



IADC

IADC

INCIDENT STATISTICS PROGRAM

2015

REPORTING GUIDELINES

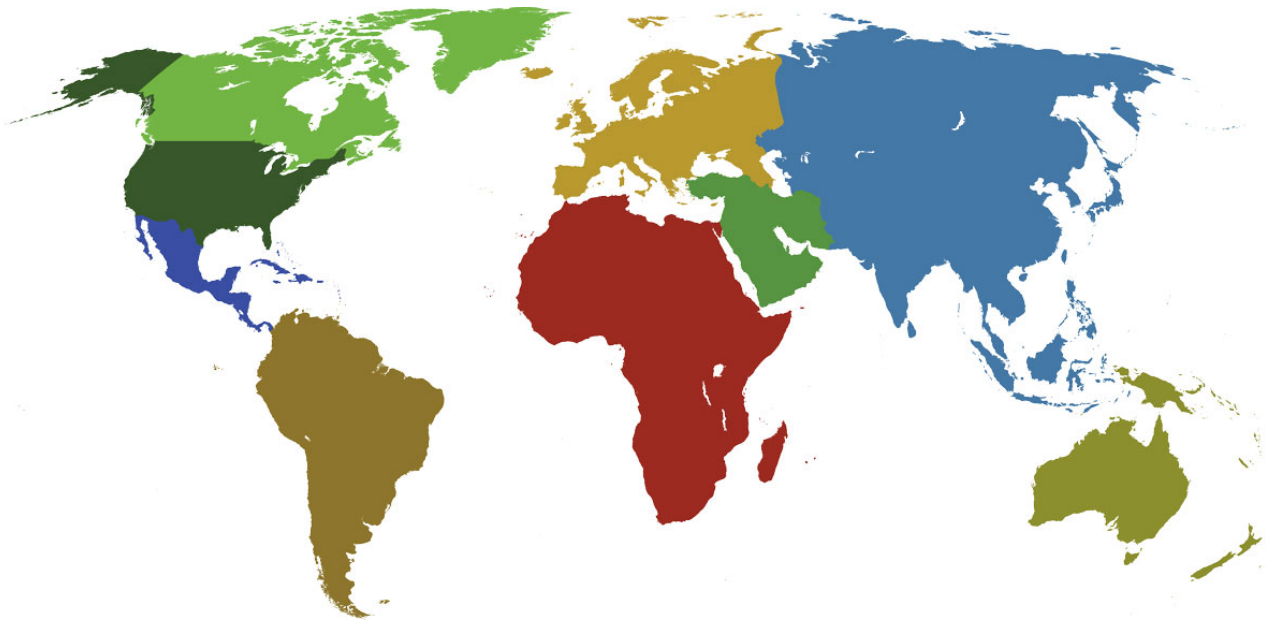


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2015 IADC Incident Statistics Program

Official Rules and Guidelines

Effective January 1, 2015 to December 31, 2015

INTRODUCTION: The purpose of this program is to assist in the industry's efforts to improve safety on oil and gas well rigs by providing data on incident trends and rates.

The data contained in IADC's ISP program is submitted voluntarily and is audited by IADC's Quality Assurance Department. Every effort has been made by IADC to assure the accuracy and reliability of the data contained in reports developed from the data submitted, however, IADC makes no representation, warranty or guarantee in connection with these reports and hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of this data.

IADC is not attempting to fulfill any duties or obligations of employers to warn, properly train or equip their employees or others who may be affected by their activities, concerning any health, safety, or environmental risks or precautions.

Charts contained in reports may be reproduced or copied but the ISP data contained in the reports is not to be modified in any way.

All drilling or well servicing companies involved in oil and gas well drilling are eligible to participate in the IADC Incident Statistics Program.

These IADC ISP Guidelines and the IADC ISP Question and Answer Book, although similar to certain governmental regulations, are industry accepted guidelines and should not be relied upon when determining the reporting and tracking of incidents that are required by (some or various) governmental agencies.

1.0 Reporting Procedures

1.1 Company Identification:

To submit reports to the program, each company must have an ID number for the current year assigned by IADC Headquarters. When assigned a number, the contractor will receive a set of reporting forms to record employee man-hours and incident information on a monthly basis. Details on individual incidents are to be included on a separate "Supplemental Incident Report" (SIR) form.

