

Report of an accident, dangerous occurrence or environmental incident

For instructions and general guidance in the use of this form, please see the last page.

Part 1 is required within 3 days of a notified incident.

Part 2 is required within 30 days of notified incident.

What was the date and time of the initial verbal incident notification to NOPSEMA?

Date	01/07/19	Time	20:00 hrs (CST)
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NOTE: It is a requirement to request permission to interfere with the site of an accident or dangerous occurrence. Refer OPGGS(S)R, Reg. 2.49.

What is the date and time of this written incident report?

Date	01/07/19	Time	18:30 hrs (CST)
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What type of incident is being reported?

Please tick appropriate incident type

Accident or dangerous occurrence	☒	Complete parts 1A, 1B & part 2
Environmental Incident	☐	Complete parts 1A, 1C
BOTH (Accident or dangerous occurrence AND environmental incident)	☐	Complete ALL parts (1A, 1B, 1C, 2)

Please tick all applicable (one or more categories)

To use electronically: MS Word 2007-10 – click in check box

Categories <i>Please select one or more</i>	Accidents	Death or Serious injury Lost time injury ≥ 3 days	☐ ☐
	Dangerous occurrences	Hydrocarbon release >1 kg or ≥ 80 L (gas or liquid) Fire or explosion Collision marine vessel and facility Could have caused death, serious injury or LTI Damage to safety-critical equipment Unplanned event - implement ERP Pipeline incident Well kick >50 barrels Other : _Dropped Object____	☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☒
	Environmental incidents	Hydrocarbon release Chemical release Drilling fluid/mud release Fauna Incident Other _____	☐ ☐ ☐ ☐ ☐

Part 1A – Information required within 3 days of an accident, dangerous occurrence or environmental incident

General information – all incidents

1.	Where did the incident occur?	Facility / field / title name	Northern Endeavour		
		Site name and location <i>Latitude/longitude</i>	Timor Sea / 10° 37' S x 125° 59' E		
2.	Who is the registered operator/titleholder or other person that controls the works site or activity?	Name	Upstream Production Solutions		
		Business address	Level 11, 99 St Georges Terrace, Perth, WA 6000		
		Business phone no.	(08) 6109 4000		
3.	When did the incident occur?	Time and time zone	10:00 hrs (CST)		
		Date	30/06/2019		
4.	Did anyone witness the incident?	Yes or No <i>If yes, provide details below</i>	No – item found on deck by crew member (10:00hrs – 30/06)		
	Witness details	Witness no 1	Witness no 2	Witness no 3	
	Full name				
	Phone no. (Business hours)				
	Phone no. (Home) (Mobile)	-			
	Email (Business) (Private)	-			
	Postal address	-			
	<i>NB: If more witnesses, copy and insert this section (4) here, and add extra witness numbers appropriately</i>				
5.	Details of person submitting this information	Name	[REDACTED]		
		Position	Offshore Installation Manager		
		Email	[REDACTED]		
		Telephone no.	[REDACTED]		
6.	Brief description of incident	Dropped object – LP Flare Line Pipe Support - found on deck below on the process deck area (adjacent to produced water system) - item size was 5.7 kg from 5.9m			
7.	Work or activity being undertaken at time of incident	Post ESD – Restart of Production Operations were on-going when item was found by area operator routine checks.			
8.	What are the internal investigation arrangements?	As per Upstream PS Incident Investigation Procedure – in consultation with Onshore HSEQ Manager / Operations Manager.			
9.		Yes or no <i>If Yes, provide details below</i>	No		

Part 1A – Information required within 3 days of an accident, dangerous occurrence or environmental incident

General information – all incidents

	Was there any loss of containment of any fluid (liquid or gas)?	Type of fluid (liquid or gas) <i>If hydrocarbon release please complete item no.15 as well</i>	Please specify Hydrocarbon ☐ Gas ☐ Non-hydrocarbon ☐			
		Estimated quantity <i>Liquid (L), Gas (kg)</i>				
		Estimation details	Calculation	☐	Measurement	☐
		Composition <i>Percentage and description</i>				
		Known toxicity to people and/or environment	Toxicity to people		N/A	
			Toxicity to environment		N/A	
		How was the leak/spill detected?	F&G detection ☐ CCTV ☐		Visual ☐ Other ☐	
Did ignition occur?	No ☐ Yes ☐		Immediate ☐ Delayed ☐			
	If yes, what was the likely ignition source	Hot work ☐ Spark electrical source ☐ Spark metallic contact ☐ Hot surface ☐ Other ☐				
10.	Has the release been stopped and/or contained?	Yes or No				
		Duration of the release <i>hh:mm:ss</i>				
		Estimated rate of release <i>Litres or kg per hour</i>				
11.	Location of release	What or where is the location of the release?				
		What equipment was involved in the release?				
		Is this functional location listed as safety-critical equipment?				
12.	Weather conditions <i>Please complete as appropriate</i>	Ambient temperature C°				

