; or</li> <li>(c) other thing;</li> </ul> <p>for containing pressure in a well.</p> <p>For well integrity, such equipment is generally pressure-containing equipment, (including control systems), relating to the barrier envelope of a well in any stage of its life cycle, including well control equipment such as BOPs or</p>	<p>Well-related equipment is defined at section 7 of the OPGGS Act to mean:</p> <ul style="list-style-type: none"> <li>(a) plant; or</li> <li>(b) equipment; or</li> <li>(c) other thing;</li> </ul> <p>for containing pressure in a well.</p> <p>For well integrity, such equipment is generally pressure-containing equipment (including control systems), relating to the barrier envelope of a well, the systems used to monitor and verify integrity in any stage of its life cycle.</p>

Reportable Incident Category	Examples for drilling, completion, workover or other well intervention activity	Examples for production or suspension phase
	<p>intervention systems, the systems used to monitor and verify integrity.</p> <p>Examples of reportable incidents which arise from damage to, or failure of, well-related equipment that has or could lead to a loss of integrity of the well include:</p> <ul style="list-style-type: none"> <li>• failure of well control equipment to meet acceptance criteria during service</li> <li>• a well barrier element failure such as a casing, tubing, packer, tubing or bridge plugs, or tubing hanger leak</li> <li>• failure of validated suspension or abandonment (P&amp;A) barrier elements (such as suspension plugs, cement, or surface casing) which subsequently leaks</li> <li>• a leak through production isolation valves that introduces hydrocarbon into the well barrier envelope or well pressure control system</li> <li>• failure of systems critical to monitoring and verifying that the well has integrity in line with approved performance standards.</li> </ul>	<p>Examples of reportable incidents which arise from damage to, or failure of, well-related equipment that has or could lead to a loss of integrity of the well include:</p> <ul style="list-style-type: none"> <li>• failure of Christmas tree valve(s) or subsurface safety valve (SSSV) to function when required</li> <li>• failure of Christmas tree valve(s) or a SSSV to meet acceptance criteria after 3 attempts conducted over a maximum period of 1 week</li> <li>• a well barrier element failure such as a casing, tubing, packer or tubing hanger leak</li> <li>• a leak from a SSSV control line / subsea control module</li> <li>• a leak through a gas lift / side pocket mandrel accessory if categorised as a primary barrier</li> <li>• failure of pressure monitoring systems critical to the verification of well integrity.</li> </ul>
<p>Damage to, or failure of, well-related equipment that is used to monitor or verify the integrity of the well</p>	<p>During drilling operations this might mean:</p> <ul style="list-style-type: none"> <li>• Flow metres</li> <li>• Pressure gauges</li> <li>• Pit sensors</li> <li>• Weight gauges</li> </ul>	<p>During production operations this might mean:</p> <ul style="list-style-type: none"> <li>• Pressure gauges</li> <li>• Flow meters</li> <li>• Sand detectors</li> </ul>
<p>Any other unplanned occurrence that requires the titleholder to implement measures or arrangements to regain control of the well</p>	<p>Regain control of the well is taken to include all activity necessary to reinstate two independently verified well barriers or alternate as described in the accepted WOMP.</p> <p>Examples of reportable incidents which are unplanned occurrences requiring the titleholder to implement</p>	<p>Regain control of the well is taken to include all activity necessary to reinstate two independently verified well barriers or alternate as described in the accepted WOMP.</p> <p>Examples of reportable incidents which are unplanned occurrences requiring the titleholder to implement</p>

Reportable Incident Category	Examples for drilling, completion, workover or other well intervention activity	Examples for production or suspension phase
	<p>measures or arrangements to regain control of the well include:</p> <ul style="list-style-type: none"> <li>• an influx into the well which requires bull heading</li> <li>• a 'lubricate and bleed' well kill</li> <li>• an occurrence that requires any other unconventional well control measure to be implemented</li> <li>• inadvertent activation of a surface well control device (e.g., human error &amp;/or systems/software failure)</li> <li>• unexplained loss/gain occurrences whilst connected to the well</li> <li>• hydrocarbons entering the well envelope through surface production isolation valves, (e.g., production wing valve).</li> </ul>	<p>measures or arrangements to regain control of the well include:</p> <ul style="list-style-type: none"> <li>• an occurrence that requires management of sustained casing pressure</li> <li>• a failure of structural integrity that requires installation of additional structural supports (e.g., top tension table)</li> <li>• an occurrence that requires the bullhead kill of the well, including in any of the outer annulus.</li> </ul>

## 6. Environmental reportable incidents

The titleholder has a duty to notify and report reportable environmental incidents to NOPSEMA under Regulations 47, 48 and 49 of the Environment Regulations.

A reportable environmental incident is defined in Regulation 5 of the Environment Regulations:

“Reportable environment incident, for an activity, means an incident relating to the activity that has caused, or has the potential to cause, moderate to significant environmental damage.”

The definition of ‘environment’ in the Environment Regulations is broad and covers:

- (a) ecosystems and their constituent parts, including people and communities; and
- (b) natural and physical resources; and
- (c) the qualities and characteristics of locations, places and areas; and
- (d) the heritage value of places;

and includes the social, economic and cultural features of the matters mentioned in paragraphs (a), (b), (c) and (d).

To successfully report all reportable environmental incidents to NOPSEMA, Titleholders must consider the definition of an environmental reportable incident when determining whether an incident is reportable. In

particular, if the incident has the potential to cause moderate to significant environmental damage as well as if the incident has caused damage.

Information contained in the Environment Plan and in titleholder procedures and processes can be used as a guide to determining what is a reportable incident but is not exclusive given the broad definition of what is reportable in the Environment Regulations.

