Publications

Global experience
The International Association of Oil & Gas Producers has access to a wealth of technical knowledge and experience with its members operating around the world in many different terrains. We collate and distil this valuable knowledge for the industry to use as guidelines for good practice by individual members.

Consistent high quality database and guidelines
Our overall aim is to ensure a consistent approach to training, management and best practice throughout the world.

The oil and gas exploration and production industry recognises the need to develop consistent databases and records in certain fields. The OGP’s members are encouraged to use the guidelines as a starting point for their operations or to supplement their own policies and regulations which may apply locally.

Internationally recognised source of industry information
Many of our guidelines have been recognised and used by international authorities and safety and environmental bodies. Requests come from governments and non-government organisations around the world as well as from non-member companies.

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Safety data reporting users’ guide – 2013 data

Report No: 2013su

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# Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summary</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Structure of the reporting system</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Scope of reporting and key definitions</td>
<td>4</td>
</tr>
<tr>
<td>3.1</td>
<td>Work-relatedness definition</td>
<td>4</td>
</tr>
<tr>
<td>3.2</td>
<td>Occupational injury definition</td>
<td>5</td>
</tr>
<tr>
<td>3.3</td>
<td>Process safety event definition</td>
<td>5</td>
</tr>
<tr>
<td>3.4</td>
<td>Company/Contractor activity definitions</td>
<td>5</td>
</tr>
<tr>
<td>3.5</td>
<td>Personnel definitions (company/contractor/third-party)</td>
<td>6</td>
</tr>
<tr>
<td>3.6</td>
<td>Location definitions (onshore/offshore)</td>
<td>6</td>
</tr>
<tr>
<td>3.7</td>
<td>Work function definitions</td>
<td>7</td>
</tr>
<tr>
<td>3.8</td>
<td>Incident/event classification definitions</td>
<td>8</td>
</tr>
<tr>
<td>3.9</td>
<td>Incident/event categories</td>
<td>10</td>
</tr>
<tr>
<td>3.10</td>
<td>Type of activity</td>
<td>10</td>
</tr>
<tr>
<td>3.11</td>
<td>Causal factors</td>
<td>11</td>
</tr>
<tr>
<td>3.12</td>
<td>Motor Vehicle Crash (MVC) definitions</td>
<td>12</td>
</tr>
<tr>
<td>3.13</td>
<td>Process safety events (PSE)</td>
<td>13</td>
</tr>
<tr>
<td>3.14</td>
<td>PSE definitions</td>
<td>17</td>
</tr>
<tr>
<td>3.15</td>
<td>Reporting boundaries</td>
<td>17</td>
</tr>
<tr>
<td>A1</td>
<td>Medical Treatment Cases (MTC)</td>
<td>20</td>
</tr>
<tr>
<td>A2</td>
<td>Glossary of general terms</td>
<td>23</td>
</tr>
<tr>
<td>A3</td>
<td>Glossary of causal factors</td>
<td>29</td>
</tr>
<tr>
<td>A4</td>
<td>Frequently asked questions</td>
<td>33</td>
</tr>
<tr>
<td>A5</td>
<td>Report forms (guidance only)</td>
<td>34</td>
</tr>
</tbody>
</table>
The International Association of Oil & Gas Producers, OGP, has been collecting global safety incident data from member companies since 1985. The data collected are entered directly to the OGP safety database, which is the largest database of safety incident statistics in the industry.

The principal purpose of the data collection is to annually record and analyse the global event and incident statistics of OGP member companies in the areas of occupational safety, asset integrity including process safety, and motor vehicle safety. The annual report produced provides the information required to analyse industry incident trends, benchmark performance and identify subject areas and activities where focused efforts can be made to effect the greatest improvements.

The scope of the OGP incident reporting system includes worldwide exploration and production (E&P) activities, onshore and offshore, for both member companies and their associated contractor work hours, as defined in Section 3.1. The data reported by member companies are consolidated and analysed in order to compute the frequency and severity of incidents occurring in E&P operations by region, country, function and company. A code is used to preserve company anonymity.

It should be noted that the scope of reporting and definitions in this document are not directly in line with the scope and definitions used within any other reporting scheme.

1 Summary
2 Structure of the reporting system

Organisations are requested to provide their safety incident and event data using the standardised forms that are described in this guide for each country in which the reporting Company has E&P operations and for each category (company personnel onshore and offshore, contractor personnel onshore and offshore). A glossary of terms is provided in Appendix 2 and Frequently Asked Questions are listed in Appendix 4.

Report 1: Occupational Injuries

Used for reporting all recordable work-related injuries i.e. those that result in:
- a fatality;
- an injury requiring time off work (lost work day case);
- a restriction in the work performed (restricted work day case), or
- an injury requiring medical treatment (medical treatment case).

Report 1A: Lost Workday Case Breakdown - Category

Used to provide additional information on the injury causes associated with lost workday cases.

Report 1B: Lost Workday Case Breakdown – Activity

Used to provide additional information on the activities associated with lost workday cases.

The intent of gathering the detailed information in both Reports 1A and 1B is to provide industry with focus areas for the development of guidance and recommended practice.

Report 2: Fatal Incidents

Used to provide additional information on work-related fatalities as a result of an injury, rather than an illness. Wherever a fatality is indicated in Report 1, details of the incident will be provided in Report 2, i.e. one completed Report 2 for every incident involving one or more fatalities. When a fatal incident results from an Asset Integrity/Process Safety Event, this will be indicated in Report 2, as well as Report 6.

Report 3: High Potential Events

High potential events are defined to be any incident or near miss that could, in other circumstances, have realistically resulted in one or more fatalities. The intent of gathering the detailed information in Reports 2 and 3 is to maximise learning from all incidents and near misses which did or may have resulted in a fatality. The learning from these events is not necessarily dependent on the actual outcome, therefore it is important to provide sufficient detail on lessons learned to be able to provide the industry with recommendations and guidance to prevent recurrence. The information reported using Reports 2 and 3 may also relate to Asset Integrity/Process Safety Event data provided in Report 6.

Report 4: Occupational Illnesses

Occupational illnesses are no longer part of the request for data. Leading Health Performance Indicators are reported separately, as outlined in OGP/IPIECA Report № 393, Health Performance Indicators, published 2007 (http://www.ogp.org.uk/pubs/393.pdf).

Report 5: Motor Vehicle Crashes (MVC)

Used for reporting the number and severity of Motor Vehicle Crashes. These data are used for industry performance benchmarking in line with the OGP Report № 365, Land Transportation Recommended Practice (http://www.ogp.org.uk/pubs/365.pdf).

Report 6: Asset Integrity/Process Safety Events

Used for reporting Tier 1 and Tier 2 Process Safety Events (PSE) according to the OGP Report № 456, Process safety – recommended practice on key performance indicators:

**Self Assessment Questionnaire**

A mandatory form which is intended as an aid to validation of data submissions.
3 Scope of reporting and key definitions

Data are reported on a country-by-country basis for all operations where the company either:

- is the operator; or
- has majority or controlling interest and has an officer assigned as the senior managing director of the joint venture operation.

**Joint Venture Operations**

In the case of Joint Ventures where the operating company is itself not a member of OGP, companies in the partnership that are OGP members are required to reach agreement on which company is to take the lead on collection of relevant information.

When the Joint Venture Company is itself an OGP member, then the Joint Venture Company should report.

**Joint Operatorship**

In case of joint operatorship where more than one operating company is an OGP member, in order to avoid double counting the operating companies are required to reach agreement on how to report data to OGP.

**Partner Operations**

Data from partnership operations (i.e. facilities for which the company owns equity but is not the operator) are excluded.

The following definitions provide the scope of reporting for incidents and events that should be included within the data submission to OGP.

### 3.1 Work-relatedness definition

An injury must be considered work-related if an event or exposure in the work environment caused or contributed to the resulting condition or significantly aggravated a pre-existing injury. Work-relatedness is presumed for injuries resulting from events or exposures occurring in the work environment unless one of the following exceptions applies in its entirety:

- Occurs when an employee or contractor is present in the work environment as a member of the general public. In case of a fatality, it will be included in the 3rd party statistics;
- Results solely from voluntary participation in a wellness programme or in a medical, fitness, or recreational activity, such as blood donation, physical examination, flu vaccination, exercise class, racquetball, or baseball etc. Where the activity is company-sponsored the participation must be perceived by the employee as voluntary for this exception to apply;
- Involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure;
- Is solely the result of eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer’s premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer’s establishment, the case would not be considered work-related;
  **Note:** If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related;
- Is solely the result of doing personal tasks in the work environment outside of the employee’s assigned working hours;
• Is solely the result of personal grooming, self-medication for a non-work-related condition or is intentionally self-inflicted;
• Is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work); and
• Occurs during a commute from the home to the normal place of work or first stop unless it is company-mandated transport.

3.2 Occupational injury definition

An occupational injury is any injury such as a cut, fracture, sprain, amputation, etc., which results from a work-related activity or from an exposure involving a single incident in the work environment, such as deafness from explosion, one-time chemical exposure, back disorder from a slip/trip, insect or snake bite.

3.3 Process safety event definition

A process safety event, which can also be referred to as an asset integrity event, is a Loss of Primary Containment (LOPC) and is recordable if:

i. the consequence was a reportable employee or contractor injury or fatality, a third-party hospital admission or fatality, a community or site evacuation or a fire/explosion; or

ii. a pressure relief device discharge or material release occurs which exceeded defined thresholds (even if none of the consequences above occurred)


The supplement to OGP Report № 456 provides Process Safety Upstream PSE examples (http://www.ogp.org.uk/pubs/456supp.pdf). The definitions and thresholds are also provided within this guide as part of Report 6. It should be noted that work-relatedness is not generally a factor when determining whether an asset integrity/process safety event is recordable.

3.4 Company/Contractor activity definitions

Company work-related activities

All work by Company personnel, including attendance at courses, conferences and Company-organised events where participation is perceived by the employee as mandatory, business travel, field visits or any other activity or presence expected by the employer. Refer to the section on work-relatedness for the exemptions that apply.