Part 1A – Information required within 3 days of an accident, dangerous occurrence or environmental incident

General information – all incidents

		Relative humidity %					
		Wind speed m/s <i>NB: for enclosed areas use</i> Air change per hour					
		Wind direction e.g. from SW					
		Significant wave height m					
		Swell m					
		Current speed m/s					
		Current direction e.g. from SW					
13.	If hydrocarbon fluid (liquid or gas) was released, please complete this section as well	System of hydrocarbon release	Process ☐ Drilling ☐ Subsea / Pipeline ☐	Utilities ☐ Well related ☐ Marine ☐			
		Estimated inventory in the isolatable system <i>Litres or kg</i>					
		System pressure and size of piping or vessel <i>diameter (d in mm) length (l in m) or volume (V in L)</i>	Pressure MPa ☐ Size Piping (d) and Piping (l) or Vessel (V) ☐				
		Estimated equivalent hole diameter <i>d in mm</i>					

Part 1B - Complete for accidents or dangerous occurrences

Accidents and dangerous occurrences information

	Was NOPSEMA notified through the dedicated notification phone line? Phone No. 08 6461 7090	Yes ☒	No ☐
15.	Action taken to make the work-site safe	Was permission given by a NOPSEMA inspector to interfere with the site? OPGGS(S)R 2.49.	Yes ☐ No ☒
		Action taken	Area has been inspected for any further potential items – none observed. Temporary pipe support being made to secure the area. Crew briefed on the incident & location.

Part 1B - Complete for accidents or dangerous occurrences

Accidents and dangerous occurrences information

		Details of any disturbance of the work site	Item has been photographed on-site and removed for weight / dimension checking – kept in safe location to support investigation.				
16.	Was an emergency response initiated?		Yes	☐	No	☒	
		Type of response	Manual Automatic alarm	☐ ☐	Muster Evacuation	☐ ☐	
		How effective was the emergency response?					
17.	Was anyone killed or injured? <i>Provide details below</i>		Yes	☐	No	☒	
	Injured persons (IP)	Casualty No 1					
	<i>If different from item 2.</i>		Employer address				
	Employer name		Employer email				
	Employer phone no.						
	IP full name						
	IP date of birth		Sex	M	☐	F	☐
	IP residential address						
	IP phone no. (Work)		IP phone no. (Home) (Mobile)				
	IP occupation/job title		Contractor or core crew				
	Details of injury						
	<i>Based on TOOCS (refer last page)</i>	a. Intracranial injury b. Fractures c. Wounds, lacerations, amputations, internal organ damage	☐ ☐ ☐	d. Burn e. Nerve or spinal cord injury f. Joint, ligament, muscle or tendon injury g. Other _____	☐ ☐ ☐ ☐		
	Part of body	G1. Head or face G2. Neck G3. Trunk G4. Shoulder or arm	☐ ☐ ☐ ☐	G5. Hip or leg G6. Multiple locations G7. Internal systems G8. Other _____	☐ ☐ ☐ ☐		
	Mechanism of injury	G0. Falls, stepping, kneeling, sitting on object G1. Hitting object G2. Being hit or trapped	☐ ☐ ☐	G3. Exposure to sound or pressure G4. Muscular stress G5. Heat, cold or radiation G6/7 Chemical, biological substance G8. Other _____	☐ ☐ ☐ ☐ ☐		

Part 1B - Complete for accidents or dangerous occurrences

Accidents and dangerous occurrences information

	Agency of injury	1. Machinery or fixed plant 2. Mobile plant or transport 3. Powered equipment 4. Non-power equipment	☐ ☐ ☐ ☐	5/6. Chemicals, materials, substances 7. Environmental agencies 8. Human or animal agencies 9. Other _____	☐ ☐ ☐ ☐	
	Details of job being undertaken					
	Day and hour of shift	Day e.g. 5 th day of 7 (5 / 7)	5/1 0	Hour e.g. 3 rd hour of 12 (3 / 12)	1/1 2	
	NB: If more casualties, please copy/paste this section (19) for each additional casualty and insert here					
18.	Was there any serious damage? Provide details below		Yes	☐	No	☒
	Details	Item 1	Item 2		Item 3	
	Equipment damaged					
	Extent of damage					
19.	Will the equipment be shut down? Yes or No					
	If Yes, for how long?					
NB: If more equipment seriously damaged, please copy/paste this section as required						
20.	Will the facility be shut down?	Yes or No If yes provide details below	No			
	Facility shutdown	Date				
		Time				
		Duration				
21.	Immediate action taken/intended, if any, to prevent recurrence of incident.	Action	Responsible party		Completion date Actual or intended	
22.	What were the immediate causes of the incident?	To be confirmed				