1.1.1 Reporting Forms:

- a) Company Composite Form: This form is a summary of the reported incidents and man-hours for the time frame.
- b) Supplemental Incident Report (SIR) form: One of these report forms must be completed for each incident reported on the Company Composite Form.
- c) Supplemental Incident Composite Spreadsheet: This spreadsheet is not included in your package, but if you wish to use it in place of the Supplemental Incident Form, contact the IADC office and a copy will be sent to you. **Do not submit both the Supplemental Incident Form and the Supplemental Incident Composite Spreadsheet.**

1.2 Reporting Incidents (injuries or illnesses):

Participating companies should report all work-related recordable injury or illness cases that occur to participant employees (those assigned to rigs as well as shore based administrative and support personnel). Cases should be reported according to the most appropriate

category: Fatality (FTL), Lost-Time Incident (LTI), (days away from work case [DAFWC]), Restricted Work/Transfer Case (RWTC), or Medical Treatment Only (MTO). These incidents should be reported on the monthly report on a calendar month basis, from the first of the month to the end of the month. **First Aid cases are not considered to be recordable and should not be included in the participating company's reporting data.** (See the Definitions section for more information.)

A Supplemental Incident Report (SIR) form should be completed for each FTL, LTI, RWTC, or MTO and submitted with the monthly hours worked report.

1.3 **Corrections & Changes:**

A work-related Fatality (FTL), Lost-Time Incident (LTI) (DAFWC), Restricted Work/Transfer Case (RWTC), or Medical Treatment Only (MTO) which occurred in a prior month but which has not been previously reported should be included in a corrected report for the month the incident originally occurred. Each company will receive a quarterly verification report to review the data previously submitted. Changes should be made to the verification report to correct any inaccuracies or discrepancies and resubmitted.

1.4 **Reporting Regions:**

If, using the definitions listed below, the classification of a given country or area is still not certain, IADC will use the system adopted in the Hughes Christensen International Rotary Drilling Rig Report. For assistance, call the IADC office in Houston. Companies will receive separate forms to record data for each regional/operational category they sign up for on the registration sheet. Should a company move into a new area of operation, they are to report this change to the IADC office to receive an additional form for the new operational region.

Africa Land & Water:

For the purposes of reporting to the program, Africa is defined as the geographical area including territorial waters extending east from the Atlantic Ocean to the Suez Canal, Red Sea, and Indian Ocean, and south from the Mediterranean Sea to the South Pole, including Madagascar and associated islands.

Asia – Pacific Land & Water:

For the purposes of reporting to the program, Asia - Pacific is defined as the geographical area including territorial waters extending East from the Ural Mountains, Ural River, eastern border of Iran and Caspian Sea; West to 130 degrees longitude (including Japan and Russia) and South from the North Pole to the Timor Sea, diagonally southwest to 105 degrees longitude and South to the South Pole.

Australasia Land & Water:

For the purposes of reporting to the program Australia is defined as the geographical area including the waters around (or the land mass comprising) Australia, New Zealand, the island of New Guinea, and neighboring islands in the Pacific Ocean (Guam, Northern Mariana Islands, Tuvalu, Samoa, Tonga, Papua New Guinea, the Solomon Islands, Vanuatu, Fiji, Palau, Micronesia, the Marshall Islands, Kiribati, and Nauru).

Canadian Land & Water:

For the purposes of reporting to the program, Canada is defined as the geographical area including territorial waters extending northward from the northern border of the United States to the North Pole, excluding Alaska and US territorial waters.

Central America and Caribbean Land & Water:

For the purposes of reporting to the program, Central America and Caribbean is defined as the geographical area extending from the southern border of the United States to the southern border of Panama and east from the Pacific Ocean to the Atlantic Ocean. Caribbean will include lands outside the territorial waters of the United States and the countries along the northern shore of South America.

European Land & Water:

For the purposes of reporting to the program, Europe is defined as the geographical area including territorial waters extending east from the Atlantic Ocean to the Ural Mountains, Ural River, and north from the Mediterranean Sea territorial waters to the North Pole.

Middle East Land & Water:

For the purposes of reporting to the program, Middle East is defined as the geographical area extending east from the Mediterranean Sea, Suez Canal, and Red Sea to the eastern border of Iran, and south from the northern border of Turkey including territorial waters of the Black Sea, northern border of Iran including territorial waters of the Caspian Sea south to the Arabian Sea.