Contractor work-related activities

Reporting is required for all work performed by Contractor personnel under the following contractual Modes 1 and 2, as will be defined in the updated version of OGP Report 423 HSE management – guidelines for working together in a contract environment published in 2010:

Mode 1: The contractor provides people, processes and tools for the execution of the contract under the supervision, instructions and HSE-MS of the client. The contractor has a management system to provide assurance that the personnel for whom it is responsible are qualified and fit
for the work and that the processes, tools, materials and equipment they provide are properly maintained and suitable.

**Mode 2:** The contractor executes all aspects of the contract under its own HSE-MS, providing the necessary instructions and supervision and verifying the proper functioning of its HSE-MS. The client is responsible for verifying the overall effectiveness of the HSE management controls put in place by the contractor, including its interface with subcontractors, and assuring that both the client’s and the contractor’s HSE-MS are compatible.

**Mode 3:** Contractor operates within its own HSE-MS that has no interfaces with the client HSE-MS and is not required to report HSE performance data including incidents to the client. However, this does not exclude the possibility that the client may wish to guide and influence HSE performance under this type of contract.

*Note: For reporting purposes, Sub-Contractor personnel are to be treated as if they were Contractor personnel and work hours and work-related events reported as Contractor events.*

### 3.5 Personnel definitions (company/contractor/third-party)

**Company employee**
A person employed by and on the payroll of the reporting Company, including corporate and management personnel specifically involved in E&P activities. Persons employed under short-service contracts are included as Company employees provided they are paid directly by the Company.

**Contractor employee**
A person employed by a Contractor or Contractor’s Sub-Contractor(s) who is directly involved in execution of prescribed work under a contract with the reporting Company.

**Third-Party**
A person with no business relationship with the company or contractor. Incidents in which there are third-party fatalities should be reported on Report 1, with details provided in Report 2. This third-party information will be used internally within OGP to identify learning opportunities.

### 3.6 Location definitions (onshore/offshore)

**Onshore**
All activities and operations that take place within a landmass, including those on swamps, rivers and lakes. Land-to-land aircraft operations are counted as onshore, even though flights may be over water.

**Offshore**
All activities and operations that take place at sea, including activities in bays, in major inland seas, such as the Caspian Sea, or other inland seas directly connected to oceans. Incidents including transportation of people and equipment from shore to the offshore location, either by vessel or helicopter, should be recorded as "offshore".

*Note: Strictly speaking, the categorisation under ‘onshore’ or ‘offshore’ refers to the physical location of the incident, and not to an individual’s normal place of work. However, where this...*
is administratively difficult, it is acceptable to record an incident as happening at the location
where the work hours are recorded, even though the incident physically happened elsewhere.
For example, a mechanic who normally works onshore is called offshore for a repair job lasting
2 days. Whilst offshore, the mechanic suffers an injury resulting in a lost workday. If the
mechanic’s work hours are counted as onshore hours, even though he was physically offshore,
then the LWDC should be counted as an onshore incident. The same principle applies for
personnel who travel internationally; the incident should be assigned to the geographic location
where their work hours are allocated.

3.7 Work function definitions

Exploration
Covers geophysical, seismographic and geological activities, inclusive of administrative and
engineering aspects, maintenance, materials supply, and transportation of personnel and
equipment. Exploration drilling is to be included under “drilling”. Exploration activities fall
outside the scope of Report 6 for Asset Integrity/Process Safety Events.

Drilling
Includes all exploration, appraisal and production drilling, wireline, completion and workover
as well as their administrative, engineering, construction, materials supply and transportation
aspects. It includes site preparation, rigging up and down and restoration of the drilling site
upon work completion.

Production
Covers petroleum and natural gas production operations, including administrative and
engineering aspects, repairs, maintenance and servicing, materials supply and transportation
of personnel and equipment. It covers all mainstream production operations:

Production includes:
• Work on production wells under pressure
• Oil (including condensates) and gas extraction and separation (primary production)
• Heavy oil production where it is inseparable from upstream (i.e. steam assisted gravity
drainage) production
• Primary oil processing (water separation, stabilisation)
• Primary gas processing (dehydration, liquids separation, sweetening, CO₂ removal)
• Floating Storage Units (FSUs) and sub-sea storage units
• Gas processing activities with the primary intent of producing gas liquids for sale
• Secondary liquid separation (i.e. Natural Gas Liquids (NGL) extraction using refrigeration
processing)
• Liquefied Natural Gas (LNG) and Gas-to-Liquids (GTL) operations
• Flow-lines between wells and pipelines between facilities associated with field production
operations
• Oil and gas loading facilities, including land or marine vessels (trucks and ships) when
connected to an oil or gas production process
• Pipeline operations (including booster stations) operated by company E&P business
**Production excludes:**
- Production drilling or workover
- Mining processes associated with the extraction of heavy oil tar sands
- Heavy oil when separable from upstream operations
- Secondary heavy oil processing (upgrader)
- Refineries

**Construction**
Includes all construction, fabrication activities and also disassembly, removal and disposal (decommissioning) at the end of the facility life. Construction activities under contracting Modes 1 and 2 shall be reported, as defined in the contractor work activities below. Construction of process plant, fabrication yard construction of structures, offshore installation, hook-up and commissioning, and removal of redundant process facilities are all examples to be included. Construction activities fall outside the scope of Report 6 on Asset Integrity/Process Safety Events.

**Unspecified**
Should be used for the entry of data associated with office personnel whose work hours and incident data cannot be reasonably assigned to the administrative support of one of the function groupings of exploration, drilling, production or construction. Corporate overhead support function personnel such as finance or human resources staff may be examples where work hours cannot be specifically assigned to a particular function.

Injuries occurring in seismic and drilling camps or on offshore platforms during off-duty hours should not be included unless they are work-related, i.e. they are caused by other personnel who are at work.

### 3.8 Incident/event classification definitions

**Hours worked (000’s)**
The actual ‘hours worked’, including overtime hours, are recorded in the case of onshore operations. The hours worked by an individual will generally be about 2000 per year.

For offshore workers, the ‘hours worked’ are calculated on a 12-hour work day. Consequently average hours worked per year will vary from 1600 to 2300 hours per person depending upon the on/off shift ratio. Vacations and leaves are excluded.

**Fatality**
Cases that involve one or more people who died as a result of a work-related incident. ‘Delayed’ deaths that occur after the incident are to be included if the deaths were a direct result of the incident. For example, if a fire killed one person outright, and a second died three weeks later from lung damage caused by the fire, both shall be reported. In some cases, a delayed fatality occurs in the next calendar year after the incident. For example, if the above fire occurred on December 21, the second death from it might occur in January of the next year. All fatalities from an incident should be included in the report for the year the incident occurred.
**Lost Work Day Case (LWDC)**

When reporting occupational injury data (Report Forms 1, 1A and 1B): non-fatal cases that involve a person being unfit to perform any work on any day after the occurrence of the occupational injury. “Any day” includes rest days, weekend days, leave days, public holidays or days after ceasing employment.

**LWDC Days (No. of Lost Work Days)**

The sum total of calendar days (consecutive or otherwise) after the days on which the occupational injuries occurred, where persons reported under LWDC (above) were unfit for work and did not work.

If LWDC days are reported at least one day must be reported for each lost workday case (LWDC).

Where absence from work extends beyond the year end, the actual or estimated days unfit for work in the following year should be added to those for the reporting year in computing the number of lost work days i.e. days unfit for work.

Days unfit for work between a fatal incident and the date of death are not included.

The maximum LWDC days reportable for each lost workday case is 180.

**Example** - Three employees were severely injured and unfit for work after their respective incidents. Employee A was unfit for 2 working days, a weekend and 2 further days. Employee B was unfit for 3 weeks, and Employee C was fit for work the day after the injury but thereafter not fit for the three following days.

- A was unfit for work for $2+2+2 = 6$ days
- B was unfit for work for $3 \times 7 = 21$ days
- C was unfit for work for $=3$ days

Number of days unfit for work $=30$ days

This example should be reported as 3 Lost Work Day Cases and 30 Lost Work Days.

**Restricted Work Day Case (RWDC)**

When reporting occupational injury data (Report Form 1): cases that do not result in a fatality or a lost work day case but do result in a person being unfit for full performance of the 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
- Working full-time in the regular job but not performing all the usual duties of the job

**RWDC Days (No. of Restricted Work Days)**

Days counting as restricted work are defined as for a Lost Work Day Case (LWDC above).

**Medical Treatment Cases (MTC)**

Those cases not severe enough to be reported as Fatalities, Lost Work Day Cases or Restricted Work Day Cases but are more severe than requiring simple first aid treatment. Further guidance on cases that qualify as medical treatment rather than first aid cases is given in Appendix 1.
Asset Integrity/Process Safety Event (PSE)

Recordable PSE are classified into Tier 1 or 2 based on whether an LOPC event meets or exceeds defined consequences or release thresholds (see Report 6 for detail of PSE data to be recorded). Companies may wish to internally classify other LOPC events which do not meet Tier 1 or 2 thresholds as a “Tier 3 PSE” (effectively a near miss). OGP Report № 456, Process safety – recommended practice on key performance indicators, also recommends indicators at “Tier 4” to assess performance of barriers which prevent LOPC. The general concept of using tiers is analogous to the reporting hierarchy for occupational incidents, often referred to as the “personal safety triangle”. Companies are encouraged to consider implementation of indicators in Tiers 3 and 4 for internal performance management, as well as the Tier 1 and 2 indicators included here for industry wide reporting.

3.9 Incident/event categories

The following list should be used for the reporting of Lost Work Day Cases and fatal incident and high potential event descriptions. See Appendix 2 – Glossary of general terms for definitions.

- Assault or Violent Act
- Caught In, Under or Between
- Confined Space
- Cut, Puncture, Scrape
- Explosions or Burns
- Exposure: Electrical
- Exposure: Noise, Chemical, Biological, Vibration
- Falls from height
- Overexertion/Strain
- Pressure release
- Slips and Trips (at the same height)
- Struck By
- Water related, drowning
- Other

3.10 Type of activity

The following list should be used for the reporting of Lost Work Day Cases and fatal incident and high potential event descriptions. See Appendix 2 – Glossary of general terms for definitions.