Table 6.1 provides examples of the types of reportable environmental incidents that should be considered by the titleholder when determining what is a reportable incident.

**Table 6-1: Types of Environmental Reportable Incidents**

Reportable Incident Category	Examples
Releases to the marine environment.	<p>An accidental release of chemicals, drill muds, fluids and other substances.</p> <p>An uncontrolled release of hydrocarbon liquids exceeding 80 litres<sup>1</sup>.</p> <p>Loss of waste, materials and equipment to the environment</p> <p>Spill to the marine environment that requires the oil pollution emergency plan to be implemented.</p> <p>Spill to the marine environment that may impact or displace other marine or may enter a Commonwealth or State marine protected area.</p> <p>Ongoing release of hydrocarbons (liquid or gas) to the marine environment from a well or other infrastructure.</p> <p>Incident or near miss that has the potential to result in a significant release to the marine environment.</p>
Death and/or injury of Environment Protection and Biodiversity Conservation Act listed species.	<p>Death or injury of listed species associated with an activity or incident, for example a spill.</p> <p>Incident or near miss that has the potential to cause death or injury of a listed species.</p> <p>Death or injury of a listed species near where an activity or incident has occurred, and the cause of death or injury is not known.</p> <p>Death or injury of listed species near where an activity or incident has occurred, and the cause of death or injury is known not to be associated with the activity or incident.</p>
Marine pest/invasive marine species.	<p>Detection of a suspected or actual marine pest/invasive marine species associated with an activity or incident.</p> <p>Detection of a suspected or actual marine pest/invasive marine species near where an activity or incident has occurred, and the cause of the presence of the marine pest/invasive marine species is not known.</p>

<sup>1</sup> An uncontrolled release of petroleum liquids exceeding 80 litres is required to be reported as a dangerous occurrence related to safety at a facility, under clause 82 of Schedule 3 of the OPGGS Act and Part 4 of the Safety Regulations.

Reportable Incident Category	Examples
	Detection of a suspected or actual marine pest/invasive marine species near where an activity or incident has occurred, and the presence of the marine pest/invasive marine species is known not to be associated with the activity or incident.
Displacement of another marine user.	Incident or near miss that displaces or has the potential to displace another marine user.
Underwater cultural heritage, including First Nations underwater cultural heritage.	Incident that impacts underwater cultural heritage, including First Nations underwater cultural heritage <sup>2</sup> .

## 7. Verbal notification of a reportable incident

To notify NOPSEMA of a reportable incident call the dedicated **NOPSEMA Incident Phone Line 1300 674 472**.

The NOPSEMA Incident Phone Line is available 24 hours a day. It will either be answered directly, or the caller can leave a voice message, after which they will receive a call back.

Incident notifications are not to be made via the NOPSEMA general switchboard or NOPSEMA focal point.

The legislative requirements for reportable incident verbal notifications for occupational health and safety, wells, environment and pipeline are detailed in Table 7.1.

**Table 7-1: Requirements for verbal notifications for occupational health and safety, wells, environment and pipelines**

	Notification timing	Notification information.
Occupational health and safety	Verbal notification must be given: <ul style="list-style-type: none"> <li>as soon as practicable after the first occurrence of the accident or dangerous occurrence; or</li> <li>if the accident or dangerous occurrence is not detected by the operator at the time of its first occurrence—as soon as practicable after the operator becomes aware of the accident or dangerous occurrence.</li> </ul>	Must include all material information concerning the accident or dangerous occurrence that are reasonably available to the operator at the time of the notification.
Wells	Verbal notification must be given as soon as practicable after:	Must contain: <ul style="list-style-type: none"> <li>all material facts and circumstances concerning the reportable incident that the</li> </ul>

<sup>2</sup> Titleholders may have different and separate obligations under the *Underwater Cultural Heritage Act 2018*, including to give written notice to the relevant Minister.

	Notification timing	Notification information.
	<ul style="list-style-type: none"> <li>the first occurrence of the reportable incident; or</li> <li>if the reportable incident was not detected by the titleholder at the time of the first occurrence—the time the titleholder becomes aware of the reportable incident.</li> </ul>	<p>titleholder knows or is able, by reasonable search or enquiry, to find out; and</p> <ul style="list-style-type: none"> <li>any action taken, or proposed to be taken, to stop, control or remedy the reportable incident.</li> </ul>
Environment	<p>Verbal notification must be given as soon as practicable, and in any case not later than 2 hours, after:</p> <ul style="list-style-type: none"> <li>the first occurrence of the reportable incident; or</li> <li>if the reportable incident was not detected by the titleholder at the time of the first occurrence—the time the titleholder becomes aware of the reportable incident.</li> </ul> <p>As soon as practicable after the titleholder notifies a reportable incident, the titleholder must give a written record of the notification to:</p> <ul style="list-style-type: none"> <li>NOPSEMA; and</li> <li>the Titles Administrator; and</li> <li>if the incident occurred in the offshore area of a State—the Department of the responsible State Minister; and</li> <li>if the incident occurred in the Principal Northern Territory offshore area—the Department of the responsible Northern Territory Minister.</li> </ul>	<p>Must include:</p> <ul style="list-style-type: none"> <li>all material facts and circumstances concerning the reportable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out; and</li> <li>any action taken to avoid or mitigate any adverse environmental impacts of the reportable incident; and</li> <li>the corrective action that has been taken, or is proposed to be taken, to stop, control or remedy the reportable incident.</li> </ul> <p>The titleholder is not required to include in the record anything that was not included in the notification.</p>
Pipelines	<p>For pipeline reportable incidents oral or written notice of the incident must be given to the Titles Administrator or a NOPSEMA inspector as soon as practicable after:</p> <ul style="list-style-type: none"> <li>the first occurrence of the incident; or</li> </ul>	<p>Must include all material details of the incident that are reasonably available to the licensee.</p> <p>Note: A reportable pipeline incident is any incident that:</p> <ul style="list-style-type: none"> <li>results in significant damage to a pipeline (for example reducing the capacity of the pipeline to contain</li> </ul>

