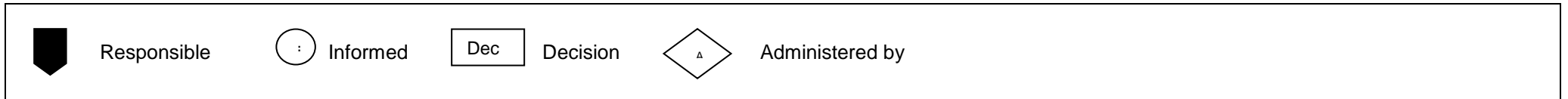















Framework Diagram – Notifying a Reportable Oil and Gas Incident



***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	Day	Activity	Dutyholder/Operator	Admin	Incident Contact Centre	HSE Duty Officer	Offshore Duty Inspector	Inspector	Team Leader	ED7	DECC	Notes
1	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 (eg under RIDDOR, DCR, MAR, Implementing Regulation and the EU Offshore Safety Directive). <i>Notification should be made to the competent authority by the quickest practical means (e.g. telephone)</i>										Office Hrs : Incident Contact Centre Tel : 0345 300 9923. (Monday to Friday 08:30 am to 1700 hrs) Outwith 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 and 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://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login PON1 Phone NUMBER 01224 254058
2	1	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										
3	daily	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										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 & or J are completed : DECC HSEliaison@DECC.gsi.gov.uk BEIS (OPRED) may also seek additional reports as required
4		Call received outwith office hours - Decide if there is a need to contact the relevant ED-Offshore IMT Team Leader										
5		Establish the level of severity of the accident/occurrence to decide on course of action (see link to procedure)										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 MIRP and the MIRP Contact Directory outwith office hrs. OPRED OUT OF HOURS 020 7215 3505/3234
6		Decide if Investigation to be undertaken Decide if DECC to be informed. Instruct Inspector on course of action.										Apply Reportable Incident and complaint investigation framework. https://webcommunities.hse.gov.uk/connect.ti/Offshore_DEC_C_HSE/view?objectId=610597
7		FOR MAJOR INCIDENT : http://www.hse.gov.uk/foi/internalops/og/og-00076-appendix-4.pdf & HSE Offshore Contact Directory TRIM record 2017/172085										