- Construction, Commissioning, Decommissioning
- Diving, Subsea, ROV
- Drilling, Workover, Well Services
- Lifting, Crane, Rigging, Deck Operations
- Maintenance, Inspection, Testing
- Office, Warehouse, Accommodation, Catering
- Production Operations
- Seismic / Survey Operations
- Transport – Air
- Transport – Land
• Transport - Water, including Marine Activity
• Unspecified – Other

3.11 Causal factors
The following list of causal factors should be used for Reports 2 and 3.

Further guidance has been provided in Appendix 3 – Glossary of causal factors to assist the user of the OGP list of causal factors, to further define and explain the classifications. Since the causal factors selected will be used for trend analysis, accuracy in selecting the appropriate cause is important. Users are encouraged to use this glossary to ensure proper understanding of each cause category.

People (Acts)
The “People (Acts)” causal factors involve either the actions of a person or actions which were required but not carried out or were incorrectly performed. There are four main categories, with an additional level of detail under each.

Following Procedures
• Violation intentional (by individual or group)
• Violation unintentional (by individual or group)
• Improper position (in the line of fire)
• Overexertion or improper position/posture for task
• Work or motion at improper speed
• Improper lifting or loading

Use of Tools, Equipment, Materials and Products
• Improper use/position of tools/equipment/materials/products
• Servicing of energised equipment/inadequate energy isolation

Use of Protective Methods
• Failure to warn of hazard
• Inadequate use of safety systems
• Personal Protective Equipment not used or used improperly
• Equipment or materials not secured
• Disabled or removed guards, warning systems or safety devices

Inattention/Lack of Awareness
• Improper decision making or lack of judgement
• Lack of attention/distracted by other concerns/stress
• Acts of violence
• Use of drugs or alcohol
• Fatigue
Process (Conditions) Classifications

Process (Conditions) Classifications usually involve some type of physical hazard or organisational aspect out with the control of the individual. There are five major classification categories, with an additional level of detail under each of the major categories.

Protective Systems
- Inadequate/defective guards or protective barriers
- Inadequate/defective Personal Protective Equipment
- Inadequate/defective warning systems/safety devices
- Inadequate security provisions or systems

Tools, Equipment, Materials, Products
- Inadequate design/specification/management of change
- Inadequate/defective tools/equipment/materials/products
- Inadequate maintenance/inspection/testing

Work Place Hazards
- Congestion, clutter or restricted motion
- Inadequate surfaces, floors, walkways or roads
- Hazardous atmosphere (explosive/toxic/asphyxiating)
- Storms or acts of nature

Organisational
- Inadequate training/competence
- Inadequate work standards/procedures
- Inadequate hazard identification or risk assessment
- Inadequate communication
- Inadequate supervision
- Poor leadership/organisational culture
- Failure to report/learn from events

3.12 Motor Vehicle Crash (MVC) definitions

All light duty vehicles, heavy duty vehicles and heavy duty plant equipment (bulldozer, earthmoving equipment etc.) including buses or coaches.

Exclusions from reporting

The following should not be reported as Motor Vehicle Crashes when the vehicle is properly parked:
- Injuries that occur when entering or exiting the vehicle
- Any event involving loading or unloading from the vehicle
- Damage to, or total loss of, a vehicle solely due to environmental conditions or vandalism
- Another vehicle crashes into the parked vehicle

In addition the following should not be reported as a motor vehicle crash:
- Superficial damage, such as a stone or rock chip damaging a windscreen or paintwork while the vehicle is being driven
- Damage related to the theft of a vehicle

**MVC Work-relatedness**

Any crash involving a company, rental or personal vehicle while performing company business. Work-relatedness is presumed for crashes resulting from business being conducted on behalf of the company while operating a company assigned vehicle. Examples of company business include driving a client to the airport, driving to the airport for a business trip, taking a client or work colleague out for a meal, deliveries, visiting clients or customers, or driving to a business related appointment.

Personal business which should not be counted includes, but is not limited to, personal shopping, getting a meal by yourself, commuting to and from home, or driving to a private medical appointment.

**Contractor Motor Vehicle Crash** includes any vehicle procured (owned, leased, fleet or rented) by a contractor or sub-contractor while performing work on behalf of the company.

**Crash**

Work-related Vehicle Damage or Personal injury due to a vehicle related event, or rollover.

**Motor Vehicle**

Any mechanically or electrically powered device (excluding one moved by human power), upon which or by which any person or property may be transported upon a land roadway. This includes motorcycles. Specifically excluded from the definition of motor vehicle are vehicles operated on fixed rails. In addition, vehicles which are not capable of more than 10 mph (16 kph) may be exempted.

**Rollover**

Any crash where the vehicle has flipped to its sides, top and/or rolled 360 degrees via any axis.

### 3.13 Process safety events (PSE)

Indicator definitions and consequences are provided below for both Tier 1 PSE and Tier 2 PSE, together with respective tables of Material Release Threshold Quantities. Further guidance and examples are provided in OGP Report № 456, *Process safety – recommended practice on key performance indicators* [http://www.ogp.org.uk/pubs/456.pdf](http://www.ogp.org.uk/pubs/456.pdf), (the supplement to this report provides Process Safety Upstream PSE examples [http://www.ogp.org.uk/pubs/456supp.pdf](http://www.ogp.org.uk/pubs/456supp.pdf)) and in the API Recommended Practice No. 754, *Process Safety Performance Indicators for the Refining and Petrochemical Industries*. Note that “days away from work” injury should be taken to be the same as the OGP defined LWDC.
3.13.1 Tier 1 Indicator Definition and Consequences

A Tier 1 Process Safety Event (PSE) is a loss of primary containment (LOPC) with the greatest consequence as defined by this RP. A Tier 1 PSE is an unplanned or uncontrolled release of any material, including non-toxic and non-flammable materials (e.g., steam, hot condensate, nitrogen, compressed CO\textsubscript{2} or compressed air), from a process that results in one or more of the consequences listed below:

- An employee, contractor or subcontractor “days away from work” injury and/or fatality
- A hospital admission and/or fatality of a third-party
- An officially declared community evacuation or community shelter-in-place
- A fire or explosion resulting in greater than or equal to $25,000 of direct cost to the Company
- A pressure relief device (PRD) discharge to atmosphere whether directly or via a downstream destructive device that results in one or more of the following four consequences:
  - Liquid carryover
  - Discharge to a potentially unsafe location
  - An onsite shelter-in-place
  - Public protective measures (e.g. road closure)
and a PRD discharge quantity greater than the threshold quantities in Table 1 in any one-hour; or
- A release of material greater than the threshold quantities described in Table 1 in any one-hour period.

3.13.2 Tier 2 Indicator Definition and Consequences

A Tier 2 Process Safety Event (PSE) is a LOPC with lesser consequence. A Tier 2 PSE is an unplanned or uncontrolled release of any material, including non-toxic and non-flammable materials (e.g., steam, hot condensate, nitrogen, compressed CO\textsubscript{2} or compressed air), from a process that results in one or more of the consequences listed below and is not reported in Tier 1:

- An employee, contractor or subcontractor recordable injury
- A fire or explosion resulting in greater than or equal to $2,500 of direct cost to the Company
- A pressure relief device (PRD) discharge to atmosphere whether directly or via a downstream destructive device that results in one or more of the following four consequences:
  - Liquid carryover
  - Discharge to a potentially unsafe location
  - An onsite shelter-in-place
  - Public protective measures (e.g. road closure)
and a PRD discharge quantity greater than the threshold quantity in Table 2 in any one-hour period; or
- A release of material greater than the threshold quantities described in Table 2 in any one-hour period.

Note: Non-toxic and non-flammable materials (e.g. steam, hot water, nitrogen, compressed CO\textsubscript{2} or compressed air) have no threshold quantities and are only included in the definitions above as a result of their potential to result in one of the other consequences.
Table 1: Tier 1 Material Release Threshold Quantities (from API RP 754)

<table>
<thead>
<tr>
<th>Threshold release category</th>
<th>Material hazard classification(^1,2,3,4)</th>
<th>Threshold quantity (outdoor release)</th>
<th>Threshold quantity (indoor release)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TIH Zone A Materials</td>
<td>5kg (11lbs)</td>
<td>2.5kg (5.5lbs)</td>
</tr>
<tr>
<td>2</td>
<td>TIH Zone B Materials</td>
<td>25kg (55lbs)</td>
<td>12.5kg (27.5lbs)</td>
</tr>
<tr>
<td>3</td>
<td>TIH Zone C Materials</td>
<td>100kg (220lbs)</td>
<td>50kg (110lbs)</td>
</tr>
<tr>
<td>4</td>
<td>TIH Zone D Materials</td>
<td>200kg (440lbs)</td>
<td>100kg (220lbs)</td>
</tr>
<tr>
<td>5</td>
<td>Flammable Gases or Liquids with Boiling Point ≤35°C (95°F) and Flash Point &lt;23°C (73°F) or Other Packing Group I Materials excluding strong acids/bases</td>
<td>500kg (1100lbs)</td>
<td>250kg (550lbs)</td>
</tr>
<tr>
<td>6</td>
<td>Liquids with Boiling Point &gt;35°C (95°F) and Flash Point &lt;23°C (73°F) or Other Packing Group II Materials excluding moderate acids/bases</td>
<td>1000kg (2200lbs) or 7bbl</td>
<td>500kg (1100lbs) or 3.5bbl</td>
</tr>
<tr>
<td>7</td>
<td>Liquids with Flash Point ≥23°C (73°F) and ≤60°C (140°F) or Liquids with Flash Point &gt;60°C (140°F) released at a temperature at or above Flash Point or strong acids/bases or Other Packing Group III Materials</td>
<td>2000kg (4400lbs) or 14bbl</td>
<td>1000kg (2200lbs) or 7bbl</td>
</tr>
</tbody>
</table>

Notes

1. Many materials exhibit more than one hazard. Correct placement in Hazard Zone or Packing Group shall follow the rules of DOT 49 CFR 173.2a [REF 14] or UN Recommendations on the Transportation of Dangerous Goods, Section 2 [REF 10].

2. A structure composed of four complete (floor to ceiling) walls, floor and roof.

3. For solutions not listed on the UNDG, the anhydrous component shall determine the Toxic Inhalation Hazard (TIH) zone or Packing Group classification. The threshold quantity of the solution shall be back calculated based on the threshold quantity of the dry component weight.

