Framework Diagram – Notifying a Reportable Oil and Gas Incident

*Dutyholder/Operator to take action from Step 1 when an incident occurs such as a serious and/or fatal occupational accident(s) and situations of serious danger (dangerous occurrences). For other types of incidents notification is typically taken at Step 3.

### Step 1

**Notify the Competent Authority, by the quickest practicable means without delay any incident (serious and/or fatal occupational accidents and situations of serious danger)**

Determine if any oil and/or offshore chemicals have been released and also comply with DECC PON1 notification requirements

**Note:** Where an activity carried out by a duty holder significantly increases the risk of a major accident the duty holder must take suitable measures to ensure that the risk is reduced as low as is reasonably practicable. Regulation 29 of OSD SCR 2015 requires the duty holder to notify the competent authority where it has taken such measures, but does not require submission of a report, unless other incident reporting provisions require one (e.g. under RIDDOR, DCR, MAR, Implementing Regulation and the EU Offshore Safety Directive). Notification should be made to the competent authority by the quickest practical means (e.g. telephone).

**Activity:** Notify the Competent Authority, by the quickest practicable means without delay any incident

**Responsible:** Dutyholder/Operator

**Informed:** Admin, Incident Contact Centre, HSE Duty Officer, Offshore Inspector, Inspector, Team Leader, ED, DECC

**Decided:**

**Administered by:**

**Office Hrs:** Incident Contact Centre Tel: 0345 300 9923, (Monday to Friday 09:30 am to 1700 hrs)

**Out of Office Hrs:** duty officer system: 0151 922 9235

*If reporting details by a telephone call you require to follow this up with the completion of the reporting form within 10 working days*

**Reporting form:**

http://www.hse.gov.uk/osdr/reporting/incidents-to-osdr.htm

Form to be sent to:

osdr.reporting@hse.gsi.gov.uk

**EU guidance document on Commission Implementing Regulation No. 1112/2014**

**Guidance on reporting offshore hydrocarbon releases found at**

http://www.hse.gov.uk/osdr/reporting/incidents-to-osdr.htm

**RIDDOR:**

http://www.hse.gov.uk/riddor/index.htm

**ALL PON REPORTING ARRANGEMENTS REMAIN UNCHANGED**

**PON 1 Reporting:**

https://portal.decc.gov.uk/eng/faxlive/PORTAL LOGIN/login.cfm

**PON1 Phone Number** 01224 254058

### Step 2

**Telephone call received during office hours via one of the following routes:**

- **Inspector** – discuss with Team Leader
- **Administrator** – forward call onto Team Leader
- **Incident Contact Centre** – transfer call to ED-Offshore

**Activity:** Telephone call received during office hours via one of the following routes

**Responsible:** Dutyholder/Operator, Inspector, Administrator, Incident Contact Centre

**Informed:** Admin, Team Leader, ED

**Decided:**

**Administered by:**

**Email where Data will be received:** osdr.reporting@hse.gsi.gov.uk

**Check for duplicate reporting on COIN**

**ED7 to receive a copy of any incidents reported where Section A completed send to HCR.Admin@hse.gsi.gov.uk**

**BEIS (OPRED) to receive a copy of the report where Section A & J are completed:**

DECC.HC Rebellion@DECC.gsi.gov.uk

**BEIS (OPRED) may also seek additional reports as required**

### Step 3

**Notification received via the OSDR email address. Call Team Leader to advise of details and attach a copy of the report onto COIN Case Notes and assign to respective team.**

**Send as necessary to other recipients – see notes**

**Activity:** Notification received via the OSDR email address

**Responsible:** Dutyholder/Operator

**Informed:** Admin, Team Leader, ED

**Decided:**

**Administered by:**

**Check for duplicate reporting on COIN**

Email where Data will be received:

osdr.reporting@hse.gsi.gov.uk

**Check for duplicate reporting on COIN**

**ED7 to receive a copy of any incidents reported where Section A completed send to HCR.Admin@hse.gsi.gov.uk**

**BEIS (OPRED) to receive a copy of the report where Section A & J are completed:**

DECC.HC Rebellion@DECC.gsi.gov.uk

**BEIS (OPRED) may also seek additional reports as required**

### Step 4

**Call received outwith office hours - Decide if there is a need to contact the relevant ED-Offshore IMT Team Leader**

**Activity:** Call received outwith office hours - Decide if there is a need to contact the relevant ED-Offshore IMT Team Leader

**Responsible:** Dutyholder/Operator

**Informed:** Ins

**Decided:**

**Administered by:**

**Complete the telephone incident report form (TRIM Folder 1.9.3.349)**

You should contact the respective B2 Team Leader at the earliest convenience if Fatality or Major Accident occurs where there is an immediate risk of a major accident.

(Should there be a need to escalate the response – see step 7 for Major Incident Response)

**Note:** all Duty Inspectors must have access to a copy of the MRP and the MRF Contact Directory outwith office hrs.

OPRED OUT OF HOURS 020 7215 3505/3234

### Step 5

**Establish the level of severity of the accident/occurrence to decide on course of action (see link to procedure)**

**Activity:** Establish the level of severity of the accident/occurrence to decide on course of action

**Responsible:** Dutyholder/Operator

**Informed:** Ins

**Decided:**

**Administered by:**

**Complete the telephone incident report form (TRIM Folder 1.9.3.349)**

You should contact the respective B2 Team Leader at the earliest convenience if Fatality or Major Accident occurs where there is an immediate risk of a major accident.

(Should there be a need to escalate the response – see step 7 for Major Incident Response)

**Note:** all Duty Inspectors must have access to a copy of the MRP and the MRF Contact Directory outwith office hrs.

OPRED OUT OF HOURS 020 7215 3505/3234

### Step 6

**Decide if investigation to be undertaken Decide if DECC to be informed. Instruct Inspector on course of action.**

**Activity:** Decide if investigation to be undertaken Decide if DECC to be informed. Instruct Inspector on course of action

**Responsible:** Dutyholder/Operator

**Informed:** Ins

**Decided:**

**Administered by:**

**Apply Reportable Incident and complaint investigation framework.**

https://webcommunities.hse.gov.uk/connect.ti/Offshore_DEC C_HSE/view?objectId=610597

### Step 7

**FOR MAJOR INCIDENT:**


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**Revised:** 9th October 2017

**Owner:** ED 7