South America Land & Water:

For the purposes of reporting to the program, South America is defined as the geographical area including territorial waters extending from the Northern border of Columbia to the South Pole and east from the Pacific Ocean to the Atlantic Ocean.

U. S. Land & Water:

For purposes of reporting to the program, U.S. is defined as all the geographical areas within the 50 United States or U.S. Territorial Waters.

1.5 Reporting Deadlines:

Monthly reports should be completed no later than twenty (20) days after the last day of the month for which the report is submitted.

1.6 Work Hours:**1.6.1 Agency Labor:**

Work hours and incident data should be included for any leased laborers who are under the direct supervision of the drilling / service contractor and whose work is directly related to the member's drilling / service operations. Agency Labor includes any personnel supplied by such sources as labor unions, labor or temporary agencies, leasing companies, or other labor sources.

NOTE: Traditional third-party labor employed on a subcontract basis, such as welders, casing crews, directional drillers, self-employed individuals, etc., are not considered agency labor unless their day to day duties are under the direct supervision of the drilling / service contractor.

1.6.2 Employees Living on Company Premises:

Actual hours worked should be reported for employees living on company premises, whether onshore or offshore. Hours when employees are not working (e.g., off-duty in accommodations) should not be reported.

1.6.3 Estimating Work Hours:

Participating companies should report hours worked as accurately as possible through the use of payroll records or other documentation. For salaried employees on 24-hour call (Technical/Operational Support, etc.), participants should make a reasonable estimate of the actual hours worked.

1.6.4 Training Hours:

Participating companies should report actual hours in which the employee is in a training course, whether or not the course is held at a company training facility or at a non-company facility. Hours for training that employees choose to attend on their own for personal professional development are not to be included. Note: Training that occurs during the normal work tour in which hours are already counted for are not to be duplicated.

1.6.5 Off-Duty Hours:

Off-duty hours should not be reported in the calculation of hours worked.

1.6.6 Reporting Work Hours:

Man-hours worked by all employees, including personnel assigned to rig and those not assigned to the rig that provide support such as administrative, clerical, managerial and other support personnel at all levels of the organization, should be included on the **Monthly Report** form. When a company chooses to calculate incidence rates for individual rigs, the rig man-hours, will be defined as hours worked by all persons assigned to a rig, including agency labor or subcontractor employees

under direct supervision of the drilling / service contractor. Hours should be reported on a calendar month basis, from the first day of each month to the last day of each month.

2.0 Published Reports

IADC publishes the Incident Statistics data in the form of quarterly summary reports and an annual report known as the *Summary of Occupational Incidents*.

2.1 Quarterly Summary Reports:

Quarterly reports show year-to-date incidence and frequency rate data for **Total Recordable Incidents** (Medical Treatment Cases (MTO) Restricted Work/Transfer Cases (RWTC) Lost Time LTI and Fatalities) and **Lost-Time Incidents (DAFWC)** and **DART** (Days Away, Restricted and Transfer) for each regional category and the industry overall. Quarterly reports are distributed to program participants and to other interested parties on request and posted on the IADC web page along with the annual summaries at <http://www.iadc.org/asp.htm>.

2.2 Annual Report:

The annual report features work-related incidents (injury and illness) data for each of the fourteen reporting categories listed previously. Also, combined statistics for land and water are shown for each of the seven regions. Data for the industry overall is also included. One copy of the annual report is provided complimentary to participating companies. Copies are available through IADC Publications for a fee to non-participants.

2.2.1 Incident Analysis:

Data reported in the annual report is presented to reflect reported Lost-Time Incidents (LTI's), (DAFWC) including Fatalities (FTL), Restricted Work/Transfer Cases (RWTC), and Medical Treatment Only (MTO). The sum of all of these types of incidents is reported as the total number of recordable incidents, with a corresponding recordable incidence and frequency rate reported for each category and the industry overall. Additionally, information from the Supplemental Incident Reports (SIR) is used to show different types of incident experience by region.

Charts and tables are used to illustrate incident data for the following categories:

- a) Occupation of the injured party.
- b) Part of body injured.
- c) Incident Type (Struck by, Caught between, etc.).
- d) Equipment in use at time of incident.
- e) Operation performed at time of incident.
- f) Location on Rig where the incident occurred.
- g) Month the incident occurred.
- h) Time in service with company.
- i) Time of day incident occurred.