4. For mixtures where the UNDG classification is unknown, the fraction of threshold quantity release for each component may be calculated. If the sum of the fractions is equal to or greater than 100%, the mixture exceeds the threshold quantity. Where there are clear and independent toxic and flammable consequences associated with the mixture, the toxic and flammable hazards are calculated independently.
### Table 2: Tier 2 Material Release Threshold Quantities (from API RP 754)

<table>
<thead>
<tr>
<th>Threshold release category</th>
<th>Material hazard classification$^{3,4}$</th>
<th>Threshold quantity (outdoor release)</th>
<th>Threshold quantity (indoor$^5$ release)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TIH Zone A Materials</td>
<td>0.5kg (1.1lbs)</td>
<td>0.25kg (0.55lbs)</td>
</tr>
<tr>
<td>2</td>
<td>TIH Zone B Materials</td>
<td>2.5kg (5.5lbs)</td>
<td>1.2kg (2.8lbs)</td>
</tr>
<tr>
<td>3</td>
<td>TIH Zone C Materials</td>
<td>10kg (22lbs)</td>
<td>5kg (11lbs)</td>
</tr>
<tr>
<td>4</td>
<td>TIH Zone D Materials</td>
<td>20kg (44lbs)</td>
<td>10kg (22lbs)</td>
</tr>
<tr>
<td>5</td>
<td>Flammable Gases or Liquids with Boiling Point $\leq35^\circ$C (95°F) and Flash Point $\leq23^\circ$C (73°F) or Other Packing Group I Materials excluding strong acids/bases</td>
<td>50kg (110lbs)</td>
<td>25kg (55lbs)</td>
</tr>
<tr>
<td>6</td>
<td>Liquids with Boiling Point $&gt;35^\circ$C (95°F) and Flash Point $&lt;60^\circ$C (140°F) or Liquids with Flash Point $&gt;60^\circ$C (140°F) released at or above Flash Point or Other Packing Group II and III Materials or Strong acids and bases excluding moderate acids/bases</td>
<td>100kg (220lbs)</td>
<td>50kg (110lbs) or 1bbl</td>
</tr>
<tr>
<td>7</td>
<td>Liquids with Flash Point $&gt;60^\circ$C (140°F) released at a temperature below Flash Point or Moderate acids/bases</td>
<td>1000kg (2200lbs)</td>
<td>500kg (1100lbs) or 5bbl</td>
</tr>
</tbody>
</table>

**Notes**

1. Many materials exhibit more than one hazard. Correct placement in Hazard Zone or Packing Group shall follow the rules of DOT 49 CFR 173.2a [REF 14] or UN Recommendations on the Transportation of Dangerous Goods, Section 2 [REF 10].

2. A structure composed of four complete (floor to ceiling) walls, floor and roof.

3. For solutions not listed on the UNDG, the anhydrous component shall determine the Toxic Inhalation Hazard (TIH) zone or Packing Group classification. The threshold quantity of the solution shall be calculated based on the threshold quantity of the dry component weight.

4. For mixtures where the UNDG classification is unknown, the fraction of threshold quantity release for each component may be calculated. If the sum of the fractions is equal to or greater than 100%, the mixture exceeds the threshold quantity. Where there are clear and independent toxic and flammable consequences associated with the mixture, the toxic and flammable hazards are calculated independently.
3.14 PSE definitions

Officially Declared Community Evacuation or Community Shelter-in-Place

- **Officially Declared** - A declaration by a recognized community official (e.g. fire, police, civil defense, emergency management) or delegate (e.g. Company official) authorized to order the community action.

- **Community** – areas beyond the fence line, worksite, well site, etc. Community includes towns, cities, public areas (parks, residential areas, shopping centres, etc.), open spaces, roads, highways, worksites of other companies, etc. Community does not include gas plants, well sites, production facilities, production platforms, drilling rigs, FPSO, etc. in which the loss of containment occurs.

3.15 Reporting boundaries

**Definition**

For the purposes of this document, “reporting boundaries” are used to help determine which activities and events should be monitored and considered for reporting. Even if a worker, facility or equipment is determined to be within the company’s reporting boundaries, the potentially reportable incident or event shall be evaluated for other criteria (e.g. work-related, treatment beyond first aid). See Section 3.1 for details and exceptions.

**Determining Local Reporting Boundaries**

Decisions pertaining to whether an activity or operation is within reporting boundaries should be determined, documented, communicated and understood by the parties involved. In the case of contractor activities, these determinations shall be made prior to executing the work agreement. In most cases, these determinations will be documented as part of a service contract or operating agreement. Reporting units shall use the guidance in the following sections to help make specific determinations on local Reporting Boundaries. These determinations should identify:

- Which locations are considered Company premises and what are the commonly understood physical boundaries of these premises
- On-premises activities typically not considered to be within Reporting Boundaries
- Off-premises activities typically considered to be within Reporting Boundaries

These determinations shall be documented and used as a guide when:

- Setting up data tracking systems, such as those used to track hours worked and miles driven; and
- During incident investigations and classification for reporting under this standard.

**Scope**

**In Scope**

*Company employees*

- Company employees
- Company secondees on assignment to non-operated joint ventures
**Contract employees**
- Contract employees on Company premises, except as noted in the “Out of Scope” section below.
- Contract employees travelling in Company-provided vehicles, watercraft and aircraft (Company-dedicated or shared-service). In the context of this scope, Company-provided means that the Operating Company arranged and paid for transportation in vehicles owned by a contractor, and contract employees are expected to use the transportation as a condition of their work assignment. This excludes commercial (public) transportation that the Company reimburses but does not arrange.
- Contract employees acting in functions, such as inspectors, negotiators and drilling representatives for Company. These contract employees are in scope both on and off premises as long as they are on company business.

**Equipment and Transporters**
- Equipment and transport operations (equipment, cargo, crew and passengers), including shared service contractor-owned vehicles, located on the Company premises – except as noted in the “Out of Scope” section below.
- Transport operations (equipment, cargo, crew and passengers) involving Company-owned vehicles, watercraft and aircraft, both on and off Company premises (including deliveries to customers).
- Transport operations (equipment, cargo, crew and passengers) involving Company-dedicated, contractor-owned vehicles, watercraft and aircraft, when:
  - on Company premises, or
  - travelling directly between Company premises, or
  - travelling while performing work on behalf of the Company.

**Business Entities**
- Company-owned, company-operated service stations. Report injury and MVC data for these companies separately from data reported for Company employees and contract employees, unless a person or vehicle is otherwise within Company’s reporting boundaries. All other reportable metrics are included in Company data (e.g. spills, fires, citations, fines).

**Out of Scope**

**Employees, Third Parties and Equipment**
- Mail, courier, service, and incidental delivery services on Company premises that are not contractually dedicated for exclusive use by Company and who move on and off Company premises, engaging with other firms as a normal activity (e.g. office supply, vending machine deliveries).
- Municipal services (e.g. utility connections, waste pickup) personnel on Company premises performing their normal activities. This exception does not apply to collection or handling of process waste or other services directly related to operations.
- Contract employees who are performing work on the contractor’s premises – including fabrication yards, design offices and maintenance shops.
- Casual visitors and guests on company premises (e.g. customers, suppliers, public officials, tour groups) that are escorted by Company employees or contract employees.
- Visitors and business partners on premises engaged in emergency response activities related to a non-Company event.
- Drilling and workover rigs, well service equipment, or marine vessels on Company premises that are non-operating and either:
• are on standby, waiting to commence work for the Company; or
• have finished work for the Company and are on standby, waiting to mobilize to another
distinct location or to be taken off of Company premises.
This item only applies if there is an explicit understanding that the provider is not under
contract to the Company at the time, and the Company is allowing the standby storage to
take place on premises for the sole convenience and benefit of the contractor. It does not
apply to operations at contractor shops, offices and other facilities on Company premises.
• Product releases that occur on Company premises when common-carriers, and spot-charter
trucks and vessels are:
  • picking up petroleum products (e.g., fuel, lubricants, crude oil) after ownership has
    transferred to a customer or transporter; or
  • delivering petroleum products (e.g., fuel, lubricants, crude oil) before ownership has
    transferred to the Company.
• Business partners’ transporters that stop at Company facilities as a convenience to take on
fuel or supplies (typically aircraft or marine vessels).

**Business Entities**
• Business partners who have been authorized by the company to use a discrete, isolated work
area on Company premises that is solely under the control of the business partner and is for
the benefit of more than one customer, possibly including Company (e.g., a gas plant at a
refinery, a power generation plant in a production field or a custody transfer station).
Appendix 1  Medical Treatment Cases (MTC)

Medical Treatment (MT)
An incident is classified as Medical Treatment (MT) when the management and care of the patient to address the injury is above and beyond First Aid (see “14 First Aid treatments” listed below).

Medical Treatment does not include:

- The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate pupils);
- Visits to a physician or other licensed health care professional solely for observation or counselling.

The following may not involve any treatment but for purposes of severity classification, will be reported as Medical Treatment:

- Any loss of consciousness;
- Significant injury diagnosed by a physician or other licensed health care professional for which no treatment is given or recommended at the time of diagnosis. Examples include punctured ear drums, fractured ribs or toes, byssinosis and some types of occupational cancer;
- Needle stick injuries and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material;
- Occupational hearing loss;
- Medical removal under a government standard.

Note: First Aid carries a very specific meaning for this purpose. Please refer to the definition of First Aid.

First Aid
An incident is classified as First Aid if the treatment of the resultant injury is limited to one or more of the 14 specific treatments. These are:

1. Using a non-prescription medication at non-prescription strength;
2. Administering tetanus immunizations;
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc. or using butterfly bandages or Steri-Strips™;
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
7. Using temporary immobilization devices while transporting an accident victim (e.g. splints, slings, neck collars, back boards, etc.);
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages; or
Prescription medication

When making the classification, it should be remembered that the intent is to distinguish those more severe situations that require a medical practitioner to use strong antibiotics and painkillers from those that only require first aid.

For medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment. The definition of Prescription Medication may be used to determine when the prescription strength threshold has been crossed.

Where local regulations specify prescription medication and dosage these will be followed for the purposes of OGP reporting. Where ‘prescription medication’ is not defined by the local regulatory system the reporting company is responsible for defining prescription medicines and dose rates. The following is provided as guidance.

These criteria are provided in order to list those medications that, when prescribed or provided for occupational injuries, uniformly result in recordable incidents, for the purposes of corporate occupational injury reporting. They are to be used in conjunction with other corporate occupational injury recording guidelines addressing diagnosis and level of treatment provided/required, as a means of achieving greater standardization of reporting across global operations.