Attachments

Are you attaching any documents?			Yes or no If yes provide details below	Yes
No.	ID	Revision	Date	Title/description
1	Dropped Object Summary		01/07/19	Dropped Object Summary – LP Flare Pipe Support

Attachments

Are you attaching any documents?			Yes or no <i>If yes provide details below</i>	Yes

Insert or delete rows as required

Part 1C – Complete for environmental incidents

Environmental Impacts

23.	What is the current environment plan for this incident?	Environment plan																						
24.	Has the incident resulted in an impact to the environment?	Yes or no <i>If yes provide details below</i>																						
		Incident details <i>e.g. estimated area of impact, nature/significance of impact</i>																						
		ENVIRONMENTAL RECEPTORS																						
		Open ocean	☐	Macroalgae	☐																			
		Shoreline	☐	Coral Reef	☐																			
		Population centre	☐	Benthic invertebrates	☐																			
		Stakeholders	☐	Seagrass	☐																			
		Other sensitivity <i>e.g. conservation area, nesting beach</i>	☐	Mangrove	☐																			
		Further details																						
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Details</th> <th>Environment 1</th> <th>Environment 2</th> <th>Environment 3</th> </tr> </thead> <tbody> <tr> <td>Location of receiving environments <i>Lat/Long</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date & time of impact</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Action taken to minimise exposure</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Specify each matter protected under Part 3 of the EPBC Act impacted</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Details	Environment 1	Environment 2	Environment 3	Location of receiving environments <i>Lat/Long</i>				Date & time of impact				Action taken to minimise exposure				Specify each matter protected under Part 3 of the EPBC Act impacted	
Details	Environment 1	Environment 2	Environment 3																					
Location of receiving environments <i>Lat/Long</i>																								
Date & time of impact																								
Action taken to minimise exposure																								
Specify each matter protected under Part 3 of the EPBC Act impacted																								
<i>NB: If more environments were damaged, please copy/paste this section (Item E3) and add extra data</i>																								
25.	Are any environments at risk? <i>Including as a result of spill response measures</i>	Yes or no <i>If yes, provide details</i>																						
		Details <i>e.g. zone of potential impact</i>																						
		AT RISK ENVIRONMENTS																						

Part 1C – Complete for environmental incidents

Environmental Impacts

		Open ocean ☐ Shoreline ☐ Population Centre ☐ Stakeholders ☐ Other sensitivity ☐ <i>e.g. conservation area, nesting beach</i>	☐ ☐ ☐ ☐ ☐	Macroalgae ☐ Coral Reef ☐ Benthic Invertebrates ☐ Seagrass ☐ Mangrove ☐	☐ ☐ ☐ ☐ ☐
	Details	Environment 1	Environment 2	Environment 3	
	Estimated location of 'at-risk' environments				
	Estimated impact date & time				
	Action required to minimise exposure				
	Specify each matter protected under Part 3 of the EPBC Act at risk				
	<i>NB: If more environments at risk of damage, please copy/paste this section (Item E2) and add extra data</i>				
26.	Was an oil pollution emergency plan activated?	Yes or no			
		If yes, what action has been implemented /planned?			
		If yes, how effective is/was the spill response?			
27.	Was an environmental monitoring program initiated?	Yes or no			
		If yes, what actions have been implemented and/or planned?			
28.	Did the incident result in the death or injury of any fauna?	Yes or no (If yes provide details of species in the table below)			
	Injured fauna	Species 1	Species 2	Species 3	
	Species name (common or scientific name)				
	Number of individuals killed or injured	Killed: Injured:	Killed: Injured:	Killed: Injured:	
	<i>NB: If more species were injured or killed, please copy/paste this section (Item E4) and add extra data</i>				
29.	Actions taken to avoid or mitigate any adverse environmental impacts of the incident.	Action	Responsible party	Completion date <i>Actual or intended</i>	
	<i>NB: If more actions, please add extra rows as required</i>				

Part 1C – Complete for environmental incidents

Environmental Impacts

		Action	Responsible party	Completion date <i>Actual or intended</i>
30.	Corrective actions taken, or proposed, to stop, control or remedy the incident.			
<i>NB: If more actions, please add extra rows as required</i>				
31.	Actions taken, or proposed, to prevent a similar incident occurring in the future.			
<i>NB: If more actions, please add extra rows as required</i>				

Attachments

Are you attaching any documents?			Yes or no <i>If yes provide details below</i>	
No.	ID	Revision	Date	Title/Description
<i>Insert or delete rows as required</i>				

Part 2 – Information required within 30 days of accident or dangerous occurrence

NOPSEMA acknowledges that in many circumstances an operator may not have completed an investigation within 3 days of an accident or first detection of a dangerous occurrence and agrees that these items must be provided within 30 days unless otherwise agreed, in writing with NOPSEMA. In circumstances where an investigation has been completed within 3 days, and these items are available (supplemented, as required by any attachments) this part should also be completed at that time.