Notification timing	Notification information.
<ul style="list-style-type: none"> <li>if the incident is not detected by the licensee at the time of its first occurrence—the detection of the incident by the licensee.</li> </ul>	<ul style="list-style-type: none"> <li>the substance flowing through it); OR</li> <li>is likely to have a result of a kind mentioned above; OR</li> <li>is of a kind that a reasonable pipeline licensee would consider to require immediate investigation; and is not a reportable incident within the meaning of the Offshore Petroleum and Greenhouse Gas Storage (Environment) Regulations 2023.</li> </ul>

## 8. Written report of a reportable or notifiable incident

The legislative requirements for written reports following a reportable/notifiable incident for occupational health and safety, wells, environment and pipelines are detailed in Table 8.1.

If NOPSEMA is not satisfied that the written report meets the requirements of the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* and associated regulations NOPSEMA may request, by notice in writing, additional written reports from the titleholder / operator. The notice must identify the information to be contained in the report or matters to be addressed and specify when the report must be given to the Regulator.

The written report is to be provided using the NOPSEMA document N-03300-FM0831- Report of an Accident Dangerous Occurrence Well Integrity or Environment Incident available from the NOPSEMA website: <https://www.nopsema.gov.au/offshore-industry/report-incident>

Written reports are to be submitted by either:

Email: [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) for documents less than 10 Mb; or

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

**Table 8-1: Requirements for written reports for occupational health and safety, wells and environment**

	Report timing	Report information.
Occupational health and safety	<p>The written report, unless otherwise agreed by NOPSEMA—must be given:</p> <ul style="list-style-type: none"> <li>• within 3 days after the first occurrence of the accident or dangerous occurrence; or</li> <li>• if the accident or dangerous occurrence is not detected by the operator at the time of its first occurrence—within 3 days after the operator becomes aware of the accident or dangerous occurrence.</li> </ul>	<p>Must include:</p> <ul style="list-style-type: none"> <li>• all material facts and circumstances concerning the accident or dangerous occurrence that the operator knows or is able, by reasonable search or enquiry, to discover</li> <li>• any emergency response initiated in response to the accident or dangerous occurrence</li> <li>• the corrective action that has been taken, or is proposed to be taken, to stop, control or remedy the accident or dangerous occurrence and make the worksite safe</li> <li>• the action that has been taken, or is proposed to be taken, to prevent a similar accident or dangerous occurrence occurring in the future.</li> </ul>
	<p>Written report about the root cause of an accident, or dangerous occurrence.</p> <p>The report unless otherwise agreed by NOPSEMA—must be given as soon as practicable, but not later than 30 days, after the first occurrence of the accident or dangerous occurrence.</p>	<p>Must include:</p> <ul style="list-style-type: none"> <li>• information about the root cause of the accident or dangerous occurrence</li> <li>• full details of the accident or dangerous occurrence</li> <li>• details of the actions taken, or proposed to be taken, to prevent a reoccurrence of the same kind of accident or dangerous occurrence.</li> </ul>
Wells	<p>The written report must be given:</p> <ul style="list-style-type: none"> <li>• not later than 3 days after the first occurrence of the reportable incident; or</li> <li>• if the reportable incident was not detected by the titleholder at the time of the first occurrence—not later than 3 days after the time the titleholder becomes aware of the reportable incident; or</li> <li>• if the Regulator agrees to another period within which the report must be provided—within that period.</li> </ul>	<p>Must include:</p> <ul style="list-style-type: none"> <li>• all material facts and circumstances concerning the reportable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out; and</li> <li>• any action taken, or proposed to be taken, to stop, control or remedy the reportable incident; and</li> <li>• any action taken, or proposed to be taken, to prevent a similar incident occurring in the future.</li> </ul>

	Report timing	Report information.
	<p>If at the time of submission of the initial written report to NOPSEMA the reportable incident has not been resolved, then a further written report must be submitted every 30 days from the date of issue of the initial report, until the incident has been resolved.</p>	<p>Must Include:</p> <ul style="list-style-type: none"> <li>all information required as per the initial written report; and</li> <li>details of any temporary control measures taken to minimise risks to well integrity to as low as practicable; and</li> <li>an estimate of when the control measures set out in the well operation management plan for the well will be reinstated.</li> </ul>
<p>Environment</p>	<p>The written report must be given as soon as practicable, and in any case:</p> <ul style="list-style-type: none"> <li>not later than 3 days after the first occurrence of the reportable incident; or</li> <li>if NOPSEMA specifies, within 3 days after the first occurrence of the reportable incident, another period within which the report must be provided—within that period.</li> </ul> <p>Within 7 days after giving a written report of a reportable incident to NOPSEMA, the titleholder must give a copy of the report to:</p> <ul style="list-style-type: none"> <li>the Titles Administrator; and</li> <li>if the incident occurred in the offshore area of a State—the Department of the responsible State Minister; and</li> <li>if the incident occurred in the Principal Northern Territory offshore area—the Department of the responsible Northern Territory Minister.</li> </ul> <p>NOPSEMA may, by notice in writing, require the titleholder to submit one or more written reports of the reportable incident after the written report above.</p> <p>The notice must:</p> <ul style="list-style-type: none"> <li>describe the information to be included in a report or the matters to be addressed; and</li> <li>specify by when the report must be given to NOPSEMA.</li> </ul>	<p>Must include:</p> <ul style="list-style-type: none"> <li>all material facts and circumstances concerning the reportable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out; and</li> <li>any action taken to avoid or mitigate any adverse environmental impacts of the reportable incident; and</li> <li>the corrective action that has been taken, or is proposed to be taken, to stop, control or remedy the reportable incident; and</li> <li>the action that has been taken, or is proposed to be taken, to prevent a similar incident occurring in the future.</li> </ul> <p>NOPSEMA will describe the information to be included in the notice.</p>