2.3 Identification of Participants:

Names of companies participating in the Incident Statistics Program, listed alphabetically by category, are published in a separate section of the annual report. In order to maintain confidentiality of safety records of participating companies, incident data and hours worked for individual companies will not be identified by company name.

3.0 Rig Recognition Provisions

This program provides for the recognition of Rigs that achieve the accomplishment of a one-year period without a Lost-Time Incident (LTI) [0.00 Lost Time Incidence Rate (LTIR)]. It is also available for Rigs that achieve the accomplishment of a one-year period without a Recordable Incident [0.00 Total Recordable Incidence Rate (TRIR)]. Recognition for Rigs completing multiple year periods without a Lost-Time Incident (LTI) and/or Recordable Incident will also be made available upon request. The recognition is provided without reference to any regional category or categories in which the Rig may have operated to accomplish this feat.

3.1 Eligibility Criteria:

A company may designate one or more of its individual rigs for recognition provided the following requirements have been met:

- a) The company is a member in good standing of the IADC.
- b) The company is a current participant in the IADC Incident Statistics Program.
- c) The company has submitted statistical reports to the Incident Statistics Program for the prior twelve (12) months, and a Supplemental Incident Report (SIR) has been completed for each RWTC, MTO, LTI (DAFWC), or FTL recorded in the monthly report since January 1, 2014.
- d) The company has submitted an individual Rig recognition request form stating the recognition category and time period for which the award was earned. The Rig designated for recognition has achieved 365 days without a Lost-Time incident. The 365 days need not be consecutive, but may be cumulative, not including days the Rig is not reporting man-hours.
- e) The CEO, President of the company, or Vice President of an operating division has certified that the Rig designated for recognition has met the above requirement. (A space is provided for this on the recognition request form.)

3.2 General Guidelines:

3.2.1 Recordable Incidents (Injuries or Illnesses):

All work-related Recordable incidents occurring to the drilling contractor's employees should be reported for statistical purposes. For recognition purposes all Recordable incidents to participating company employees count against a Rig's Recordable incident experience whenever they occur on a rig and to an employee assigned to that rig, including agency or subcontractor workers under direct supervision of a rig supervisor as well as other company employees visiting or temporarily working on a rig but not assigned to the rig. (See Definitions) A person is considered to be assigned to a rig if his time worked is being reported with that rig's man-hours.

Should a Rig move from one region to another, its hours worked and incident data should be reported in the appropriate regional category. Accumulated time worked without a Recordable Incident will continue to accrue regardless of where the Rig works. Days since last recordable incident are to start counting on the day after the recordable incident occurred. (For example the first day after the incident occurred is to be counted as day "1".)

3.2.2 Lost Time Incidents:

All work-related Lost Time incidents occurring to the drilling contractor's employees should be reported for statistical purposes. For recognition purposes all Lost Time incidents to employees count against a Rig's Lost Time incident experience whenever they occur on a rig and to an employee assigned to that rig, including agency or subcontractor workers under direct supervision of a rig supervisor as well as other company employees visiting or temporarily working on a rig but not assigned to the rig. (See Definitions) A person is considered to be assigned to a rig if his time worked is being reported with that rig's man-hours.

Should a Rig move from one region to another, its hours worked and incident data should be reported in the appropriate regional category. Accumulated time worked without a Lost Time Incident will continue to accrue regardless of where the Rig works. Days since last Lost Time Incident are to start counting on the day after the Lost Time incident occurred. (For example the first day after the incident occurred is to be counted as day "1".)

3.3 Certificates and Plaques:

Rigs that complete one or more years without a Recordable or a Lost Time Incident (LTI or DAFWC) are recognized as having exemplary incident prevention performance. Certificates and Plaques to recognize rigs that have gone one or more years without a Recordable Incident or without a Lost Time Incident (LTI) may be obtained through IADC Publications.

4.0 Definitions

The following are the definitions of key words and terms used in this program that may not be defined elsewhere.

4.1 Days since last LTI or Recordable Incident:

Days to be counted since last Lost Time Incident (LTI) or last Recordable Incident are days that the rig was reporting man-hours and no LTI or Recordable Incident occurred.

4.2 Incident Categories:

4.2.1 Fatality (FTL):

A fatality is a work-related injury or illness that results in death. Fatalities are included when calculating the Lost Time Incident (LTI or DAFWC) incidence rate and frequency rate.