For purposes of corporate reporting, prescription medication means:

- All antibiotics, including those dispensed as prophylaxis where injury has occurred to the subject individual (only exceptions: dermal applications of Bacitracin, Neosporin, Polysporin, Polymyxin, Iodine, or similar preparation);
- Diphenhydramine greater than 50 milligrams (mg) in a single application or any dose “injected”;
- All analgesic and nonsteroidal anti-inflammatory medication (NSAID) including:
  - Ibuprofen – Greater than 467 mg in a single dose
  - Naproxen Sodium – Greater than 220 mg in a single dose
  - Ketoprofen – Greater than 25 mg in a single dose
  - Codeine analgesics – Greater than 16 mg in a single dose
  (Note: Shortening the dosing interval to less than the label instructions for over the counter medications should be reviewed. If it produces a total dose of the above listed or labelled allowed OTC amount it is considered reportable.
  (exceptions: Acetylsalicylic acid (Aspirin), acetaminophen (paracetamol) and dermal applications of NSAIDs not obtained by prescription are not considered medical treatment)
- All dermally applied steroid applications;
  (exceptions: hydrocortisone preparations in strengths of 1 percent or less.)
- All vaccinations used for work-related exposure;
  (exceptions: tetanus)
- All narcotic analgesics (except codeine as listed above);
- All bronchodilators (exceptions: epinephrine aerosol 5.5 mg/ml or less);
- All muscle relaxants (e.g. benzodiazepines, methocarbamol, and cyclobenzaprine);
- All injections are reportable unless specified above;
- All other medications (not listed above) that legally require a prescription for purchase or use in the state or country where the injury occurred (exception: medication used for the sole purpose of diagnosis e.g. dilating or numbing an eye for exam purposes only, is not considered medical treatment).
For areas that are not clear, please seek the advice from a Company physician or medical consultant and document your reasoning for classification.
Appendix 2  Glossary of general terms

Assault and violent act (as an incident/event category)
Intentional attempt, threat or act of bodily injury by a person or person(s) or by violent harmful actions of unknown intent, includes intentional acts of damage to property.

Caught in, under or between (as an incident/event category)
Injury where injured person is crushed or similarly injured between machinery moving parts or other objects, caught between rolling tubulars or objects being moved, crushed between a ship and a dock, or similar incidents. Also includes vehicle incidents involving a rollover.

Company Employee
Any person employed by, and on the payroll of, the reporting Company, including corporate and management personnel specifically involved in exploration and production. Persons employed under short-service contracts are included as Company employees provided they are paid directly by the Company.

Confined space (as an incident/event category)
Spaces that are considered “confined” because their configurations hinder the activities of employee who must enter, work in, and exit them. Confined spaces include, but are not limited to, underground vaults, tanks, storage bins, manholes, pits, silos, process vessels and pipelines.

Construction (as a work function)
Major construction, fabrication activities and also disassembly, removal and disposal decommissioning at the end of the facility life. Includes construction of process plant, yard construction of structures, offshore installation, hook-up and commissioning, and removal of redundant process facilities.

Construction, commissioning, decommissioning (as a type of activity)
Activities involving the construction, fabrication and installation of equipment, facilities or plant, testing activities to verify design objectives or specification, and also disassembly, removal and disposal (decommissioning) at the end of the facility life.

Contractor
A ‘Contractor’ is defined as an individual or organization performing work for the reporting company, following verbal or written agreement. ‘Sub-contractor’ is synonymous with ‘Contractor’.

Contractor Employee
Any person employed by a Contractor or Contractor’s Sub-Contractor(s) who is directly involved in execution of prescribed work under a contract with the reporting Company.

Cut, puncture, scrape (as an incident/event category)
Abrasions, scratches and wounds that penetrate the skin.

Diving Operations
The personnel, equipment and management systems to support a person who dives. A person ‘Dives’ if he enters water or any other liquid, or a chamber in which he is subject to pressure greater than 100 millibars above atmospheric pressure; and in order to survive in such an environment he breathes air or other gas at a pressure greater than atmospheric pressure. Or for such a purpose uses a vehicle, capsule or suit where a sealed internal atmospheric pressure is maintained and where the external pressure differential is greater than 100 millibars.

Diving, subsea, ROV (as a type of activity)
Operations involving diving (see definition for diving operations), subsea equipment or activities and/or operations involving underwater remotely operated vehicles (ROV).

Drilling (as a work function)
All exploration, appraisal and production drilling and workover as well as their administrative, engineering, construction, materials supply and transportation aspects. It includes site preparation,
rigging up and down, and restoration of the drilling site upon work completion. Drilling includes ALL exploration, appraisal and production drilling.

**Drilling/workover/well services (as a type of activity)**
Activities involving the development, maintenance work or remedial treatments related to an oil or gas well.

**Event**
An unplanned or uncontrolled outcome of a business operation or activity that has or could have contributed to an injury or physical damage or environmental damage.

**Exploration (as a work function)**
Geophysical, seismographic and geological operations, including their administrative and engineering aspects, construction, maintenance, materials supply, and transportation of personnel and equipment; excludes drilling.

**Explosion or Burn (as an incident/event category)**
Burns or other effects of fires, explosions and extremes of temperature. ‘Explosion’ means a rapid combustion, not an overpressure.

**Exposure: Electrical (as an incident/event category)**
Exposure to electrical shock or electrical burns etc.

**Exposure: Noise, Chemical, Biological, Vibration (as an incident/event category)**
Exposure to noise, chemical substances (including asphyxiation due to lack of oxygen not associated with a confined space), hazardous biological material, vibration or radiation.

**Falls from height (as an incident/event category)**
A person falls from one level to another.

**Fatal Accident Rate (FAR)**
The number of fatalities per 100,000,000 (100 million) work hours.

**Fatal Incident Rate (FIR)**
The number of fatal incidents per 100,000,000 (100 million) work hours.

**First Aid Case**
Cases that are not sufficiently serious to be reported as medical treatment or more serious cases but nevertheless require minor first aid treatment, e.g. dressing on a minor cut, removal of a splinter from a finger. First aid cases are not recordable incidents. See Appendix 1.

**High Potential Event**
Any incident or near miss that could have realistically resulted in one or more fatalities.

**Hours Worked**
The actual ‘hours worked’, including overtime hours, are recorded in the case of onshore operations. The hours worked by an individual will generally be about 2,000 per year.

For offshore workers, the ‘hours worked’ are calculated on a 12-hour work day. Consequently average hours worked per year will vary from 1,600 to 2,300 hours per person depending upon the on/off shift ratio. Vacations and leaves are excluded.

**Hours Worked in Year (000s)**
Hours worked must be reported in multiples of one thousand and should be rounded to the nearest thousand.

**Incident**
An unplanned or uncontrolled event or chain of events that has resulted in at least one fatality, recordable injury, or physical or environmental damage.
Lifting, crane, rigging, deck operations (as a type of activity)
Activities related to the use of mechanical lifting and hoisting equipment, assembling and disassembling drilling rig equipment and drill pipe handling on the rig floor.

Lost Time Injury (LTI)
A fatality or lost work day case. The number of LTIs is the sum of fatalities and lost work day cases.

Lost Time Injury Frequency (LTIF)
The number of lost time injuries (fatalities + lost work day cases) per 1,000,000 work hours.

Lost Work Day Case (LWDC)
Any work-related injury, other than a fatal injury, which results in a person being unfit for work on any day after the day of occurrence of the occupational injury. “Any day” includes rest days, weekend days, leave days, public holidays or days after ceasing employment.

Loss of Primary Containment (LOPC)
An unplanned or uncontrolled release of any material from primary containment, including non-toxic and non-flammable materials (e.g. steam, hot condensate, nitrogen, compressed CO\textsubscript{2} or compressed air).

Maintenance, inspection and testing (as a type of activity)
Activities related to preserving, repairing, examining and function testing assets, equipment, plant or facilities.

Medical Cause of Death
This is the cause of death given on the death certificate. Where two types of causes are provided, such as “pulmonary oedema” caused by “inhalation of hot gases from a fire”, both are recorded.

Medical Treatment Case (MTC)
Cases that are not severe enough to be reported as fatalities or lost work day cases or restricted work day cases but are more severe than requiring simple first aid treatment.

Note: A MTC reported under the OSHA reporting requirements should also be reported to OGP. See Appendix 1 for further information.

Near Miss
An unplanned on uncontrolled event or chain of events that has not resulted in recordable injury or physical damage or environmental damage but had the potential to do so in other circumstances.

Number of Lost Workdays
The sum total of calendar days (consecutive or otherwise) after the days on which the occupational injuries occurred, where the persons involved were unfit for work and did not work.

Number of Employees
Average number of full-time and part-time employees involved in exploration and production, calculated on a full-time basis, during the reporting year.

Number of Fatalities
The total number of Company’s employees and/or Contractor’s employees who died as a result of an incident. ‘Delayed’ deaths that occur after the incident are to be included if the deaths were a direct result of the incident. For example, if a fire killed one person outright, and a second died three weeks later from lung damage caused by the fire, both are reported. In some cases, a delayed fatality occurs in the next calendar year after the incident. For example, if the above fire occurred on December 21, 2012, the second death from it might occur in January 2013. All fatalities from an incident are included in the report for the year of that incident. In the above case, the fatality in 2013 is reported with the 2012 data.

Occupational Illness
Any abnormal condition or disorder, or any fatality other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. Occupational illness may be
caused by inhalation, absorption, ingestion of, or direct contact with the hazard, as well as exposure to physical and psychological hazards. It will generally result from prolonged or repeated exposure. Refer to OGP/IPIECA Report № 393 Health Performance Indicators, published in 2007.

**Occupational Injury**

Any injury such as a cut, fracture, sprain, amputation, etc. or any fatality, which results from a work-related activity or from an exposure involving a single incident in the work environment, such as deafness from explosion, one-time chemical exposure, back disorder from a slip/trip, insect or snake bite.

**Off-road**

A route used for access to places which are not accessible by a road, (see Road).

**Office, warehouse, accommodation, catering (as a type of activity)**

Activities related to work conducted in offices, warehouses, workshops, accommodation and catering facilities.

