



OIL COMPANIES INTERNATIONAL MARINE FORUM

## Marine Injury Reporting Guidelines

February 1997

*The OCIMF mission is to be recognised internationally as the foremost authority on the safe and environmentally responsible operation of oil tankers and terminals.*

The Oil Companies International Marine Forum (OCIMF) is a voluntary association of oil companies having an interest in the shipment and terminalling of crude oil and oil products. OCIMF is organised to represent its membership before, and consult with, the International Maritime Organization (IMO) and other government bodies on matters relating to the shipment and terminalling of crude oil and oil products, including marine pollution and safety.

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# **Marine Injury Reporting Guidelines**

## **1.0 Objective**

The primary purpose of these guidelines is to promote, among tanker operators, an increased understanding and awareness of personnel safety through the efficient and accurate reporting and recording of accidents.

The guidelines are intended to:

provide a consistent method among tanker operators for collecting, classification and reporting, and communicating data on all injuries occurring onboard, the monitoring of which will provide a measure of effectiveness of safety management systems;

facilitate the comparison of safety performance with others; and

coordinate practices and policies with the objective of reducing the frequency of injuries to seafarers.

*Note: These guidelines do not address the subject of occupational illnesses and deaths from natural causes.*

## **2.0 Scope**

These guidelines are intended to address the collection of data for injuries occurring to seafarers serving onboard tankers.

*Note: The term seafarer includes all personnel, including those employed through manning agencies, serving in any capacity as part of the ship's complement. Although it does not include contractors\*, it may be appropriate to keep statistics in respect of injuries to such personnel.*

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\* I.E. specialised maintenance teams or additional paint squads

### 3.0 Definitions

<b>Company</b>	This is the vessel's operating and/or owning Company.
<b>Incident</b>	<p>This is an uncontrolled or unplanned event, or sequence of events, that results in a fatality or injury to a seafarer onboard ship or whilst ashore on company business.</p> <p><i>Note: This excludes;</i></p> <ul style="list-style-type: none"><li>• <i>suicide or attempted suicide;</i></li><li>• <i>criminal or terrorist activity;</i></li><li>• <i>a deliberate act on the part of another individual; and,</i></li><li>• <i>incidents which occur off the ship but where the consequences appear onboard at some later time.</i></li></ul>
<b>Work Injury</b>	This is any sign or symptom of physical damage or impairment to any part of the body directly resulting from an incident, regardless of the length of time between the incident and the appearance of the injury.
<b>Fatality</b>	<p>A death directly resulting from a work injury regardless of the length of time between the injury and death.</p> <p><i>Note: fatalities are included in the Lost Time Injury count.</i></p>
<b>Lost Workday Case (LWC)</b>	<p>This is an injury which results in an individual being unable to carry out any of his duties or to return to work on a scheduled work shift on the day following the injury unless caused by delays in getting medical treatment ashore.</p> <p><i>Note: An injury is classified as an LWC if the individual is discharged from the ship for medical treatment.</i></p>
<b>Restricted Work Case (RWC)</b>	<p>This is an injury which results in an individual being unable to perform all normally assigned work functions during a scheduled work shift or being assigned to another job on a temporary or permanent basis on the day following the injury.</p> <p><i>Note: The following come into the category of "less than normal assigned work functions"</i></p> <ul style="list-style-type: none"><li>• <i>performing all duties or normal assigned work functions but at less than full time schedule;</i></li><li>• <i>performing limited duties at normally assigned job at full-time schedule; and,</i></li><li>• <i>transfer to other duties.</i></li></ul>

**Medical Treatment Case (MTC)**

This is any work-related loss of consciousness (unless due to ill health), injury or illness requiring more than first aid treatment by a physician, dentist, surgeon or registered medical personnel, e.g. nurse or paramedic under the standing orders of a physician, or under the specific order of a physician or if at sea with no physician onboard could be considered as being in the province of a physician.

MTCs include:

- injuries which result in loss of consciousness, even if the individual resumes work after regaining consciousness (N.B. this does not cover loss of consciousness due to ill health);
- sutures for non-cosmetic purposes;
- use of casts, splints or other means of immobilisation;
- any general surgical treatment;
- removal of embedded objects from eye by surgical means;
- use of other than non-prescriptive drugs or medications;
- use of a series of compresses for treatments of bruises, sprains or strains;

MTCs exclude the following:

- first aid, LWCs and RWCs;
- hospitalisation for observation without treatment;
- a one-off tetanus injection;
- consultative visit to, or examination by, a physician or registered professional for the purpose of a confirmatory check.

**Lost Time Injuries (LTIs)**

Lost Time Injuries are the sum of Fatalities, Permanent Total Disabilities<sup>\*\*</sup>, Permanent Partial Disabilities and Lost Workday Cases.

(LTIs = Fatalities + PTD + PPD + LWC)

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<sup>\*\*</sup> For disabilities see page 4

**First Aid Case (FAC)** This is any one-time treatment and subsequent observation or minor injuries such as bruises, scratches, cuts, burns, splinters, etc. The first aid may or may not be administered by a physician or registered professional.