4.2.2 First Aid:

Any treatment of minor scratches, cuts, burns, splinters and so forth, and any follow-up visit for the purpose of observation. The following are generally considered first aid treatment:

- a) Using a non-prescription medication at non-prescription strength regardless of route of administration, i.e. oral, injection, ingestion, inhalation, or absorption.
- b) Administering tetanus immunizations (other post exposure immunizations, such as Hepatitis B vaccine are considered medical treatment);
- c) Cleaning, flushing, or soaking wounds on the surface of the skin;
- d) Using wound **coverings** such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages, liquid bandage/surgical glue used to cover a wound, or Steri-Strips™
- e) Using hot or cold therapy;
- f) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment);
- g) Using temporary immobilization devices while transporting an incident victim (e.g. splints, slings, neck collars, back boards, etc.);
- h) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- i) Using eye patches;
- j) Removing foreign bodies from the surface of the eye using only irrigation or cotton swab;
- k) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means;

- l) Using finger guards;
- m) Using massages (physical therapy or chiropractic treatment are considered medical treatment for record keeping purposes, (See Section 4.2.8(g)); or
- n) Drinking fluids for relief of heat stress or hypothermia.

4.2.3 Lost Time Incident (LTI):

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

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

For further assistance, contact the IADC office in Houston.

4.2.4 Medical Treatment Only (MTO):

Any work related injury or illness requiring medical care or treatment beyond first aid (regardless of the provider of such treatment) that does not result in a Restricted Work/Transfer Case (RWTC) or Lost Time Incident (LTI). Medical treatment does not include first aid treatment (See First Aid) even though provided by a physician or registered professional personnel. For record keeping purposes Medical Treatment Only (MTO) does not include:

- a) Visits to a physician or other licensed health care professional solely for observation or consulting;
- b) 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); or
- c) Any treatment contained on the list of first-aid treatments.

For further assistance, contact the IADC office in Houston.

4.2.5 Prescription Medication:

These criteria are provided in order to list those medications that, when prescribed or provided for occupational exposures, illnesses or injuries, uniformly result in recordable/reportable incidents as medical treatment cases, for the purposes of IADC Incident Statistics Program injury and illness reporting.

4.2.5.1 For purposes of IADC ISP reporting, prescription medication means:

- a) All antibiotics, including those dispensed as prophylaxis where injury or occupational illness has occurred to the subject individual. Only Exceptions: Dermal applications of Bacitracin, Neosporin, Polysporin, Polymyxin, Iodine, similar preparation or antibiotic/analgesic drops to the eye pending evaluation diagnosis by a physician.
- b) Diphenhydramine greater than 50 milligrams (mg) in a single application or any dose "injected".
- c) All analgesic and nonsteroidal anti-inflammatory medication (NSAID) including:
 - 1) Ibuprofen– Greater than 467 mg in a single dose
 - 2) Naproxen Sodium such as Aleve – Greater than 220 mg in a single dose
 - 3) Ketoprofen such as Orbus KT – Greater than 25 mg in a single dose
 - 4) Codeine analgesics

- 5) Diphenhydramine (such as Bendryl) greater than 50 mg
- d) All dermally applied steroid applications. Exceptions: Hydrocortisone preparations in strengths of 1 percent or less
- e) All vaccinations used for work-related exposure. Exceptions: Tetanus
- f) All narcotic analgesics
- g) All bronchodilators. Exceptions: Epinephrine aerosol 5.5 mg/ml or less
- h) All muscle relaxants (e.g., benzodiazepines, methocarbamol, and cyclobenzaprine)
- i) Recordability of injections is based on the classification of the medication involved.
- j) To establish a medication baseline, the use of medications not listed above that legally require a prescription for purchase or use in the United States whether or not they require a prescription in the local country are recordable. 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.
- k) Medications available in prescription and non-prescription form, the use of or a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes.

4.2.5.2 For verification purposes the following website should be consulted. To use this site enter the name of the drug in the window. A brief description should come up. Click on the name and it will state either over the counter or prescription. If a medication's brand name cannot be found in the FDA website, participating companies should attempt to cross reference the medication's chemical name or if not found, use the classification of the local country.