**Officially Declared Community Evacuation or Community Shelter-in-Place**

- **Officially Declared** – A declaration by a recognized community official (e.g. fire, police, civil defense, emergency management) or delegate (e.g. Company official) authorized to order the community action.
- **Community** – areas beyond the fence line, worksite, well site, etc. Community includes towns, cities, public areas (parks, residential areas, shopping centres, etc.), open spaces, roads, highways, worksites of other companies, etc. Community does not include gas plants, well sites, production facilities, production platforms, drilling rigs, FPSO, etc. in which the loss of containment occurs.

**Offshore Work**

All activities and operations that take place at sea, including activities in bays, in major inland seas, such as the Caspian Sea, or in other inland seas directly connected to oceans. Incidents including transportation of people and equipment from shore to the offshore location, either by vessel or helicopter, should be recorded as “offshore”.

**Onshore Work**

All activities and operations that take place within a landmass, including those on swamps, rivers and lakes. Land-to-land aircraft operations are counted as onshore, even though flights are over water.

**Other (as an incident/event category)**

Used to specify where an incident cannot be logically classed under any other category. In the case of incident activities, includes air transport incidents.

**Overexertion or Strain (as an incident/event category)**

Physical overexertion e.g. muscle strain.

**Pressure Release (as an incident/event category)**

Failure of or release of gas, liquid or object from a pressurised system.

**Primary Containment**

A tank, vessel, pipe, truck, rail car, or other equipment designed to keep a material within it, typically for purposes of storage, separation, processing or transfer of gases or liquids.

**Process Safety Event Rate**

The number of process safety events per 1,000,000 (1 million) work hours (production and drilling work hours only).

**Production (as a work function)**

Petroleum and natural gas producing operations, including their administrative and engineering aspects, minor construction, repairs, maintenance and servicing, materials supply, and transportation of personnel and equipment. It covers all mainstream production operations including wireline. Gas processing activities with the primary intent of producing gas liquids for sale including:
• Secondary liquid separation (i.e. Natural Gas Liquids [NGL] extraction using refrigeration processing);
• Liquefied Natural Gas (LNG) and Gas-to-Liquids (GTL) operations.

See Section 3.1 for more detail of exclusions.

Production operations (as a type of activity)
Activities related to the extraction of hydrocarbons from source such as an oil or gas well or hydrocarbon-bearing geological structure, including primary processing, storage and transport operations. Includes normal, start-up or shut-down operations.

Recordable
A type of event, incident, injury, release or other outcome which has been determined to meet or exceed definitions, criteria or thresholds for inclusion and classification in reported data.

Restricted Work Day Case (RWDC)
Any work-related injury other than a fatality or lost work day case which results in a person being unfit for full performance of the 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;
• working full-time in the regular job but not performing all the usual duties of the job.

Where no meaningful restricted work is being performed, the incident should be recorded as a lost work day case (LWDC).

Road
A thoroughfare which has a prepared, graded and levelled surface designed for the conveyance of motor vehicles (see also 'off-road'), i.e.:
• Asphalt, tarmac
• Concrete
• Aggregate
• Dirt/sand
• Ice

Secondary containment
An impermeable physical barrier specifically designed to prevent release of materials into the environment that have breached primary containment.

Seismic/survey operations (as a type of activity)
Activities relating to the determination of sub-surface structures for the purpose of locating oil and gas deposits including geophysical and seismic data acquisition.

Slips and Trips (at the same height) (as an incident/event category)
Slips, trips and falls caused by falling over or onto something at the same height.

Struck By (as an incident/event category)
Incidents/events where injury results from being hit by moving equipment and machinery, or by flying or falling objects. Also includes vehicle incidents where the vehicle is struck by or struck against another object.

Third Party
A person with no business relation with the company or contractor.

Total recordable incidents
The sum of fatalities, lost work day cases, restricted work day cases and medical treatment cases.
Transport – Air (as a type of activity)
Involving aircraft, either fixed wing or helicopters. Injuries caused by accidents on the ground at airports are classified in one of the other categories.

Transport – Land (as a type of activity)
Involving motorized vehicles designed for transporting people and goods over land, e.g. cars, buses, trucks. Pedestrians struck by a vehicle are classified as land transport incidents. Incidents from a mobile crane would only be land transport incidents if the crane were being moved between locations.

Transport - Water, including Marine Activity (as a type of activity)
Involving vessels, equipment or boats designed for transporting people and goods over water (including inland, marine, ice roads and marsh/swamp) e.g. supply vessels, crew boats.

Unspecified – Other (as a type of activity)
Incidents that cannot be logically classed under other headings or where the activity is unknown.

Water-related/drowning (as an incident/event category)
Incidents/events in which water played a significant role including drowning.

Work-Related Injury
See Occupational Injury.
Appendix 3  Glossary of causal factors

This glossary is provided to assist the user of the OGP list of causal factors, to further define and explain the classifications. Since the causal factors selected will be used for trend analysis, accuracy in selecting the appropriate cause is important. Users are encouraged to use this glossary to ensure proper understanding of each cause category.

**Following procedures**

*Violation intentional (by individual or group)*
Deliberate deviations from rules, procedures, regulations, etc. An individual or a group of people fully aware that they were taking a risk, i.e. knowingly taking short cuts, or failing to follow procedures, to save time or effort. Usually well-meaning, but misguided in an attempt to “get the job done”, e.g. operating equipment that they know they were not authorized for.

*Violation unintentional (by individual or group)*
An individual or a group of people not aware that they were taking a risk, did not identify the hazard or were unaware of HSE requirements. The persons involved did not have sufficient awareness, training or competence to perform the tasks required in accordance with procedures; procedures were inadequate or were not properly implemented; no procedures available for the task.

*Improper position (in the line of fire)*
Person(s) were located in a position where they were exposed to a hazard, e.g. between a moving and a fixed object, in the line of a moving counterweight, standing under a suspended load, positioned under or behind a vehicle, in the path of a material release from an energised system, etc.

*Overexertion or improper position/posture for task*
The person did more than they were physically able to do or did not follow the proper ergonomic practices, e.g. carrying too much weight, or placing body parts in unsafe positions which resulted in physical strain.

*Work or motion at improper speed*
The person involved was not working at the proper speed, not taking time to do things safely, e.g. driving too fast, running down stairs or adding chemicals too fast or too slowly, etc.

*Improper lifting or loading*
Material being lifted, either by human or mechanical means, was not lifted or loaded/unloaded in accordance with proper practices or was over the capacity of the person or the lifting equipment, e.g. a vehicle or equipment loaded to one side or overloaded.

**Use of tools, equipment, materials and products**

*Improper use/position of tools/equipment/materials/products*
Tools/equipment/materials or products were used for activities for which they were not designed or were misused, e.g. wrong tool for the job, using excessive force on a tool (such as the use of cheater bars), operating equipment beyond the maximum recommended temperature, operating speed or pressure. Knowing that the tools or equipment were defective and continuing the work, e.g. running a forklift with leaking hydraulics. Using a product which was known to be out of specification or wrong for the application. Materials placed in potentially hazardous position, e.g. equipment too heavy for surface it was placed on, restricted access to essential controls, products placed in location where likely to be damaged, etc.

*Servicing of energized equipment/inadequate energy isolation*
Servicing equipment without turning it off or without it being electrically or mechanically safeguarded according to energy isolation and equipment opening procedures, e.g. lockout tag out, trying to clear a jammed machine, cleaning out a plugged line, etc.
Use of protective methods

Failure to warn of hazard
The person involved in the event was not warned about a dangerous condition or activity, or an individual was aware of a hazard but did not warn current or future persons involved of the exposure, e.g. not using “out of service” tags on a defective tool, inadequate signage, no barriers placed around an open hole.

Inadequate use of safety systems
Safety systems were not adequately used e.g. any permit to work not properly used, confined space entry requirements were not followed e.g. no gas testing performed, equipment was not properly isolated and the people involved were exposed to chemicals, hot surfaces, pressure, electricity, etc.

Personal Protective Equipment not used or used improperly
Equipment prescribed in the procedures was not used, was not available or the required Personal Protective Equipment was used, but it was not used in the proper way, e.g. no safety harness worn when required for working at height, poorly fitted respiratory protection, incorrect type of respirator or safety glasses worn when safety goggles were prescribed.

Equipment, or materials not secured
Equipment or materials was not secured against movement or falling, e.g. ladder not secured, materials not stacked properly, insecure scaffolding, working at height with unsecured tools, e.g. not tied off.

Disabled or removed guards, warning systems or safety devices
The proper guards, warning systems or other safety devices were either in place, but were disabled or overridden to allow the work to proceed without these protections or had been removed at some prior time, and not reinstalled or reactivated.

Inattention/lack of awareness

Improper decision making or lack of judgement
The situation was wrongly judged and the wrong decision was made or person(s) involved in the event were engaged in inappropriate activities, including practical jokes.

Lack of attention/distracted by other concerns/stress
The person involved was performing a routine activity, such as walking, sitting down, stepping, etc. without conscious thought or was distracted and not attentive to the work in progress. The person was under high stress from either work/personal issues or conflicting directions/demands contributed to an incident or the work being done required judgement and decision making that created stress, e.g. time sensitive decisions, high stakes in the outcome, incomplete information in which to base the decision.

Acts of violence
Any type of physical or mental confrontations that can cause bodily injury or mental distress.

Use of drugs or alcohol
Person(s) involved in the event may have been or were found to be under the influence of drugs or alcohol (illegal or legal which affect performance).

Fatigue
Person(s) involved were mentally tired for whatever reason e.g. excessive work hours, shift patterns, staffing levels insufficient, ill-health etc. The loss of situational awareness, task fixation, distraction, and mental fatigue due to sleep loss are examples of conditions that apply to this causal factor.

Process (Conditions) classifications

Process (Conditions) classifications usually involve some type of physical hazard or organisational aspect out with the control of the individual. There are five major classification categories, with an additional level of detail under each of the major categories.
Protective Systems

Inadequate/defective guards or protective barriers
Adequate guards and protective barriers that were needed to protect the worker were not present or did not provide sufficient protection or failed at the time of the incident.

Inadequate/defective Personal Protective Equipment
The Personal Protective Equipment used was not adequate for the situation at the time of the incident, the wrong type of PPE was specified, the PPE was defective at the time of the incident or PPE was not properly maintained or inspected.

