Background

V.Group has set KPIs (Key Performing Indicators) on reduction of crew accidents/injuries by the **Lost Time Injury (LTI) and Total Recordable Cases (TRC) frequencies.**
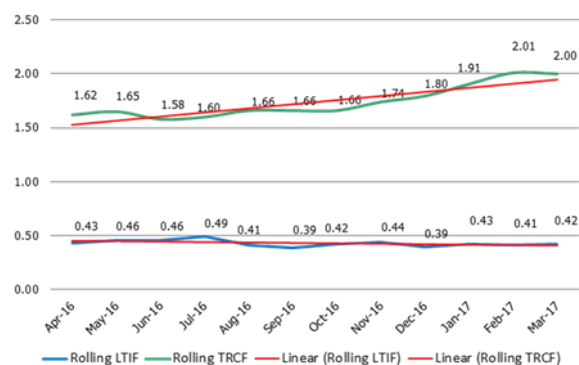
> **Note:** LTIs= Fatalities + Permanent Total Disabilities (PTD) + Permanent Partial Disabilities (PPD) + Lost Workday Cases (LWC)
>
> TRCs = LTIs + Restricted Work Cases (RWC) + Medical Treatment Cases (MTC)
>
> For detailed definitions of all categories above – please see the Annex with Flowchart of reporting at the end of this Bulletin

Our previous version of this Bulletin (in 2014) focused on recording **LTIF** correctly, this new version targets proper categorization and recording of **TRCF**.

The LTIF and TRCF rolling graph (last 12 months) below **shows an increase of TRCF:**
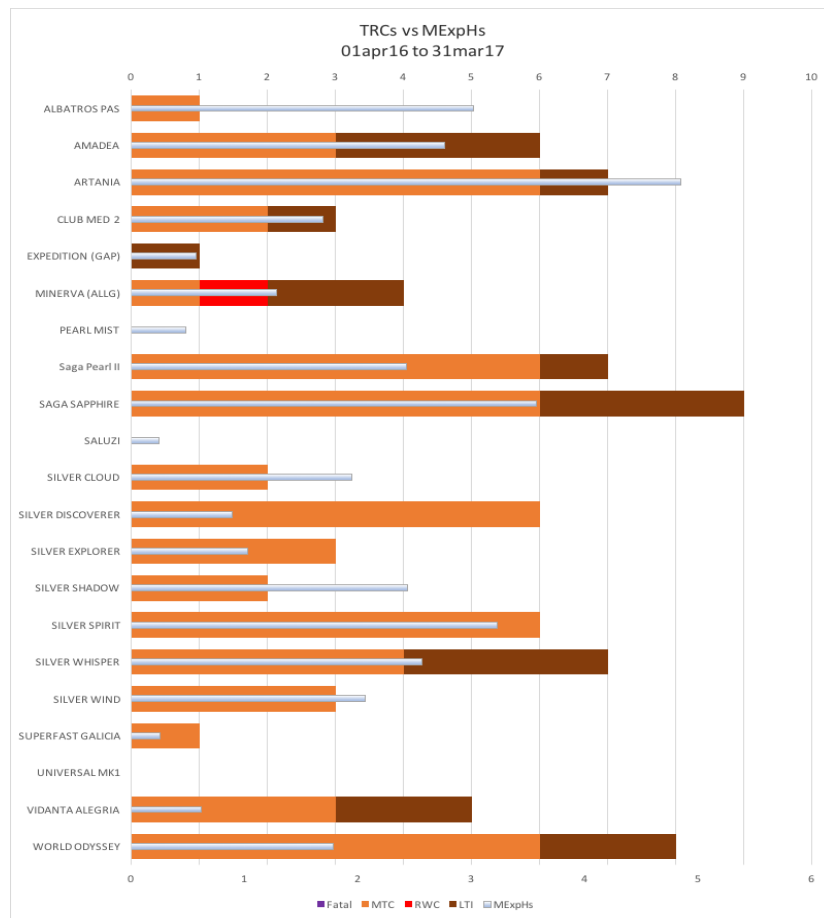

The above are frequencies/ rates and depend also on the **Exposure Hours** - cruises days and the number of crew entered in Shipsure

