Incident / Near Miss Reporting Procedures

Policy

All incidents involving injuries, illnesses, property damage, fires/explosions, vehicle/vessel impacts, and near misses must be immediately reported to your supervisor and documented on the Apache Loss Occurrence Report Form (Sect. C, Chapter 3, Part A). All spills must also be reported according to the Spill Reporting and Response Procedure (Sect. C, Chapter 2) and documented on the Spill Report Form (Sect. C, Chapter 2 Part A). This document prescribes methods for reporting and investigating accidents and incidents.

Responsibilities

Depending on the nature of the work, and whether it involves drilling, production, decommissioning or construction the overall responsibility for making verbal notification and verifying that the Loss Occurrence Report is properly completed and signed will rest with various personnel. These could include the production or drilling superintendent, well site supervisor, or construction project manager. In all cases the ranking on site Apache representative is responsible for following the notification protocol (Sect. C, Chapter 1) and ensuring proper completion of the required written report forms. He or she is also responsible for performing a preliminary investigation of the incident in order to gather pertinent information to supplement the initial report. Corrective actions may be initiated if practical to do so based on preliminary observations. Witness statements may be requested by Apache’s management or legal department, in which case the Apache representative will gather these and attach them to the Loss Occurrence Report.

The Apache Region EH&S Department is responsible for making necessary notifications of incidents to the appropriate government agencies.

Verbal Notifications

Verbal notifications are required for a number of types of incidents including the following:

- Injuries or illnesses requiring professional medical treatment and/or evacuation to a medical facility
- Fatalities
- Incidents involving crane or personnel/material handling operations
• Fires and explosions
• Releases of hydrogen sulfide (H2S) gas
• Vessel strikes/collisions
• Company vehicle incidents
• Incidents involving significant structural damage to an OCS facility
• Loss of well control
• Incidents that damage or disable safety systems or equipment (including firefighting systems)

Written Notifications

The Apache Loss Occurrence Report (Sect. Chapter 3, Part A) will be used to document all pertinent information relating to an accident, injury, fire, property damage or serious potential incident.

The Apache Region EH&S Department will follow up with any required written reports to government agencies.

Definitions

The definitions listed below have been established and shall be used on a global basis throughout the Region.

Note: When calculating LTA and recordable incident rates for local use only, the following definitions may be amended. However, for worldwide consolidation/submission, please follow the practices and definitions within this document. Incidents involving personnel or activities contracted or subcontracted by the Company must also be reported using the following definitions. All reports covering contract or subcontract personnel must make it clear that the incident applies to contractors.

**Incident** - An undesired event that results in a loss or, under slightly different circumstances, could have resulted in a loss.

**Accident** - An unplanned, undesired event that results in loss.

**Loss** - Loss is defined as the unnecessary waste of resources, including:
• People: through fatality, injury, illness
• Facility/Equipment: through damage, repairs, replacement
• Process: through interruption
• Amenity: through environment pollution
• Goodwill: through adverse publicity
Lost Time Accident (LTA) - Any work injury that renders the injured person temporarily unable to perform any regular job on subsequent day(s) after the date of the injury.

The focus of these cases is the individual's inability to be present in the work environment during his or her normal work shift. When counting the number of days away from work, do not include the initial day of injury, or the day the employee returns to work.

Medical Treatment Only Case (MTOC) - An injury that requires medical treatment but does not result in a Lost Time Accident (LTA) or Restricted Workday Case (RWC).

Medical treatment involves the provision of medical or surgical care for injuries that are beyond the scope of First-Aid through the application of procedures or systematic therapeutic measures.

The following are generally considered medical treatment:
- All treatment that does not fall into FIRST-AID as listed in the next section.
- Using any prescription medications or use of a non-prescription drug at prescription strength.
- Using wound-closing devices such as surgical glue, sutures, staples, etc.
- Using any devices with rigid stays or other systems designed to immobilize parts of the body.

Recordable Incident - Recordable incidents include all fatalities, lost time accidents and injuries that require medical treatment or involve loss of consciousness, restriction of work or motion, or transfer to another job. First-Aid cases and near-misses are not considered recordable incidents.

Restricted Workday Case (RWC) - Restricted work activity occurs when the individual, because of the job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal job duties over all or any part of his/her normal workday or shift on subsequent day(s) after the day the injury occurred.

Restricted Workday Cases include cases where 1) the individual was assigned to another job on a temporary basis due to the nature of the injury, or 2) the individual worked at a permanent job less than full time due to the nature of the injury, or 3) the individual worked at his or her permanently assigned job but could not perform all the duties normally connected with it due to the nature of the injury.