Inadequate/defective safety devices/warning systems
Safety devices such as pressure relief valves or over-speed trip devices were present, but did not act quickly enough to prevent the incident or failed to activate at the time of the event. No safety device(s) in place when it should have been. Inadequate warning systems were present or adequate warning systems failed to provide notice at the time of the incident or no warning system in place when it should have been.

Inadequate security provisions or systems
Security systems were present, such as perimeter fencing, alarm systems, security guards, security contracted services, etc. but did not function as intended to protect facilities and personnel as appropriate. Also, no security provisions or systems in place when they should have been.

Tools, equipment, materials and products

Inadequate design/specification/management of change
The design or engineering of the plant/equipment did not adequately take into account HSE issues or the management of change processes were inadequate or not applied effectively. This could be applicable either to changes to the plant/equipment or to changes in procedures.

Inadequate/defective tools/equipment/materials/products
The tools/equipment/materials/products needed to do the job were in some way inadequate, not supplied, were defective or were not prepared adequately prior to the job, e.g. tools in poor condition or not cleaned of contaminants, a vessel not thoroughly cleaned of chemicals prior to entry, a pallet of chemicals not adequately packaged, lifting equipment not suitably rated for a lift.

Inadequate maintenance/inspection/testing
Facilities, infrastructure or equipment was not subject to adequate maintenance, inspection and/or testing not performed as required to ensure asset integrity.

Work place hazards

Congestion, clutter or restricted motion
Design of the workplace was poor and not enough clearances were available or accessibility was inadequate. Housekeeping was inadequate or work location was not clean and orderly.

Inadequate surfaces, floors, walkways or roads
The incident was caused by an inadequate surface, floor or walkway, e.g. slippery stairs, uneven concrete or paving, ungraded road with potholes, etc.

Hazardous atmosphere (explosive/toxic/asphyxiant)
The workplace was contaminated with flammable or explosive materials in concentrations which on contact with a source of ignition may cause a fire or explosion or concentrations of toxic chemicals above workplace exposure limits or oxygen levels below safe breathing limits.

Storms or acts of nature
The incident was a direct or indirect result of a storm, tornado, hurricane, lightening, hail-storm, flood, earthquake, etc.
Organisational

Inadequate training/competence
The organisation did not provide adequate training and/or did not take appropriate measures to ensure the competence of person(s) performing tasks.

Inadequate work standards/procedures
The systems of work, processes or procedures provided by the organisation were not adequate to effectively control the risks involved in the task, i.e. procedures may have been in place and implemented but the requirements stated were insufficient, e.g. confined space entry permit system which does not specify a requirement to gas test prior to entry.

Inadequate hazard identification or risk assessment
The person(s) involved in the work either did not recognise the hazard present or did not fully understand the risks involved e.g. the pre-job checks or tool box talks did not cover appropriate issues.

Inadequate communication
The communication of the requirements of the task and the controls required were inadequate to effectively control the risks and/or inform the involved person(s).

Inadequate supervision
The organisation did not provide adequate supervision for person(s) performing tasks.

Poor leadership/organisational culture
The organisation did not reinforce the correct behaviours, participation in safety efforts were not effective, and/or support of people not effective (i.e. the leaders in an area did not demonstrate appropriate personal behaviours with respect to their role in seeking out and supporting those individuals who identify and speak out about safety issues and concerns, or those people affected by an incident).

Failure to report/learn from events
One or more similar events has previously occurred, there was a failure to learn from these incidents, e.g. not all events reported or those reported were inadequately investigated or additional control measures identified as required were not effectively implemented.
Appendix 4  Frequently asked questions

Security – Under what circumstances should security-related incidents be reported?
Security-related incidents (e.g. fatalities associated with an illegal detention of staff) should be reported where they are work-related, or where there is, or ought to be, management controls in place to reduce the possibility of the incident occurring.

Suicides – Under what circumstances should suicides be reported?
It is not expected that suicides will be reported, however if an organisation deems it to be work-related it can be reported using Forms 1 and 2.

OSHA vs. OGP – What are the differences between reporting under the OSHA and OGP requirements?
The main difference between OGP and OSHA reporting requirements relates to the need for exploration and production organisations to report incidents:
- associated with their own personnel;
- contractor and sub-contractor personnel.
The focus of the OSHA reporting requirements relates to company personnel. Additionally, OGP encourages the reporting of 3rd party fatalities.
With respect to the reporting of medical treatment cases, the OGP and OSHA are aligned, such that a MTC reported under OSHA should also be reported to OGP. There are some differences in how OGP and OSHA establish work-relatedness with the OGP requirements being more inclusive:
- Prescription medications
- Home away from home does not apply
- OSHA 24 hours ruling does not apply
- OGP data are presented per million work hours
- Parking lot or company property commuting incidents

NB: Definitions and scope change over time and there may be other differences that have not been taken into account here so this list should not be treated as definitive or complete.

What is ’prescription medication’?
Where local regulations specify prescription medication and dosage these will be followed for the purposes of OGP reporting. Where ’prescription medication’ is not defined by the local regulatory system the reporting company is responsible for defining prescription medicines and dose rates.
### Appendix 5  Report forms (guidance only)

#### OGP Safety Data Report

**CONTACT NAME/TITLE**  

**REPORT 1 • OCCUPATIONAL INJURIES • 2013 data**

**Year**  

**Company**  

**Country**

**COMPANY EMPLOYEES**

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<th>Hours (thousands)</th>
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Note: 1 hour worked are based on 8 hour day shift. The average hours worked are about 2000 per man per year.

**CONTRACT EMPLOYEES**

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Note: 1 hour worked are based on 8 hour day shift. The average hours worked are about 2000 per man per year.

**3RD PARTY**

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Note: 1 hour worked are based on 12 hour day shift. These, depending on operations, hours worked are between 1200 and 2000 per man per year.
## Health and safety incident reporting system users' guide

### COMPANY EMPLOYEES

#### A. ONSHORE

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<th>FUNCTION</th>
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### CONTRACT EMPLOYEES

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### REPORT 1B - LOST WORKDAY CASE BREAKDOWN BY ACTIVITY - 2013 data

#### COMPANY EMPLOYEES

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#### OFF SHORE

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#### CONTRACTOR EMPLOYEES

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#### OFF SHORE

<table>
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</tbody>
</table>
### OGP Safety Data Report

#### REPORT 3 - HIGH POTENTIAL EVENTS - 2013 data

<table>
<thead>
<tr>
<th>Year</th>
<th>Company</th>
<th>Country</th>
</tr>
</thead>
</table>

#### Event details

**Place of event (please ring one):**
- **Onshore**
- **Offshore**

**Function (please ring one):**
- **Exploration**
- **Production**
- **Drilling**
- **Unspecified**

**Date of event:**
- **Day**
- **Month**
- **Year**

**Event description:**

**What went wrong? (main root causes):**

**Lessons learnt and recommendations to prevent recurrence:**

**Was this incident also classified as a Tier 1 Asset Integrity / Process Safety Event? (see Report 6):**
- **Yes**
- **No**

#### Event category (please ring one - required)

- **Assault and violent**
- **Caught in, under or between**
- **Construction, demolition, earthmoving**
- **Diving, Subsea, ROV**
- **Drilling, Workover, Well Services**
- **Lifting, Cranes, Rigging, Deck Operations**
- **Maintenance, Inspection, Testing**
- **Office, Warehouse, Accommodation, Catering**
- **Sloshing**
- **Struck by**
- **Water related**
- **Other**

**Type of activity (please ring one - required)**

- **Construction, demolition, earthmoving**
- **Diving, Subsea, ROV**
- **Drilling, Workover, Well Services**
- **Lifting, Cranes, Rigging, Deck Operations**
- **Maintenance, Inspection, Testing**
- **Office, Warehouse, Accommodation, Catering**
- **Production operations**
- **Sloshing**
- **Struck by**
- **Water related**
- **Other**

#### Cost of factors (ring as many as apply)

**PEOPLE (ACTS):**
- Improper use of equipment or protective gear
- Improper functioning or lack of training
- Improper protection
- Improper supervision
- Improper decision making or lack of judgment
- Acts of violence
- Use of drugs or alcohol
- Fatigue

**PROCESS (CONDITIONS):**
- Inadequate work practices or procedures
- Inadequate work environment or work conditions
- Inadequate work environment (physical or psychological)
- Inadequate policies or procedures
- Inadequate standards or guidelines
- Inadequate communication
- Inadequate training
- Inadequate supervision
- Inadequate leadership or organizational culture
- Lack of leadership or management commitment
- Failure to report incidents
### REPORT 5 - MOTOR VEHICLE CRASHES (MVC) - 2013 data

#### Year

<table>
<thead>
<tr>
<th>Company</th>
<th>Country</th>
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</thead>
</table>

#### Million kilometers driven

<table>
<thead>
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</table>

**Reported**

*Events for which you have data and will be reporting (even if there were 0 incidents)*

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<thead>
<tr>
<th>Event Description</th>
<th>Reported</th>
<th>Number of crash incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVCs leading to at least one fatality (includes 3rd party fatality)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Not involving a rollover</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b. Involved in a rollover</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c. Unknown if rollover involved</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>MVCs leading to LWDC as most severe outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Not involving a rollover</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b. Involved in a rollover</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c. Unknown if rollover involved</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>MVC leading to MTC or RWDC as most severe outcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Not involving a rollover</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b. Involved in a rollover</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>c. Unknown if rollover involved</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>MVC involving a rollover - not resulting in a fatality, LWDC, RWDC or MTC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MVC, where the vehicle cannot be driven from the scene under its own power in a roadworthy state - not resulting in a fatality, LWDC, RWDC or MTC</td>
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<td></td>
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</table>

**Total**

<table>
<thead>
<tr>
<th>Reported</th>
<th>Number of crash incidents</th>
</tr>
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<tbody>
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</table>

#### B CONTRACTOR

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
</table>

**Reported**

*Events for which you have data and will be reporting (even if there were 0 incidents)*

