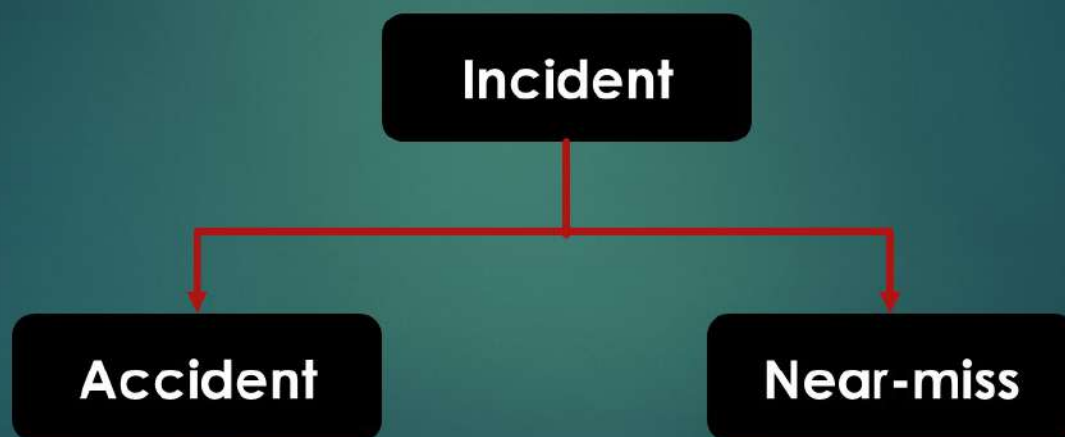


Incident Reporting and Recording



Incident Reporting and Recording



Incident

- An event which has, or under different circumstances could have, caused harm to people, the environment, damage to plant and equipment, processes and reputation.

Accident

- Work-related event(s) that had actually resulted in an injury, illness, fatality, harm to environment, damage to plant equipment, processes and reputation (regardless of severity).

Incident Reporting and Recording



Near Miss

- ▶ Work-related event(s) that had the potential to cause an injury, illness, fatality, harm to environment, damage to plant equipment, processes and reputation (regardless of severity).

High Potential Incident (HIPO)

- ▶ A work-related event that has the potential to cause severe harm/loss to people, environment, equipment, process and reputation.

Incident Reporting and Recording

Fatality (FTL)

- is a work-related injury or illness that results in death.

Lost time incident (LTI)

- A work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident.

Note: Time away from work on the day of the incident is not considered in determining Lost Time Incidents (LTI). Time spent traveling, undergoing evaluation, awaiting medical evaluation results, or otherwise seeking medical treatment should not be counted as a Lost Time Incident (LTI) when

Incident Reporting and Recording

Restricted Work/Transfer Case (RWTC).

- A Restricted Work/Transfer Case (RWTC) occurs when an employee cannot perform all of the routine job functions, but does not result in days away from work. A RWTC occurs when, as a consequence of a work related injury or illness:
 - ✓ The employee is temporarily assigned to another job;
 - ✓ The employee cannot perform all of his routine job functions for all or part of his work shift;
 - ✓ The employee works his regularly assigned job but cannot work the full shift/tour.

Incident Reporting and Recording



Medical Treatment Only (MTO):

- ▶ A work-related injury requiring medical care or treatment beyond First aid, that doesn't result in LTI or RWTC.

First Aid (FA):

- ▶ Any treatment of minor scratches, cuts, burns, splinter and so forth, and any follow-up visits for the purpose of observation.

Incident Reporting and Recording

Rate Calculation: (Can be calculated two ways)

1. Frequency Rate

- Incidents/1000,000 man hours worked.
- Adopted for LTI.
- LTI "Including FTL" X 1000,000 / total hours worked = Lost Time Frequency Rate.
- (MTO+RWTC+LTI+FTL) X 1000,000 / total hours worked = Recordable frequency Rate.

Incident Reporting and Recording



Rate Calculation: (Can be calculated two ways)

2. Incident Rate

- Incidents/ 200,000 man hours worked.
- Adopted for RCRD.
- $\text{LTI "Including FTL"} \times 200,000 / \text{total hours worked} = \text{Lost Time Incidence Rate.}$
- $(\text{MTO} + \text{RWTC} + \text{LTI} + \text{FTL}) \times 200,000 / \text{total hours worked} = \text{Recordable Incident Rate.}$