	Report timing	Report information.
	The day or time specified for giving the report by must give the titleholder a reasonable time to prepare the report.	
Pipelines	<p>For pipeline reportable incidents the licensee is required to provide an incident report to the Title Administrator as soon as practicable, but within 3 days after:</p> <ul style="list-style-type: none"> <li>• The first occurrence of the incident; or</li> <li>• if the incident is not detected by the licensee at the time of its first occurrence—the detection of the incident by the licensee; or</li> <li>• if the Titles Administrator specifies, in writing and within the period mentioned in subparagraph (i), another period for giving the report—within that period.</li> </ul>	<p>Must include all the material facts and circumstances of the incident that the licensee is aware of or is able, by reasonable search and inquiry, to find out, including the following:</p> <ul style="list-style-type: none"> <li>• the date, time and place of the incident;</li> <li>• the particulars of any loss or damage caused by the incident;</li> <li>• if petroleum or a greenhouse gas substance escaped from the pipeline or ignited—the amount of that substance and the measures taken to control the escape or fire;</li> <li>• the cause of the incident;</li> <li>• the repairs (if any) carried out, or proposed to be carried out, on the pipeline; and</li> <li>• the corrective action that has been taken, or is proposed to be taken, to prevent another incident of that kind.</li> </ul>

## 9. Sexual harassment bullying and harassment incidents

Chapter 2, Part 8 Regulation 2.46B of the Safety Regulations requires that an operator of a facility must give NOPSEMA a written notice if the operator becomes aware of any incidents of sexual harassment, bullying or harassment.

The written notice must be given to NOPSEMA as soon as practicable after the operator becomes aware of the incident, i.e. before the allegation has been internally investigated. This allows NOPSEMA to be aware of the alleged incident at the earliest available point in time and if approached by the individual, a HSR or union about the alleged incident.

The initial report must include a de-identified account of the incident.

The operator must, within 30 days after notifying NOPSEMA of a harassment or bullying incident, or within a longer period as approved by NOPSEMA, give a written report to NOPSEMA about the incident. The report must include:

- (a) a de-identified account of the incident;
- (b) details of the action taken, or proposed to be taken, to deal with the incident;
- (c) details of measures that have been, or will be, put in place at the facility to prevent or lessen similar incidents occurring at the facility.

The written report must be provided using the NOPSEMA document N-03306-FM2299 - Report of Sexual Harassment Bullying or Harassment Form, available from the NOPSEMA website:

<https://www.nopsema.gov.au/offshore-industry/report-incident>.

Guidance is provided in Table 9-1 to assist operators in determining when an incident may be bullying or sexual harassment. If there is any doubt as to whether an incident fits a category, a notification should be made to NOPSEMA.

Written reports are to be submitted by:

Email: [psychosocial@nopsema.gov.au](mailto:psychosocial@nopsema.gov.au) for documents less than 10 MB; or

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

**Table 9-1: Guidance on Harassment and Bullying Incidents**

Incident Category	Guidance
sexual harassment	The <i>Sex Discrimination Act 1984</i> (Cth) provides a definition of sexual harassment. <i>Safe Work Australia (20 December 2023) Model Code of Practice: Sexual and gender-based harassment</i> provides examples of sexual harassment.
bullying	The <i>Fair Work Act 2009</i> (Cth) provides a definition for “bullied at work”. <i>Safe Work Australia (May 2016) Guide for Preventing and Responding to Workplace Bullying</i> provides a definition of bullying and provides examples of bullying.

## 10. Interference with incident sites

Regulation 2.49 of the Safety Regulations requires that a person must not interfere with a site at a facility where there is:

- (a) an accident that causes the death of, or serious personal injury to, any person; or
- (b) an accident that causes a member of the workforce to be incapacitated from performing work for a period of at least 3 days; or
- (c) a dangerous occurrence

before the completion of an inspection of the site by a NOPSEMA inspector.

However, sub-regulation 2.49(2) indicates that it is a defence to a prosecution for an offence against this requirement if:

- (a) the person was acting with the written or oral authority of a NOPSEMA inspector; or
- (b) the person was acting, in a reasonable manner, for any of the following purposes:
  - (i) helping or rescuing a sick, injured or endangered person;
  - (ii) maintaining the safety of the facility or of persons at the facility;
  - (iii) reducing danger to the facility or to persons at the facility;
  - (iv) retrieving, or attempting to retrieve, the body of a dead person; or

- (c) the operator has given NOPSEMA notice of, and a report about, the accident or dangerous occurrence under clause 82 of Schedule 3 to the Act, and an NOPSEMA inspector has not entered the facility where the accident or dangerous occurrence occurred in response to the notice within 3 working days of the operator giving notice to NOPSEMA.

NOPSEMA recognises that there are a range of circumstances in which an operator would likely need to seek authority from a NOPSEMA inspector to disturb the scene of an accident or dangerous occurrence.