First-Aid Case (FAC) - Any one-time treatment and any follow-up visit for the purpose of observation (minor scratches, cuts, burns, splinters, etc.) that do not ordinarily require medical treatment. Such one-time treatments and follow-up visits for the purpose of observation are considered First-Aid even if provided by a physician or registered professional medical personnel. The distinction between medical treatment and First-Aid depends not only on the treatment provided, but also on the severity of the injury being treated. The following are generally considered Non-Recordable or First-Aid Treatment (e.g., one-time treatment and subsequent observation of minor injuries):
Non-Recordable

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

First Aid

- Using non-prescription medications at non-prescription strength (for medications available as both prescription and non-prescription drugs). A recommendation by a physician or other LHCP to use a non-prescription drug at prescription strength is considered medical treatment for record-keeping purposes.
- Administering tetanus or diphtheria immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment).
- Cleaning, flushing or soaking wounds on the surface of the skin.
- Using wound care rings such as bandages, Band-Aids, gauze pads, butterfly bandages, Steri-Strips, etc. (other wound closing devices such as sutures, staples, glues, etc. are considered medical treatment).
- Using hot or cold therapy.
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- Using eye patches.
- Removing splinters or foreign materials from areas other than the eyes by irrigation, tweezers, cotton swabs, or other simple means.
- Using a finger guard.
- Using non-therapeutic massages (physical therapy or chiropractic treatment are considered medical treatment for record-keeping purposes).
- Drinking fluids for relief of heat disorders.

Occupational Illness - Any abnormal condition or disorder other than one resulting from an occupational injury caused by exposure to environmental factors associated with employment. Occupational illnesses include acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion or direct contact. The following are generally considered occupational illnesses:

- Occupational skin diseases or disorders (e.g., contact dermatitis, chemical burns or inflammations, rash caused by primary irritants and sensitizers, etc.).
- Dust diseases of the lung (e.g., silicosis, asbestosis, siderosis, etc.).
- Respiratory conditions due to toxic agents (e.g., pneumonitis, rhinitis or acute congestion due to chemicals, dusts, gases or fumes, etc.).
- Poisoning - systematic effects of toxic materials (e.g., poisoning by lead, mercury, cadmium, organic solvents, etc.).
- Disorders due to physical agents – other than toxic agents (e.g., heatstroke, heat exhaustion, frostbite, effects of radiation, etc.).
Disorders associated with repeated trauma (e.g., noise-induced hearing loss, carpal tunnel syndrome, Raynaud’s phenomena, etc.)

Near-Miss (NM) - An incident that does not result in injury, death, property damage or damage to the environment but could have done so, given slightly different circumstances.

Motor Vehicle Accident (MVA) - Any vehicle accident involving a company owned, leased, or rented vehicle.

Practice

All injuries, accidents, property damage or near miss incidents, regardless of severity, must be reported to your supervisor immediately and documented using the appropriate form (usually the Apache Loss Occurrence Report; see “Forms” section). All Spills must also be reported according to the Incident Notification Procedures and documented on the appropriate Spill Report Form.

The Apache Loss Occurrence Report or equivalent will be used to document all the pertinent information relating to an accident, injury, fire, property damage or serious potential incident.

The Apache Spill Report Form will be used to document all the pertinent information involving a spill.

Responsibilities

The Person in Charge (PIC) will be responsible for verifying that the Loss Occurrence Report is properly completed and signed. He or she will also be responsible for performing a preliminary investigation of the incident in order to gather pertinent information that will be needed to complete the Apache Loss Occurrence Report and make appropriate corrective actions to prevent recurrence. He or she will also be responsible for gathering witness statements as deemed necessary by Apache’s management.

The PIC is also responsible for:
- Communicating to employees to report all incidents
- Providing support and resources to implement this program.
- Providing updated emergency contact numbers.

The PIC of the project is also responsible for:
- Following the Apache Incident Notification Procedures
- Gathering pertinent information and witness statements to fully complete the Apache Loss Occurrence Report.
- Completing the Apache Loss Occurrence Report and distributing to appropriate Apache Personnel.
- Providing assistance to operations in the transporting of injured party.
The **Injured Employee Representative** is responsible for:
- Providing medical facility approval for medical treatment
- Post-injury management of the incident.

The **Employee** or **Contract Employee** is responsible for:
- Reporting all incidents, no matter how minor, including Near Misses, immediately to their Supervisor or PIC.

The **Region/Area EH&S Coordinator/Representative** is responsible for:
- Providing the reporting criteria to all personnel.
- Providing support for all phases of the reporting and investigative process.
- Compiling all accident/incident information into the required format for Corporate reporting purposes.