> **Note:** LTIF= LTIs / Million Exposure Hours
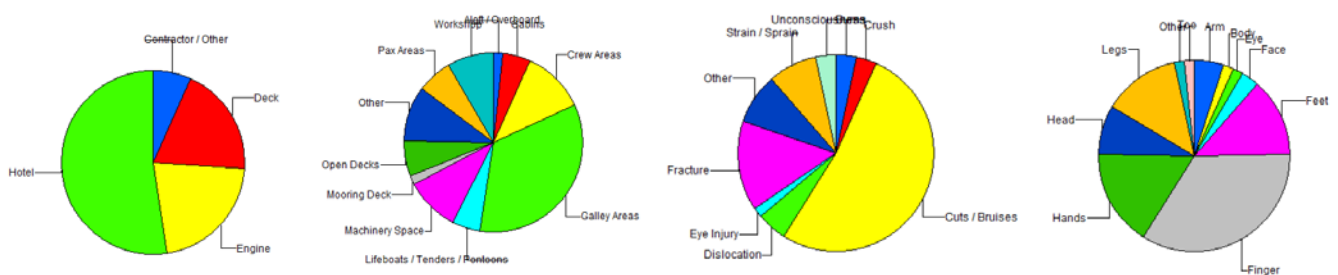>
> TRCF = TRCs / Million Exposure Hours
>
> Million Exposure Hours = Days (cruise) * Number of Crew * 24 hrs / 1'000'000

The TRC and Exposure Hours analysis per vessel shows **a predominant number of MTC (Medical Treatment Cases):**

TRCs vs MExpHs
01apr16 to 31mar17

Further analysis of the **MTC (medical Treatment Cases)** recorded in Shipsure for the last 12 months shows that accidents are:

- predominantly (53%) in the hotel department,
- mostly (35%) in galleys,
- mostly on fingers (34%) and hands (16%),
- the majority (53%) are cuts / bruises
-

Caution: **P**rovided that no surgery performed, no stiches/sutures/casts are applied and no medicines obtainable only through prescription are used:
Do NOT categorize Cuts and Bruises as MTC, but as First Aid Case (FAC)

Actions required:

Shipsure Categorization and Verification Procedure

Master and Doctor as delegated:

In Shipsure:

1) Check the proper categorization of each injury / accident reported against the definition in Shipsure and per the Annex "**Flowchart for categorization of accidents**"

2) If an accident with cuts and bruises is without any surgery / sutures /casts and without medicine by prescription only -categorize it as First Aid Case (FAC)

3) If in doubt - consult with the Safety Officer or the DPA

The Safety Officer:

For each crew injury reported to the Doctor:

1) Check that the Doctor has entered the injury accident with the **correct categorization**:

    a) Verify against the definition in Shipsure and per the Annex "Flowchart for categorization of accidents"

    b) If not correct – amend Shipsure accordingly and advise Doctor

    c) In case of doubts – consult Staff Captain and DPA ashore

2) **Ensure Exposure Hours** are recorded correctly in Shipsure:

    a) Enter/Verify the cruise start / end dates

    b) Enter / Verify the (average) number of crew onboard during the above cruise

3) Complete the rest of the accident / injury details and analysis in Shipsure:

    a) Pay special attention to the proper causation analysis

    b) Avoid entering "N/A" or "Other"

The DPA ashore:

1) Check in Shipsure weekly (but latest by the end of the month) that:

    a) accidents are **categorized correctly**

    b) cruises are entered reflecting **correct start/end dates** and

    c) (average) **number of crew onboard** for the period

2) Verify above against:

    a) definitions in Shipsure

    b) the Annex "**Flowchart for categorization of accidents**"

3) In case of discrepancies - advise/consult the vessel and/or amend entries in Shipsure accordingly

4) Verify performance with the V.Group KPIs for 10% reduction of LTIF and TRCF (versus previous year)

5) Follow up with vessel(s) as necessary

Effective immediately, ATTACH this Instruction to the Master's, Doctor's and Safety Officer's hand-over reports

■■ Completed ■■

Annex: "Flowchart for categorization of accidents"

Accident / injury

Fatality ?

A death directly resulting from a work injury regardless of the length of time between the injury and death

No → **Medical Fatality**

Yes → **Fatality**

Counted as

Permanent Total or Partial Disability ? — Yes

permanently incapacitated

- loss of member or part of the body
- impairment of functions of parts of the body

LTI (Lost Time Injury)

Work Days Lost? — Yes

LWC (Lost Workday Case)

unable to carry out any duties or return to work on a scheduled work shift on the day following the injury

- discharged ashore for medical treatment
- hospitalized onboard for more than 24 hrs

Restricted Duties — Yes → **RWC (Restricted Work Case)**

unable to perform all normally assigned work functions during a scheduled work shift or assigned to another job on a temporary or permanent basis on the day following the injury

- normal duties at less than full time schedule
- limited duties at full time schedule
- transfer to other duties

Medical Treatment — Yes → **MTC (Medical Treatment Case)**

more than a first aid treatment

- loss of consciousness
- satures
- casts, splints
- surgery (incl. eye)
- use of prescriptive drugs
- series of compresses

Total Recordable Cases (TRC)

First Aid — Yes → **FAC (First Aid Case)**

one-time treatment and subsequent observation or minor injuries (incl. bruises, scratches, cuts, burns, splinters)

- negative X ray results
- wound cleaning and dressing
- eye non-embedded objects removal one-off compress
- use of non-prescriptive drugs
- elastic bandage
- first degree burns