



## INCIDENT INVESTIGATION AND REPORTING

### SECTION 7 - NEAR MISS AND OTHER REPORTING PROCESSES

Responsible: HSSE  
 INS MGR  
 OPS  
 Approval: COO

## 7 NEAR MISS AND OTHER REPORTING PROCESSES

### 7.1 GENERAL INFORMATION

A near miss (NM) is an undesired event which, under slightly different circumstances, could have resulted in injury to people, damage to property and/or the environment, or loss of use. These are unsafe acts or conditions which, if not addressed, may cause injury or loss of one day. For every nonconformance that is actually experienced, there is an even greater number of events which can be classified as near misses. The ongoing identification, monitoring, and corrective action for these near misses will ensure a continuously diminishing number of nonconformances on a fleet wide basis.

Near misses are incidents where there is no loss or injury, but had circumstances been slightly different, loss or injury could have resulted. For example, spillage of petroleum which does not catch fire is not a near miss since the spillage actually occurred and there is exposure to damaging the environment. There is also a loss of product, time, and cost incurred in the clean up (generally, a Nonconformance).

Further examples include:

- Cargo tanks were being topped off to specific ullages using the SAAB measurement gauges. On checking ullages manually at a later time, it was discovered that one tank had been overfilled by 18 inches. This meant that the liquid level was at the tank top but no overflow or pressurization of the tank had resulted. This is a near miss.
- On approaching a rendezvous with a launch for stores and personnel transfer, the accommodation ladder was being prepared for use. The ladder was being lowered when the controls failed to operate and the ladder continued to lower. Swift action in shutting off the air supply prevented any damage to the ladder which was left just trailing in the water. There being no one on or near the ladder, there were no injuries. This is a near miss.
- While loading a stores container from a shoreside crane onto the aft deck, the load was being directed by a member of the crew. Another crewmember came around the corner of the accommodation block, narrowly missing walking under the load. There was no loss or injury. This is a near miss.

A flowchart of the NM process appears on the next page.

### 7.2 NEAR MISS REPORTING INTENT

The intent of reporting near misses is to provide a mechanism for all Company employees, both shoreside and aboard ship, to raise health, safety, and environmental concerns prior to an accident occurring and resulting in a loss. This philosophy is based on studies where accidents were found to have been caused by a series of incidents that had occurred before. These incidents, or near misses, if they were reported, reviewed, and acted upon can break the chain of events leading to the accident.

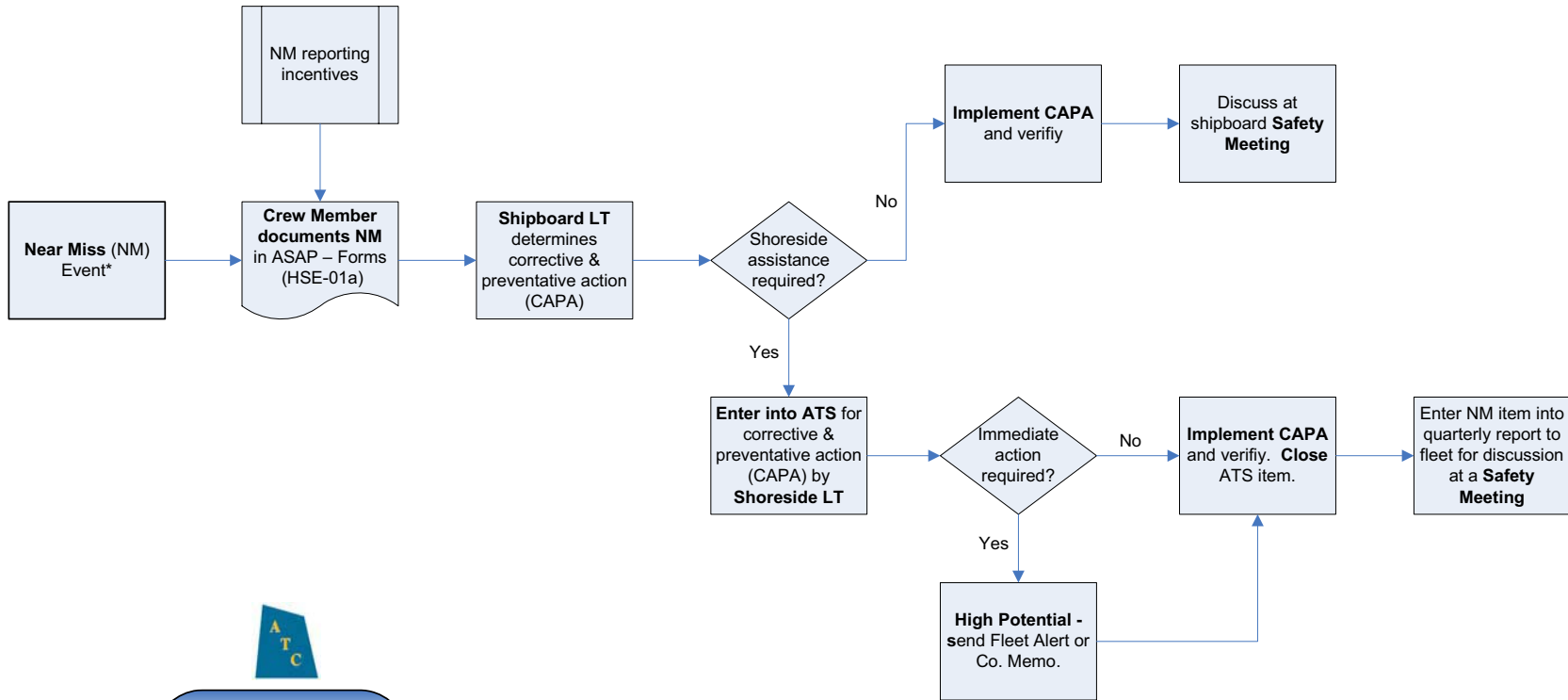
Work experience generally provides the catalyst for this to occur. The objective is to provide a simple means to increase health, safety, and environmental awareness. For the near miss reporting system to be effective, it is imperative to promote a "Just Culture" in which near miss reporting will not be thought of as disciplinary related but constructive part of the improvement process. Supervisors should recognize individuals or teams for reporting, safety achievements, or innovations that promote a safe working environment.



# INCIDENT INVESTIGATION AND REPORTING MANUAL

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**Near Miss Process**

Alaska Tanker Company

NM Form: HSE-01a

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