Guidelines for filling the Quarterly Incident Report of OISD

1. All Major, Minor and Nearmiss incidents shall be reported in the quarterly report.
2. Incident reporting form shall be filled up for all Major, Minor and Nearmiss Incidents.
3. Summary report shall be enclosed with every quarterly report.
4. Investigations shall be carried out for all Major, Minor and Nearmiss Incidents.
5. Investigation report of all Major incidents shall be submitted to OISD. An incident shall be treated as Major if any of the following occurs:
   a) Any incidents of fire not extinguished in 15 minutes.
   b) Any incident causing shutdown of operations on account of fire / explosion / blowout / leakage.
   c) Any incident causing financial loss above Rs. 20 lakhs.
   d) Any incident leading to fatality(s) within plant / location premises.
   e) Any incident causing major loss of containment and having adverse impact outside the plant / location premises including disaster defined under Section 2 (d) of DMP Act 2005.
   f) Any incident of road accidents (during transportation of Petroleum products) resulting in fire/ explosions which in turn leads to fatality(s).
   g) Any incidents not covered above in serial no. a) to f) but which gets reported in the national media within 24 hours of the occurrence.
   h) Any incident leading to permanent loss of body part and / or permanent disability within plant / location premises.
   i) Cumulative man-hours lost, within plant / location premises, is more than 500 hrs.

   Section 2 (d) of DMP Act 2005 states:

   Quote :
   "disaster" means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area."
   Unquote
6. Minor Incident: Any incident not falling under any of the categories of major incident.
7. Near Miss:
   (i) Any incident which does not result in any injury or damage to property but has the potential to result in injury and/or property damage.
   (ii) An undesirable event, if not timely controlled, would have led to a major/minor incident.
8. The following events are to be categorized under Major or Minor incident as applicable.
   - Hydrocarbon leakage from pipeline, resulting in stoppage of operation.
   - Collision between vessel and offshore installation/ rig
   - Release of toxic gas
9. Loss time accident shall be monitored till the affected person joins duty. In case the affected person is yet to join the duty, then the status of report submitted will be preliminary. Final report against the same incident shall be sent once the person joins duty and the man-hours lost are known.
10. All columns must be filled up.
11. For any additional information, use separate sheets as required.
12. Quarterly report shall be sent to OISD within 45 days of end of the quarter.
13. Immediate reporting of incident through fax/telephone followed by email / email shall continue as per prevailing system.