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Reported</th>
<th>Number of crash incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVCs leading to at least one fatality (includes 3rd party fatality)</td>
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<td></td>
</tr>
<tr>
<td>a. Not involving a rollover</td>
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</tr>
<tr>
<td>b. Involved in a rollover</td>
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<tr>
<td>c. Unknown if rollover involved</td>
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</tr>
<tr>
<td>MVCs leading to LWDC as most severe outcome</td>
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<td></td>
</tr>
<tr>
<td>a. Not involving a rollover</td>
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<tr>
<td>b. Involved in a rollover</td>
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<tr>
<td>c. Unknown if rollover involved</td>
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<tr>
<td>MVC leading to MTC or RWDC as most severe outcome</td>
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</tr>
<tr>
<td>a. Not involving a rollover</td>
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<tr>
<td>b. Involved in a rollover</td>
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<tr>
<td>c. Unknown if rollover involved</td>
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<tr>
<td>MVC involving a rollover - not resulting in a fatality, LWDC, RWDC or MTC</td>
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<tr>
<td>MVC, where the vehicle cannot be driven from the scene under its own power in a roadworthy state - not resulting in a fatality, LWDC, RWDC or MTC</td>
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**Total**

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<tr>
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<tbody>
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© OGP
### Tier 1

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<th>Location</th>
<th>Function</th>
<th>Total Process Safety Events (PSE)</th>
<th>Employee of Contractor/Fatality (No. PSE)</th>
<th>Third-party hospitalized or fatality (No. PSE)</th>
<th>Community Exposure of Injury above 1 hour (No. PSE)</th>
<th>Fire or explosion (No. PSE)</th>
<th>Frac/melt above $250,000 (No. PSE)</th>
<th>Material release above Tier 2 threshold (No. PSE)</th>
<th>Events resulting in 1 or more fatalities (No. PSE)</th>
<th>Total number of Employee and Contractor Fatality (No. PSE)</th>
<th>Total number of 3rd Party Fatality (No. PSE)</th>
<th>Total number of 2nd Party Fatality (No. PSE)</th>
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### Additional Data (if available)

- Note: Total number of PSE recorded in both tables below must equal total PSE above.

### Tier 2

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<th>Location</th>
<th>Function</th>
<th>Total Process Safety Events (PSE)</th>
<th>Employee of Contractor/Fatality (No. PSE)</th>
<th>Third-party hospitalized or fatality (No. PSE)</th>
<th>Community Exposure of Injury above 1 hour (No. PSE)</th>
<th>Fire or explosion (No. PSE)</th>
<th>Frac/melt above $250,000 (No. PSE)</th>
<th>Material release above Tier 2 threshold (No. PSE)</th>
<th>Events resulting in 1 or more fatalities (No. PSE)</th>
<th>Total number of Employee and Contractor Fatality (No. PSE)</th>
<th>Total number of 3rd Party Fatality (No. PSE)</th>
<th>Total number of 2nd Party Fatality (No. PSE)</th>
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<tbody>
<tr>
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### Additional Data (if available)

- Note: Total number of PSE recorded in both tables below must equal total PSE above.
## REPORT 8A - ASSET INTEGRITY / PROCESS SAFETY EVENTS DUE TO SABOTAGE OR WILLFUL DAMAGE: 2013 DATA

**Year** | **Company** | **Country**
--- | --- | ---

Asset Integrity Events, also known as Process Safety Events (PSE), are a tagging indicator based on a list of Primary Consequence (PCC) that are Tier 1 or Tier 2 events. The events in this report are collected from Tier 1 and Tier 2 PSE data from member companies using the four tables below. Two of these tables request additional PSE data about the material released and the operational activities. It is recognized that some of this data may not be readily available from a company's internal reporting system.

The first table below reports the number of events classified as Tier 1 PSE for both drilling and production. The second table also requests that companies report the number of consequences related to their Tier 1 PSE. Note that the Tier 1 PSE can result in multiple consequences, so the total number of consequences reported may equal or exceed the total number of PSE.

**EXAMPLE EVENT:** A pre-time gas release from a valve (i.e., an LOCP) results in a fire causing damage with an estimated cost of $10,000. The facilities may report this event in the Tier 1 table below, and then in the Tier 2 table below as a consequence, and in the Tier 2 table below, as a consequence of the Tier 1 event. However, this single event had two separate consequence levels, and is reported in both consequence columns of the Tier 2 table below, as a fire causing damage and a LOCP causing a fire (Note: the two consequences only count as one Tier 1 PSE causing injury). If the amount of gas released during any hour of the event exceeded the threshold given in Table 2, then this would add a third consequence for the same fire, and count as one Tier 1 PSE for the material release column of the Tier 2 table. Note that if the gas released exceeded any of the Tier 1 PSE thresholds, then this would be a second Tier 1 event.

Use this form to report only events that were caused by sabotage, willful damage or an equivalent. Events reported in this format must also be entered in Report 6.

### TIER 1
- **Sabotage/willful damage only**
  - also to be entered in Report 6

<table>
<thead>
<tr>
<th>Location</th>
<th>Function</th>
<th>Total Process Safety Events (PSE)</th>
<th>Employee or Contractor Facility or LWOC</th>
<th>Third party</th>
<th>Community</th>
<th>Evacuation or Evacuation of</th>
<th>Fire or explosion</th>
<th>PSE discharge above Tier 1 thresholds</th>
<th>Material release above Tier 1 threshold</th>
<th>Total number</th>
<th>3rd Party Facilities</th>
<th>Total number</th>
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<td>Number of PSE that resulted in these consequences (all that apply)</td>
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<td>False PSE and Failures</td>
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<td>Events requiring more than one failure</td>
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### TIER 2
- **Sabotage/willful damage only**
  - also to be entered in Report 6

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<tr>
<th>Location</th>
<th>Function</th>
<th>Total Process Safety Events (PSE)</th>
<th>Employee or Contractor Facility or LWOC</th>
<th>Fire or explosion</th>
<th>PSE discharge above Tier 2 thresholds</th>
<th>Material release above Tier 2 threshold</th>
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Note: A single PSE may result in multiple consequences, therefore the total of all columns below should equal or exceed the total number of PSE.
OGP SAFETY DATA SELF ASSESSMENT QUESTIONNAIRE - 2013 DATA

In order to improve the validation of OGP member Companies Safety Data submissions, please complete the following questions relating to the reporting year.

**Reporting Company Name:**

**Data Submission Year:**

**Have there been any major changes to your company? e.g. acquisitions:**

**Have there been major changes in your company’s geographic scope of operations? e.g. operations in 4 additional countries:**

**Have there been any significant changes in the reporting of your company’s Joint Venture operations in this year’s data?**

**Have there been any other significant changes to your scope of reporting this year?**

---

Please complete the following to the best of your knowledge, adding comments where applicable to clarify your answers:

**1 Work Relatedness**

1.1 Do you report in alignment with the OGP work relatedness reporting definition? If not please explain.

**2 Work Hours**

2.1 Do you report in alignment with the OGP definition of work hours? If not please explain.

**3 Definitions**

3.1 Do you use the updated definitions of MTC and FA in the OGP User Guide for company and contractor reporting?

3.2 Do you report lost or restricted calendar days associated with Lost Workday Cases and Restricted Duty Cases for company personnel?

3.3 Do you report lost or restricted calendar days associated with Lost Workday Cases and Restricted Duty Cases for contractor personnel?

**4 Motor Vehicle Crashes**

4.1 Do you report MVCs in accordance with the exclusions as defined in the OGP User Guide?

4.2 Do you report Company Motor Vehicle Crash rol-overs, for all the levels of severity as defined in the OGP User Guide?

4.3 Do you report Contractor Motor Vehicle Crash rol-overs, for all the levels of severity as defined in the OGP User Guide?

4.4 Do you report MVCs where the vehicle cannot be driven from the scene under it’s own power in a roadway state, where there is no fatality, LTD or LTD or MT?

4.5 Does your company authorize OGP to publish MVC data that was submitted to OGP for 2012?

**5 Scope of reporting**

5.1 Do you include E&P office and administrative personnel in your reporting?

5.2 Do you include Joint Ventures under Company operational control in your reporting?

5.3 Do you report in alignment with the OGP process safety event definitions in the

**6 Contractors and subcontractors**

6.1 Do you include work hours and incidents associated with all contractors working under the company HSE MS and company operational control i.e. Mode 1 contractors?

6.2 Do you include work hours and incidents associated with all contractors working under their own HSE MS with an interface to the company i.e. Mode 2 contractors?

6.3 Do you include work hours and incidents associated with Fabrication Yards contractors under Modes 1 and 2?

6.4 Do you include mobilisation and demobilisation when reporting under Mode 2 contracts?

**7 Process Safety**

7.1 Do you report Process Safety Events for production operations in accordance with Tier 1 requirements as defined in OGP Report 4567? If partial please indicate the percentage of your reported “Production” work hours which are represented.

7.2 Do you report Process Safety Events for production operations in accordance with Tier 2 requirements as defined in OGP Report 4567? If partial please indicate the percentage of your reported "Drilling" work hours which are represented.

7.3 Do you report Process Safety Events for drilling operations in accordance with Tier 1 requirements as defined in OGP Report 4567? If partial please indicate the percentage of your reported "Drilling" work hours which are represented.

7.4 Do you report Process Safety Events for drilling operations in accordance with Tier 2 requirements as defined in OGP Report 4567? If partial please indicate the percentage of your reported "Drilling" work hours which are represented.

7.5 Have you completed the additional spreadsheet to indicate process safety events that meet the reporting criteria for Tier 1 and Tier 2 which were as a result of sabotage, will damage or equivalent for 2017?

7.6 Does your company authorize OGP to publish anonymously PSE data that were submitted to OGP for 2013?

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What is OGP?

The International Association of Oil & Gas Producers encompasses the world’s leading private and state-owned oil & gas companies, their national and regional associations, and major upstream contractors and suppliers.

Vision

• To work on behalf of the world’s oil and gas producing companies to promote responsible and profitable operations

Mission

• To represent the interests of oil and gas producing companies to international regulators and legislative bodies
• To liaise with other industry associations globally and provide a forum for sharing experiences, debating emerging issues and establishing common ground to promote cooperation, consistency and effectiveness
• To facilitate continuous improvement in HSE, CSR, engineering and operations

Objectives

• To improve understanding of our industry by being visible, accessible and a reliable source of information
• To represent and advocate industry views by developing effective proposals
• To improve the collection, analysis and dissemination of data on HSE performance
• To develop and disseminate best practice in HSE, engineering and operations
• To promote CSR awareness and best practice