32.	Has the investigation been completed?	Yes / No		
	Root cause analysis <i>What were the root causes?</i>	Root cause 1		
		Root cause 2		
		Root cause 3		
		Other root causes		
33.	Full report <i>Describe investigation in detail, including who conducted the investigation and in accordance with what standard/procedure with reference to attachments listed in the 'attachments table' (following) as applicable</i>			
33.	Actions to prevent recurrence of same or similar incident	Action	Responsible party	Completion date <i>Actual or intended</i>
<i>NB: Add or delete rows as appropriate</i>				

Attachments (Insert/delete rows as required)

Are you attaching any documents?			Yes / No <i>If yes provide details below</i>	
No.	ID	Revision	Date	Title/description

Instructions and general guidance for use:

1. The use of this form is voluntary and is provided to assist operators and titleholders to comply with their obligations to give notice and provide reports of incidents to NOPSEMA under the applicable legislation.
2. Accidents, dangerous occurrences or environmental incidents can all be reported using this same form.
3. The applicable legislation for incident reporting is:
 - a. Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009 [OPGGS(S)R]; and
 - b. Offshore Petroleum and Greenhouse Gas Storage (Environment) Regulations 2009 [OPGGS(E)R], for facilities located in Commonwealth waters; or
 - c. for facilities located in designated coastal waters, the relevant State or Territory Act and associated Regulations where there is a current conferral of powers to NOPSEMA.
4. In the context of this form an incident is a reportable incident as defined under:
 - a. OPGGSA, Schedule 3, Clause 82.
 - b. OPGGS(E)R, regulation 4.
5. This form should be used in conjunction with NOPSEMA Guidance Notes available on the NOPSEMA website:
 - a. N-03000-GN0099 Notification and Reporting of Accidents and Dangerous Occurrences
 - b. N-03000-GN0926 Notification and Reporting of Environmental Incidents
6. Part 1 requires completion for all incidents; then ALSO complete part 2 if the incident is an accident or dangerous occurrence.
7. NOPSEMA considers that a full report will contain copies of documentary material referenced and/or relied on in the course of completing this form, which may include (but not be limited to) as appropriate: witness statements, management system documents, drawings, diagrams and photographs, third party reports (audit, inspection, material analysis etc.), internal records and correspondence.
8. This form is intended to be completed electronically using Microsoft Word by completing the unshaded cells which will expand as required to accept the information required and the check boxes where relevant (NB: check boxes may appear shaded and have reduced functionality in MS Word versions prior to 2010).
9. The completed version of this form (and any attachments, where applicable) should be emailed to: submissions@nopsema.gov.au or submitted via secure file transfer at: <https://securefile.nopsema.gov.au/filedrop/submissions> as soon as practicable, but in any case within three days of the incident.

References

NOPSEMA website: www.nopsema.gov.au

TOOCS – Type of Occurrence Classification System.

The *Type of Occurrence Classifications System, Version 3.0* (TOOCS3.0) was developed to improve the quality and consistency of data. This system aligns with the International Classification of Diseases –Australian Modification (ICD10-AM).

[http://www.safeworkaustralia.gov.au/sites/SWA/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/207/TypeOfOccurrenceClassificationSystem\(TOOCs\)3rdEditionRevision1.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/207/TypeOfOccurrenceClassificationSystem(TOOCs)3rdEditionRevision1.pdf)

OPGGS(S)R. Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009. Select Legislative Instrument 2009 No. 382 as amended and made under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*. Commonwealth of Australia.

OPGGS(E)R. Offshore Petroleum and Greenhouse Gas Storage (Environment) Regulations 2009. Statutory Rules 1999 No. 228 as amended and made under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*. Commonwealth of Australia.

Privacy Notice

NOPSEMA collects your personal information for the purpose of investigating accidents, dangerous occurrences and environmental incidents under the Offshore Petroleum and Greenhouse Gas Storage Act 2006.

NOPSEMA will not use or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA's enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

- individuals who make a request under the *Freedom of Information Act 1982*
- the Australian National Audit Office and other privately-appointed auditors
- other law enforcement bodies (for example, the police or the Coroner)
- NOPSEMA's legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its functions or exercise its powers, or to perform its necessary business activities.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA's APP Privacy Policy at www.nopsema.gov.au/privacy. If you have an enquiry or a complaint about your privacy, please contact NOPSEMA's Privacy Contact Officer on (08) 6188 8700 or by email at: privacy@nopsema.gov.au.