FACs include:

- follow-up visits to a physician or nurse for observation ONLY, or for routine dressing change;
- negative X-ray results;
- cleaning abrasions/wounds with antiseptic and applying dressing;
- irrigation of eye and removal of non-embedded foreign objects using a cotton swab;
- one time administration of oxygen after exposure to toxic atmosphere and resumption of normal (but not restricted) work the following day;
- soaking, application of hot-cold compress and use of elastic bandage on sprains and strains immediately after injury;
- applying one-off cold compress or limited soaking of a bruise;
- use of non-prescriptive medicines;
- use of elastic bandages,
- treatment of First Degree burns.

**Total Recordable Cases (TRC)** The sum of all work-related fatalities, lost time injuries, restricted work injuries and medical treatment Injuries.

$TRCs = LTIs + RWCs + MTCs.$

**Near Miss** An event or sequence of events which did not result in an injury but which, under slightly different conditions, could have done so.

**Exposure Hours** 24 hours per day while serving on board.

**Permanent Total Disability (PTD)** Permanent Total Disability is any work injury which incapacitates an employee permanently and results in termination of employment on medical grounds(e.g. loss of limb(s) permanent brain damage, loss of sight) and precludes the individual from working either at sea or ashore.

**Permanent Partial Disability (PPD)**

Permanent Partial Disability is any work injury which results in the complete loss, or permanent loss of use, of any member or part of the body, or any impairment of functions of parts of the body, regardless of any pre-existing disability of the injured member or impaired body function, that partially restricts or limits an employee's basis to work on a permanent basis at sea. Such an individual could be employed ashore but not at sea in line with industry guidelines.

## 4.0 Safety Performance Measurement

There are a number of ways of measuring safety performance which include:

### Lost Time Injury Frequency (LTIF)

This is the number of Lost Time Injuries per unit exposure hours. The most common unit in respect of LTIF is one million man hours.

$$\text{LTIF} = \text{LTIs} \times \frac{1,000,000}{\text{Exposure Hours}}$$

As an example, if a shipping company had three lost time injuries during a year in which their fleet personnel had 5,000,000 exposure hours then their LTIF would be calculated as follows:

$$\text{LTIF} = \frac{3 \times 1,000,000}{5,000,000} = 0.60$$

### Total Recordable Case Frequency (TRCF)

This is the number of TRCs (i.e., LTIs + RWCs + MTCs) per unit exposure hours. The most common unit in respect of TRCF is 1 million man hours.

$$\text{TRCF} = (\text{LTIs} + \text{RWCs} + \text{MTCs}) \times \frac{1,000,000}{\text{Exposure Hours}}$$

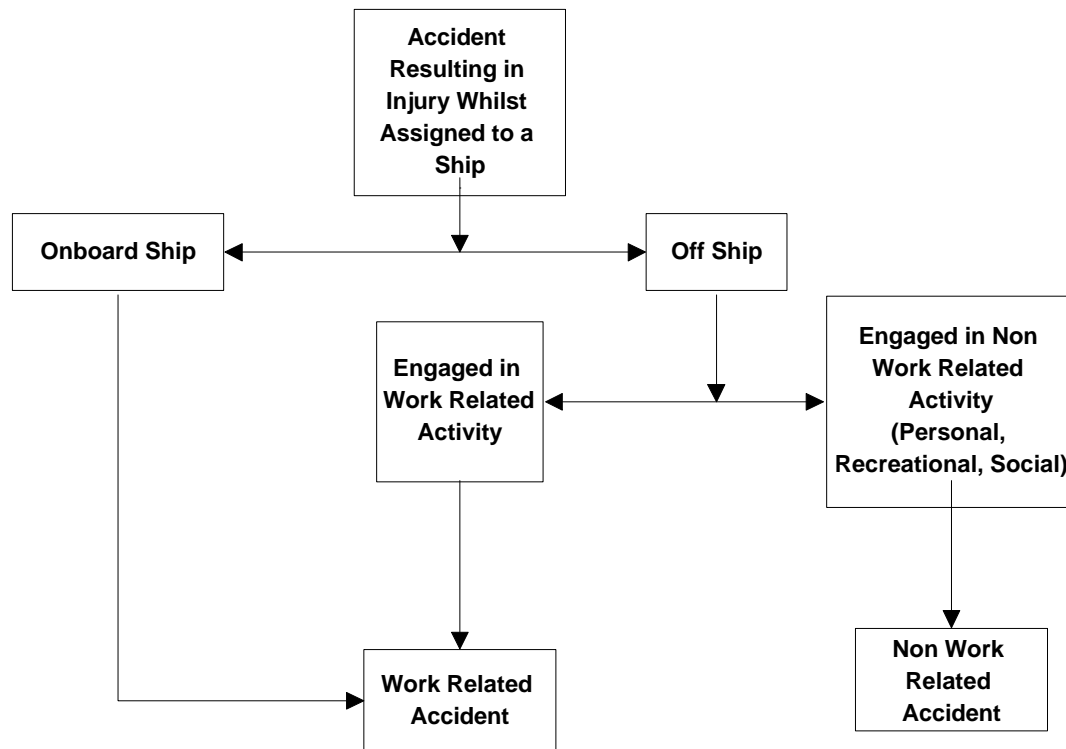
As an example, if a shipping company had three LWCs, one PTD, one PPD, four RWCs and five MTCs during a year in which their fleet personnel had 5,000,000 exposure hours then their TRCF would be calculated as follows:

$$\text{TRCF} = \frac{(3 + 1 + 1 + 4 + 5) \times 1,000,000}{5,000,000} = 2.80$$

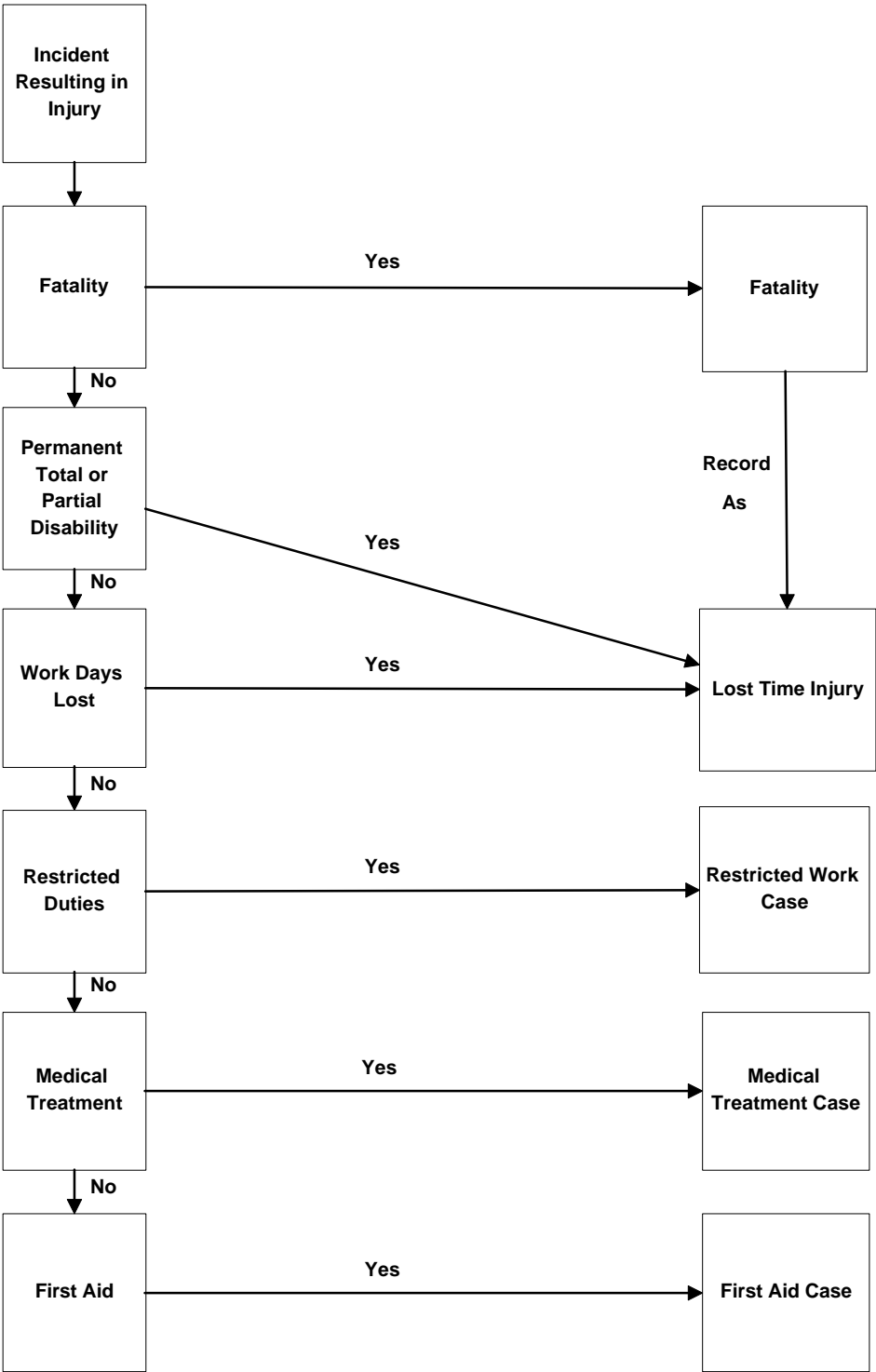
*Note: These frequencies can, by simple arithmetic, be expressed as a rate per any desired unit of exposure hours (200,000 is commonly used in the United States)*



## 5.0 Assessment of Work Related Accidents



## 6.0 Decision Tree For Incident Classification



**Note: TRC = LTI + RWC + MTC**



*Issued by the  
Oil Companies International Marine Forum*



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