If in doubt about whether permission to disturb the site is required, it is recommended that you contact the Duty Phone Inspector.

## 11. Monthly reporting

Titleholder and operators have monthly reporting requirements pursuant to the Safety Regulations and the Environmental Regulations. The requirements are detailed in the following sections respectively below.

### 11.1. Safety – Monthly operational activities report

The Operator of a facility must give NOPSEMA a monthly written report of operational activities under Part 6 Regulation 2.42A of the Safety Regulations.

Who is responsible for completing the Monthly Operational Activity Report is detailed in Table 11-1.

**Table 11-1: Operational Activities Reporting Responsibilities**

Facility / AOP / Vessel	Operating Conditions	Who Reports...	What data is reported...	Reported to Whom...
Facility (Platform)	Operating as a Facility, under the Operator's own safety case, within Commonwealth Waters	Operator of the Facility	Reports injuries, number of workers (min & max) plus worker hours, including all contractors, on or near the facility covered by the Operator's safety case	NOPSEMA
Facility (Vessel)	Operating as a Facility under the Operator's own safety case, within Commonwealth Waters	Operator of the Facility	Reports injuries, number of workers (min & max) plus worker hours, including all contractors, on or near the facility covered by the Operator's safety case	NOPSEMA
Associated Offshore Place (AOP)*	Operating under the safety case, of a Facility Operator, within Commonwealth Waters	AOP	Reports injuries, number of workers (min & max) and worker hours covered	Operator of the Facility Note 1: No requirement for the AOP to report

Facility / AOP / Vessel	Operating Conditions	Who Reports...	What data is reported...	Reported to Whom...
			by the Facility Operator's safety case	directly to NOPSEMA  Note 2: The Operator of the facility is required to report the AOP data to NOPSEMA
Supply vessel, offtake tanker, anchor handler, tugboat or other vessel not working under a safety case	Not operating under an operator's safety case	No requirement to report to NOPSEMA	Not applicable	Not applicable

The report for a calendar month must include the operational activities as detailed in Table 11-2.

In addition, the below form has a section for the reporting and tracking of lost workdays in respect to LTI >3 days.

The report must be provided to NOPSEMA once per calendar month and no later than 15 days after the end of the month to which the report relates.

If there has been no relevant operational activity at the facility during the month, there will subsequently be no data such as worker hours or injuries to be reported, however the form must still be submitted each month with the facility contact details and emergency contact details.

The written report is to be provided using the NOPSEMA document N-03300-FM2300 – Monthly Operational Activities Report form available from the NOPSEMA website:

<https://www.nopsema.gov.au/offshore-industry/report-incident>

Written reports are to be submitted by:

Email: [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) for documents less than 10 MB; or

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

**Table 11-2: Operational Activities Reporting Requirements**

Operational Activities	Details where further explanation required
a) Name, business address, telephone number and email address of the chief executive officer of the facility or the person who has executive oversight of the facility's operations in Australia.	
b) Name, business address, telephone number and email address of the person within the operator's organisation who has overall responsibility for the facility.	
c) Name, business address, telephone number and email address of the person in charge of the day-to-day management at the facility.	
d) If the operator is not the titleholder or licensee—the name, business address, telephone number and email address of the titleholder's representative.	
e) Telephone numbers and email addresses outside business hours for the persons mentioned in paragraphs (a) to (d).	
f) Minimum and maximum number of workers (including contractors) at the facility during the month.	
g) Total number of hours worked by workers (including contractors) at the facility during the month.	<p>The total hours (exposure hours) worked (where the vessel or structure is a facility) should include hours worked by employees, contractors and marine crew attending the facility during the month. Hours are recorded based on actual hours worked wherever possible. If total hours cannot be determined, the following assumptions shall be made:</p> <ul style="list-style-type: none"> <li>• Full-time personnel – a default of 12 hours shall be used for field personnel and 8 hours for marine vessel personnel.</li> <li>• 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.</li> </ul> <p>The most commonly applied formula is (number of people per day x 12 hours x number of days).</p>
<p>h) Number and types of injuries to persons at the facility, other than:</p> <ol style="list-style-type: none"> <li>minor injuries not requiring treatment; or</li> <li>injuries requiring treatment only in the nature of first aid; or</li> </ol>	<p>Injury coding is aligned to the categories defined in APPEA Safety Incident Reporting Guidelines (2005).</p> <p>The following injuries are required to be reported:</p> <ul style="list-style-type: none"> <li>• <b>Lost Time Injury &lt;3 Days (LTI &lt;3)</b>. Any work-related injury (other than a "Serious Injury") or occupational illness which results in a person being unfit for work on any day after the</li> </ul>