<http://www.accessdata.fda.gov/scripts/cder/drugsatfda>

4.2.6 Recordable Incident (Injury or Illness):

Regardless of where signs or symptoms surface, a case is recordable only if a work event or exposure is a discernible cause of the injury or illness or of a significant aggravation to a pre-existing condition.

An injury or illness that is work-related and results in one of the following:

- a) Fatality (FTL)
- b) Lost time from work (LTI) (DAFWC)
- c) Restricted work / transfer activity (RWTC)
- d) Medical treatment other than first aid (MTO)
- e) DART: Days Away, Restricted or Transfer Case

Injuries or illnesses should not be evaluated on the time spent seeking medical treatment or undergoing evaluation. If an examination reveals that no medical treatment is required, and / or the case is not diagnosed as significant by the treating physician or licensed health care professional, the case is not recordable.

A person who sustains a work-related injury or illness requiring treatment that meets recordable incident criteria, and is terminated for drug use based on a post-incident drug test, the incident is recordable.

4.2.7 Significant Incident:

A significant diagnosed work-related injury or illness that is recordable under the general criteria even if it does not result in death, days away from work, restricted

work or job transfer, or medical treatment beyond first aid. The following incidents would be recordable, even if no medical treatment was given: Note: For record keeping purposes, these incidents are to be classified as "Medical Treatment" unless they result in death, days away from work, days of restricted work, or job transfer.

- a) Work-Related Cancer;
- b) Work-Related chronic irreversible disease;
- c) Positive x-ray diagnosis of fractures cracked or broken bones, etc. regardless of type of treatment given. This includes chipped, broken or cracked tooth/teeth;
- d) Punctured ear drum;
- e) Loss of consciousness;

4.2.8 The following incidents would be recordable, but the type of Recordable Incident will depend on the severity of the injury or illness:

- a) Any work related injury or illness requiring medical care or treatment beyond First Aid (regardless of the provider of such treatment);
- b) Any first, second, or third degree burn that results in one or more outcomes such as medical treatment, work restrictions, or days away from work;
- c) Removal of foreign bodies embedded in the body, including the eyes;
- d) Admission to hospital or equivalent medical facility for medical care or treatment beyond First Aid **treatment**;
- e) Needle sticks and 'sharps injuries' – Record all needle stick and injuries that result from sharps contaminated with another person's blood or other potentially infectious material;
- f) Wound closing devices such as sutures, staples, surgical glue used to **close a wound**,
- g) Massage treatment given by a Physical Therapist or Chiropractor;
- h) Intravenous administration of fluids to treat work-related stress;
- i) Administration of one dose of prescription medication for treatment of the injury or illness.
- j) Use of non-prescription medication (over the counter medication) at prescription strength for treatment of the injury or illness.

4.2.9 Restricted Work/Transfer Case (RWTC):

A Restricted Work/Transfer Case (RWTC) occurs when an employee cannot perform all of the routine job functions, but does not result in days away from work. A RWTC occurs when, as a consequence of a work related injury or illness:

- a) The employee is temporarily assigned to another job;
- b) The employee cannot perform all of his routine job functions for all or part of his work shift;
- c) The employee works his regularly assigned job but cannot work the full shift/tour.
- d) Restricted or light duty the day of the injury or illness does not make the incident a recordable Restricted Work / Transfer Case (RWTC). If the employee continues under restricted duty the day after the incident, the case becomes a recordable Restricted Work/Transfer Case (RWTC).

Should an employee experience minor musculoskeletal discomfort such as muscle pains or strains, a physician or licensed health care professional determines that the

employee is fully able to perform all of his routine job functions, and the employer assigns work restriction to that employee or restricts the employee's job functions, for purpose of preventing a more serious condition from developing, the case is not recordable as a restricted work case.

4.3 **Illness:**

A work related illness is one that is determined by a physician or licensed health care professional to have resulted from exposure to factors related to the employee's occupation and meets general recording criteria. For example: hydrogen sulfide poisoning, welder exposed to fumes created from heating galvanized material, exposure to workplace chemicals, heat stress, heat exhaustion, heat stroke, sun stroke, frostbite, etc.

4.4 **Lost Time Incident Experience:**

The period of time since the last lost-time incident that occurred on the Rig. If the Rig has operated for 365 days since the last lost-time incident, it is eligible to receive Rig recognition provided the other eligibility criteria for recognition have been met.

