

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG. LOSS PREVENTION DEPARTMENT SUBJECT: NEAR MISS REPORTING PROCESS	G.I.NUMBER Approved 6.004	
	ISSUE DATE 12/02/2006	REPLACES NEW
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Supplement 1 Near Miss Report Form

1 PURPOSE

- 1.1 This General Instruction provides a process for reporting, investigating, analyzing, and communicating near misses in Saudi Aramco facilities/operations. The objective is to use near miss information to identify corrective actions and preventive measures to reduce injuries and losses. Departments shall use this or a comparable process to address near miss reporting in their operations.

2 DEFINITION

- 2.1 A near miss is defined as an event which did not result in injury or loss, but which had the ***potential*** for injury or loss if circumstances had been slightly different.

- 2.2 These may include:

- events where injury or property damage could have occurred but did not.
- events where a major safety system failed to perform as designed, e.g. fire pump auto start malfunction.
- events where potential environmental damage could result.

Incidents which result in injury, property damage or product loss are typically reported and investigated according to established procedures, such as GIs 6.001, 6.003, 6.005, and 6.029. Since investigations are generally required for such incidents, near miss reports are not required, even if there was the potential for more serious consequences. However a near miss report should be filled out for property damage (or other) incidents if there was the potential for more serious consequences *and* an investigation is not required by other instructions. Note that unsafe conditions and unsafe acts in themselves are not near misses but may be part of a near miss occurrence.

- 2.3 The Area Loss Prevention division can be contacted for advice on whether or not a particular event should be reported as a near miss. In general, any near miss where “someone could benefit by learning from the event” should be reported and investigated as an opportunity to improve safety in the workplace.

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3 GENERAL GUIDELINES

- 3.1 Near misses should be openly reported, investigated, analyzed, and communicated with the objective of sharing lessons learned and taking corrective action to prevent recurrence and improve safety performance.
- 3.2 Departments should promote and publicize that near miss reporting is a positive attribute to be encouraged and supported. Employees must be made aware that they will not be punished or disciplined for reporting near misses.

4 REPORTING PROCEDURE

- 4.1 Any employee or contractor who believes a near miss has occurred should report the incident to his supervisor as soon as possible. For contractors or maintenance personnel the report should be made to the responsible Saudi Aramco supervisor/foreman in charge of the facility where the incident occurred. The initial report may be verbal, in writing, or by e-mail.
- 4.2 The employee/contractor should fill in a Near Miss Report Form (Supplement 1) with assistance from the supervisor if required. The supervisor should review and sign the form and ensure it is routed to the division head.
- 4.3 Based on the potential seriousness of the near miss, the division head may determine an additional level of investigation is necessary, such as an engineering review. (Note: GI 6.003 can be used for guidance on the formation and conduct of engineering reviews; however for near miss investigations, the selection of team members and distribution of the report are not required to comply with GI 6.003).

5 COMMUNICATION AND FOLLOW-UP

- 5.1 On a quarterly basis all departments should review, summarize, and openly communicate information on near misses within their organization with the objective of improving safety performance. This shall include trend analyses to identify areas for improvements in processes, procedures, equipment, and other factors. These summaries should be communicated to appropriate management, key personnel, and a copy sent to the Area Loss Prevention division.
- 5.2 All recommendations from near misses should be tracked within the organization to completion or resolution.

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5.3 For near misses with the potential for serious consequences (e.g., serious injury/fatality, property damage, product loss, environmental impact) or near misses with valuable lesson learning potential, both the Near Miss Report Form and the investigation (if any) should be routed to the Area Loss Prevention division for wider communication throughout the company as appropriate.

6 RESPONSIBILITIES

6.1 Department managers

- 6.1.1 Ensure all aspects of the near miss program are complete, are maintained up to date, and are implemented adequately.
- 6.1.2 Encourage and support open reporting where individuals do not fear any negative consequences from reporting a near miss.
- 6.1.3 Ensure that corrective actions are properly implemented.
- 6.1.4 Highlight near misses at Safe Operations Committee (SOC) meetings and ensure that lessons learned and improvements resulting from near miss reports are publicized within the department.
- 6.1.5 Ensure quarterly (at a minimum) analyses and summaries of near misses are prepared and communicated per paragraph 5.1.
- 6.1.6 Annually perform an internal review of the near miss program and make improvements as necessary.

6.2 Division heads

- 6.2.1 Ensure all employees and contractors understand the intent of this General Instruction and have been provided appropriate orientation on the organization's near miss program.
- 6.2.2 Upon being notified of a near miss, determine if additional investigation is required and arrange for the investigation to be completed.
- 6.2.3 Ensure action items resulting from investigations are communicated to responsible parties and are tracked to completion.
- 6.2.4 Forward copies of serious near miss reports and investigations to the Area Loss Prevention division for wider communication throughout the company.

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6.3 Unit operations foremen/supervisors

- 6.3.1 Promote immediate reporting of all near misses, ensuring employees and contractors that these are considered positive efforts.
- 6.3.2 Ensure all near misses are documented and forwarded to the facility division head using the attached near miss report form.
- 6.3.3 Verify all action items resulting from investigations are implemented, and other necessary follow-up action is completed.

6.4 All employees/contractors

- 6.4.1 Report any item that might be considered a near miss to their immediate supervision or the facility supervisor (in the case of contractors).
- 6.4.2 Participate in the investigation and resolution of near misses as directed by their supervision.

6.5 Loss Prevention Department

- 6.5.1 Disseminate appropriate information on serious near misses to a wider audience to increase awareness and promote lessons learned.

APPROVED: _____
 MANAGER
 Loss Prevention Department

DATE: _____

INCIDENT DETAILS		
Date:	Time:	Location/Plant/Equipment
Dept:	Org. Code	Division/Unit
Near Miss Description (Explain what happened - use attachments if needed)		
ESTIMATE OF LOSS POTENTIAL (What injuries or losses might have occurred.)		
Injuries:		
Property/Equipment Damage:		
Environmental Damage:		
Other:		
ANALYSIS (Why did it happen (List unsafe acts, unsafe conditions, wrong procedures/equipment or other factors.))		
CORRECTIVE ACTION (What must be done to prevent recurrence - list recommendations)		
REVIEWER INFORMATION		
Reviewed By Supvr. or above (Name/Title/Badge):		Date:
Distribution: Original - Department files 1 copy - Facility Division Head 1 copy Area Loss Prevention Division (for serious near misses only)		