Operational Activities	Details where further explanation required
<p>iii. injuries already reported as an accident or dangerous occurrences as detailed in Section 4.1.</p>	<p>day of occurrence of the injury or illness and remains off work for 1 or more days but less than 3 days.</p> <ul style="list-style-type: none"> <li>• <b>Alternative Duties Injury (ADI).</b> Any work-related injury (other than a “Serious Injury”) or occupational illness which results in a person being unfit for full performance of their regular job on any day after the occupational injury or illness as determined in the current medical certificate. 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.</li> <li>• <b>Medical Treatment Injury (MTI).</b> Any work-related injury or illness that is serious enough to require more than first aid treatment but that is not severe enough to result in a lost work time day or an alternative duty injury.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Include all incidents as defined above which occur while the worker is at a Facility and includes injuries incurred when off-duty / off-shift.</li> <li>• For the purpose of LTIs and ADIs – “any day” includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.</li> <li>• Do not include incidents that occur while commuting to/from work (onshore).</li> <li>• First aid Injuries are not reportable and include any one-time treatment and subsequent observation for minor scratches, cuts, superficial burns, splinters etc which do not require professional medical care.</li> </ul>
<p>i) All material facts and circumstances concerning each injury.</p>	
<p>j) Any action taken to avoid or mitigate any adverse safety impacts of each injury.</p>	
<p>k) Corrective action that has been taken, or is proposed to be taken, during the month to stop, control or remedy each injury.</p>	
<p>l) Action that has been taken, or is proposed to be taken, during the month to prevent similar injuries occurring in the future.</p>	
<p>m) Deidentified information about any suicides or attempted suicides at the facility during the month.</p>	<p>A suicide is to include all instances of death caused by an individual injuring themselves with an intention to die. An attempted suicide is when an individual harms themselves with the intention of ending their life, but they did not die as a result of their actions.</p>

Operational Activities	Details where further explanation required
	De-identified refers to the removal or modification of identifiable markers from a set of data or information to prevent individuals from being recognised. This process is implemented to safeguard privacy and confidentiality, particularly when handling sensitive information.
n) Deidentified information about incidents of mental ill-health at the facility during the month that have required treatment (other than first aid), including the affected person being repatriated from the facility.	<p>Mental ill-health is a broad term capturing both mental health challenges and mental illness. It may describe mild, moderate, or severe disruptions to an individual's cognitive, emotional, or social functioning. The classification of mild, moderate, or severe is based on factors such as symptom type, severity, frequency, and impact.</p> <p>All incidents of mental ill-health requiring treatment (other than first aid) are to be reported.</p> <p>The terms 'incident' and 'treatment' should be interpreted broadly and, if there is any doubt, the incident should be reported.</p> <p>De-identified refers to the removal or modification of identifiable markers from a set of data or information to prevent individuals from being recognised. This process is implemented to safeguard privacy and confidentiality, particularly when handling sensitive information.</p>
o) Listing of emergency contact details for the next month (including the name of each contact person and the times they are available).	

## 11.2. Environment – Monthly recordable incidents

The titleholder has a duty to notify and report reportable environmental incidents to NOPSEMA under Regulation 50 of the Environment Regulations.

A recordable environmental incident is defined in Regulation 5 of the Environment Regulations as:

“Recordable incident, for an activity, means a breach of an environmental performance outcome or environmental performance standard, in the EP that applies to the activity, that is not a reportable incident.”

Regulation 50 of the Environment Regulations requires the titleholder to submit a recordable environmental incident report not later than 15 days after the end of each calendar month.

The written report is to be provided using the NOPSEMA document N-03300-FM0928 – Monthly Environmental Incident Reports form available from the NOPSEMA website:

<https://www.nopsema.gov.au/offshore-industry/report-incident>

Written reports are to be submitted by:

Email: [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) for documents less than 10 Mb; or

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

The written report must contain a record of all recordable incidents during that month including:

- (a) All material facts and circumstances concerning the recordable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out; and
- (a) Any action taken to avoid or mitigate any adverse environmental impacts of the recordable incidents; and
- (b) The corrective action that has been taken, or is proposed to be taken, to stop, control or remedy the reportable incident; and
- (c) The action that has been taken, or is proposed to be taken, to prevent a similar incident occurring in the future.

If no recordable incidents have occurred during any particular month, a recordable incident report is not required.

## 12. Vessel Activity Notification Scheme

Paragraph 83B of the OPGGS Act and Regulation 2.42B and 2.42C of the Safety Regulations requires the person who is the operator of a facility to notify NOPSEMA when a vessel becomes or ceases to be a facility; or where a facility safety case has identified an activity resulting in an associated offshore place, they are required to notify NOPSEMA when a vessel becomes or ceases to be an associated offshore place.

The following information is to be provided in the notification:

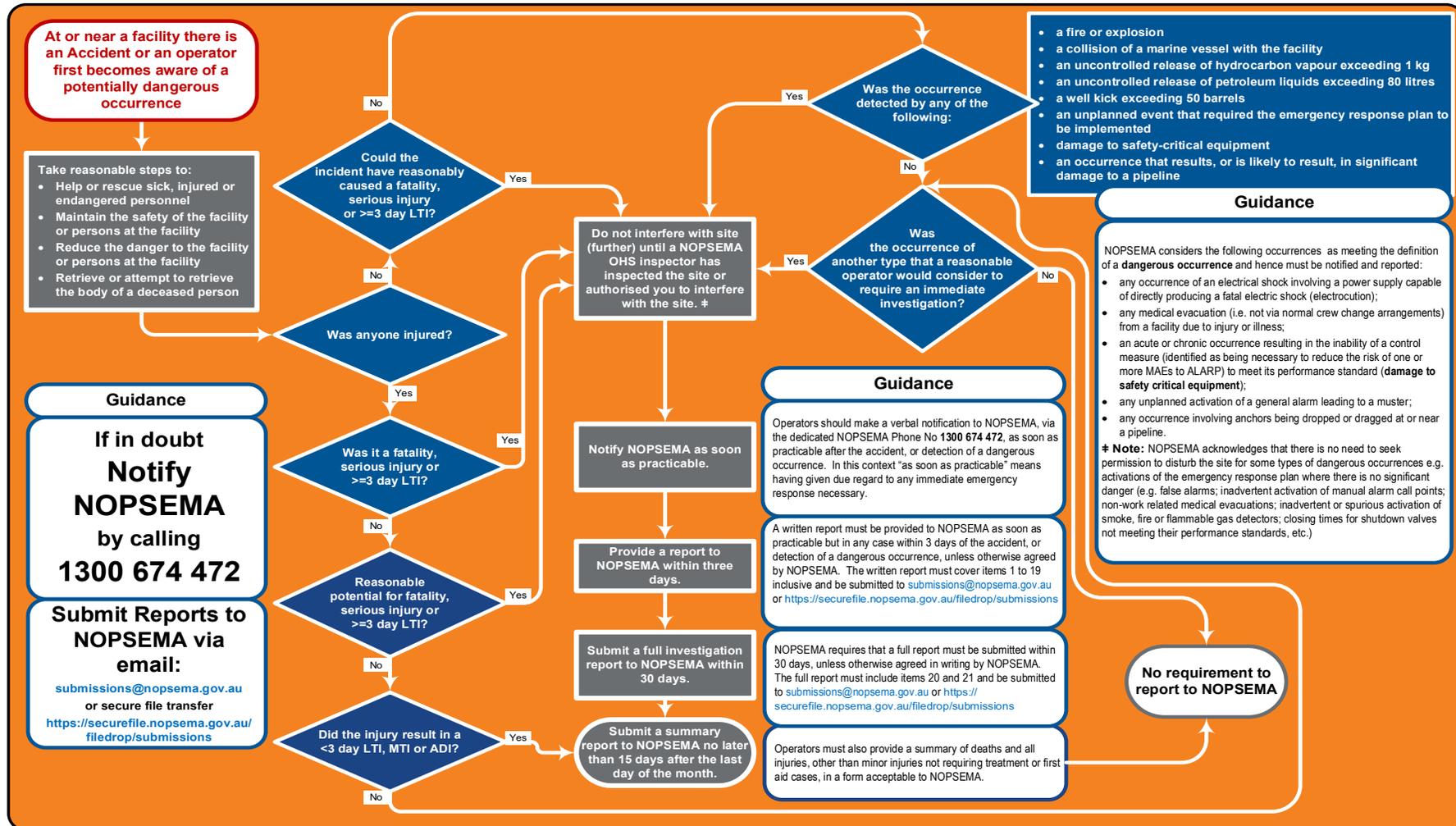
- (a) name, address, telephone number and email address of a nominated person who can be contacted by NOPSEMA for the purposes of the vessel activity notification scheme mentioned in clause 83B of Schedule 3 to the Act;
- (b) the name of the facility or associated offshore place;
- (c) the name of the title relevant to the facility or associated offshore place;
- (d) the time and date when the vessel became or ceased to be a facility or an associated offshore place;
- (e) the intended purpose for which the vessel became a facility or an associated offshore place (not required when a vessel ceases to be a facility or associated offshore place).

NOPSEMA form N-03300-FM2333 Notification of Vessel Becoming or Ceasing to be a Facility of AOP form, may be used to make the notification. Notifications are to be made within 24 hours of a vessel becoming a facility or AOP and as soon as practicable after the vessel ceases to be a facility or AOP. Notifications shall be made to [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au).