4.5 **Rate Calculations:**

Rates can be calculated two ways: Frequency Rate, which is incidents per 1,000,000 man-hours worked or Incidence Rate, which is incidents per 200,000 man-hours worked. The two numbers are essentially the same, except Frequency Rate is five (5) times the Incidence Rate.

4.5.1 **Frequency Rate:**

The Lost Time Incident (LTI) (DAFWC) Frequency Rate is calculated using this formula:

[Number of Lost Time Incidents (LTI) including Fatalities (FTL) multiplied by 1,000,000 and then divided by Total Hours Worked = Lost Time Frequency Rate]

To calculate the total recordable frequency rate (TRFR), use all recordable incident data [(MTO+RWTC+LTI+FTL) multiplied by 1,000,000 then divided by Total Hours Worked = Recordable Frequency Rate].

4.5.2 **Incidence Rate:**

The Lost Time Incidence rate is calculated using this formula:

[Number of Lost Time Incidents (LTI) including Fatalities (FTL) multiplied by 200,000 and then divided by Total Hours Worked = Lost-Time Incidence Rate].

To calculate the total recordable incidence rate (TRIR), use recordable incident data [(MTO+RWTC+LTI+FTL) multiplied by 200,000 then divided by Total Hours Worked = Recordable Incident Rate].

4.6 **Routine Functions:**

For record keeping purposes, an employee's routine functions are those work activities that an employee regularly performs at least once a week.

4.7 **Work-Related:**

A case is work-related anytime an event or exposure in the work environment is the discernible cause or contributes to an injury or illness or significantly aggravates a pre-existing injury or illness. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. Training that is required by the employer is a work related activity. For the purposes of this program, the following types of incidents are NOT considered to be work-related:

- a) Off-duty injuries occurring in crew accommodations, camp, galley, or away from the work site;
- b) Symptoms arising on premises totally due to outside factors such as injuries, illnesses, or fatalities due to a naturally occurring factor (hurricane, earthquake,

lightning) that is otherwise not related to Rig operations. Incidents of this type should not be reported;

- c) Member of the general public, visitors, regulatory agents, employee(s) off duty waiting for transportation to shore or off of the location;
- d) An injury or illness that results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or other sports activity;
- e) The injury or illness is the result of the employee eating, drinking, or preparing food or drink for personal consumption. **Note: An injury to a person assigned by the company to prepare food for company personnel is work-related;**
- f) The injury or illness is the result of an employee doing personal tasks, unrelated to their employment, at the establishment;
- g) The injury or illness is the result of personal grooming, self-medication for a non-work related condition, or is intentionally self-inflicted;
- h) The injury or illness is caused by a motor vehicle accident while the injured is commuting to or from work even if the accident occurs on company property;
- i) Cold or flu;
- j) Following an investigation, the injury or illness is determined to have resulted solely from a pre-existing condition, which resulted in signs or symptoms surfacing at work, but were not caused by, exacerbated by, or cannot be linked back to a work activity or;
- k) An injury that results from a natural bodily action or reaction such as walking or bending, coughing or sneezing, that is unrelated to work.

4.7.1 Work-Related Vehicle Incidents:

- a) Any crash involving a company, rental or personal vehicle while performing company business.
- b) Work relationship 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:
 - o Driving an employee or client to the airport, driving to the airport for a business trip;
 - o Taking a client or work colleague out for a business related meal;
 - o Deliveries;
 - o Visiting clients or customers, or driving to a business related appointment.
- c) Personal business which should not be counted includes, but is not limited to:
 - o Running a personal errand;
 - o Getting a meal by yourself;
 - o A non-business meal with colleagues;
 - o Commuting to and from home, (including established home away from home) or ;
 - o Driving to a personal medical appointment.

5.0 Harmonization of IADC vs OSHA vs OGP

Although there are slight differences between IADC, OSHA and OGP, the main difference between IADC / OSHA and OGP reporting requirements relates to OGP requiring E&P organizations to report incidents associated with their own personnel, third party personnel as well as contractor and subcontractor personnel. The focus of the IADC and OSHA reporting requirements relates to participating company personnel only (as per paragraph 1.6.1).

With respect to the reporting of medical treatment cases, the IADC, OGP and OSHA are aligned, such that a MTC reported under OSHA should also be reported to IADC.

There are some differences in how OGP and OSHA establish work relatedness with the OGP requirements being more inclusive of incidents outside the **direct** control of the employer.