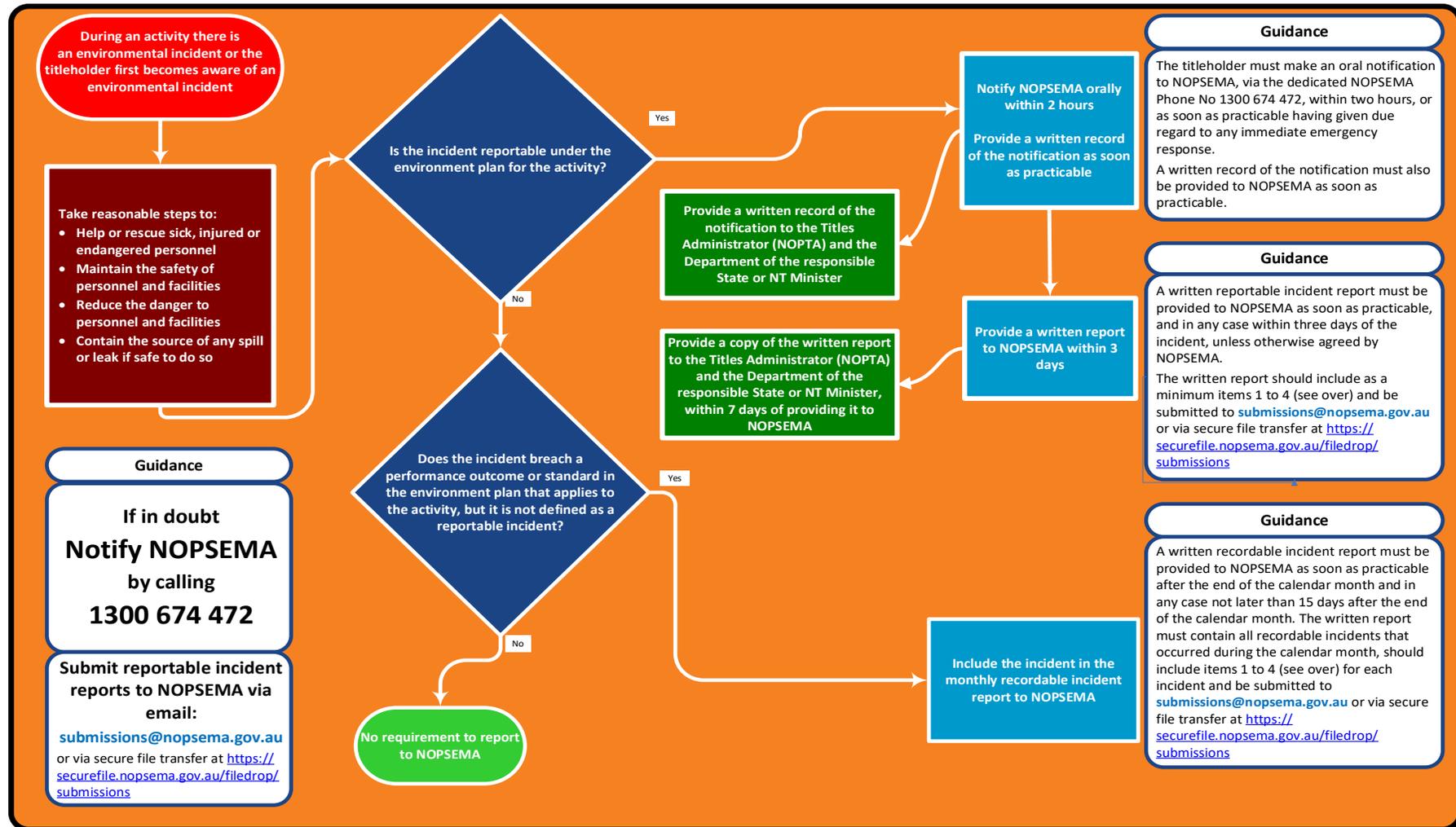
### **13. Record keeping**

As per the Safety Regulations, Environment Regulations and RMA Regulations the operator of a facility or titleholder must keep a reasonably retrievable copy of the written incident report for at least five years after the date the report was given to NOPSEMA.

## Appendix A: Accident and Dangerous Occurrence Reporting Diagram



## Appendix B: Environment Incident Reporting Diagram



## Appendix C: Examples of Technical Control Measures

The examples listed below are for illustrative purposes only. Actual designs, conditions and performance standards may vary from those described.

Control Measure	Impairment	Performance Standard	Clarifications and Exceptions (Defined in Performance Standard)
Fire Water Pumps	One (1) of two (2) x 100% Fire water pumps fail to start during a weekly test.	2 x 100% pumps must be available at all times to ensure the reliability of the Fire Water system.  <i>Comment: The impairment means the performance standard cannot be met. The impairment should be reported to NOPSEMA.</i>	The unavailability of one (1) of two (2) x 100% pumps during planned maintenance (provided the maintenance is completed in reasonable time and in accordance with a recognised standard e.g. NFP 25) is not a breach of the Performance Standard, provided this clarification is described and justified in the performance standard. The performance standard must also describe the conditions of the exception, such as maximum allowable time to maintain.
Process Shutdown Valve (SDV)	An SDV fails to close during a demand on the associated safety instrumented function (SIF) or during a proof test.	SDV is required to close on demand and within the process safety time, to ensure the process is maintained in a safe condition. The performance requirement for the SIF and SDV is specified in the Safety Requirement Specification – IEC 61511-1)  <i>Comment: The impairment means the performance standard cannot be met. The impairment should be reported to NOPSEMA.</i>	This may not be a breach of the performance standard if the operator is able to demonstrate full compliance with IEC 61511, including the collection and analysis of reliability data, and demands on the system.  The operator has proof tested the device at a frequency specified in the SRS and periodically reviewed the test frequency.

Control Measure	Impairment	Performance Standard	Clarifications and Exceptions (Defined in Performance Standard)
Blowdown Valve (BDV)	The blowdown valve failed to open on demand, or opened too slowly during an ESD event, such that the performance standard blowdown time could not be met (e.g. 690 kPag in 15 minutes).	The blowdown systems must be able to de-pressure vessels containing pressurised hydrocarbon to less than 690 kPag within a time specified in the Performance Standard.  <i>Comment: The impairment means the performance standard cannot be met. The impairment should be reported to NOPSEMA.</i>	
Gas Detectors	One (1) gas detector is discovered to have failed dangerously (Note 1) during periodic testing.	The performance standard allows for up to one 'dangerous failure' (Note 1) per fire zone because the system has been designed with redundancy, such that one failure does not reduce the reliability below design requirements.  <i>Comment: The failure of one gas detector is allowed for by the performance standard. This does not need to be reported to NOPSEMA.</i>  Note 1. A failure which impedes or disables a given safety action (IEC 61511-1, cl. 3.2.11).	The performance standard must clearly describe the redundancy that is designed into the system, such that a single failure does not reduce system reliability below acceptable levels. If there is no redundancy described, a single dangerous failure detected during testing is a breach of the performance standard and should be notified to NOPSEMA as a dangerous occurrence.
Control Room Operators	Due to crew-change logistics complications the complement of workers at the facility only includes one person who has been deemed competent to act as a "solo" Control Room Operator under the operator's procedures.	The platform Performance Standard for Competence / License to Operate specifies that while the facility is producing hydrocarbons each shift team must contain at least one person who has been deemed competent to act as a "solo" Control Room Operator.	The facility safety case identifies the maintenance of competency for key roles as a control measure that is critical to safety.

Control Measure	Impairment	Performance Standard	Clarifications and Exceptions (Defined in Performance Standard)
Standby Vessel (MODU)	Due to mechanical problems a MODU standby vessel has advised the MODU OIM that the vessel will be unavailable while awaiting parts. This standby vessel is one of two in attendance.	The MODU Performance Standard for Escape, Evacuation and Rescue specifies that while the MODU is conducting operations that expose the workforce to the risk of hydrocarbon loss of containment there will be at least 2 standby vessels in attendance.	The facility safety case identifies standby vessels as a mitigation control measure that is critical to safety.