



Incident Investigation & Reporting Manual

Near Miss Process

Near Miss Process

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Risk: Low

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 at the end of this section.

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.¹

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.



DOCUMENT REQUIREMENTS

Near misses are to be documented using the Near Miss Report form (HSE-01a) whenever possible, or by the alternative reporting methods. In addition, the CG-2692/State (ATC form HSE-18) may be used in lieu of the Near Miss Report, when applicable. The Near Miss Report form (HSE-01a) should be made readily available to all personnel, and a means of reporting (anonymously) or without indicating names of involved parties should be considered.

All near misses shall be documented, for example, accomplished via Safety Meetings (minutes), use of the SOC Report Form/HSE-02, or the use of NM Form (HSE-01a).

Significant Near Miss events occurring in **WASHINGTON** waters of a navigational or environmental nature that trigger ATC's causal analysis system shall be reported to WDOE. This includes: collisions, allisions, groundings, casualties, disabled vessels, oil spills or environmental damage incidents. (WDOE does NOT require personal injury NM reports). Form HSE-01a should be completed in ASAP and forwarded by the Master, via the HSSE Team, to Washington State. Contact information is found within the IVRP. For additional information, see HSE-01a form instructions in ASAP.²

All near misses are submitted to ATC Beaverton via the ASAP-Forms system for shoreside review. Any near miss considered a high potential event will be assigned a corrective/preventative action and tracked using the Action Tracking System (ATS).

A file (either electronic and/or paper copy) must be kept onboard containing reported near misses (in any of the approved formats).

The near misses are to be reviewed on board during Leadership and/or Safety Meetings discussing the lessons learned. Trend analyses are to be made by vessel senior staff as appropriate. Actions shall be taken on areas where trends are observed.

OPPORTUNITY FOR IMPROVEMENT

(Near Miss, Safety Improvement, Suggestion for Improvement)

The Suggestion for Improvement form (HSE-05) provides a ready and easy means for any crewmember to put forward a proposal for improvement by completing a form in ASAP. ATC's goal is to extend the means by which we capture all the good ideas that staff have which may be lost if the moment to capture the idea is not recorded there and then. This form can be submitted anonymously, if desired.

Free access to the forms should be ensured.

In administration of this program, the intent is that vessels use the forms in a manner which best suits them. Emphasis is on ownership of the issues raised by the vessels Master and Chief Engineer. It is proposed that the Master or designee addresses whatever suggestions are submitted and progresses whatever can be done at a local ship level through existing forums. Any suggestions that require support from the office should be routed to HSSE.



NEAR MISS REVIEWS

All high potential near misses reported to ATC Assurance and HSSE will be tracked in ATC's Action Tracking System, reviewed on a continuous basis, and summarized on a semi-annual basis at the Management Review. Near misses of particular relevance to the entire ATC fleet of vessels will be communicated via ASAP, Fleet Alerts, Company Memos, Newsletter, or summary reports. If it is determined that a near miss could have produced a serious incident, further root cause analysis will be conducted.

The results of these reviews shall be reported in the Management Review meeting.

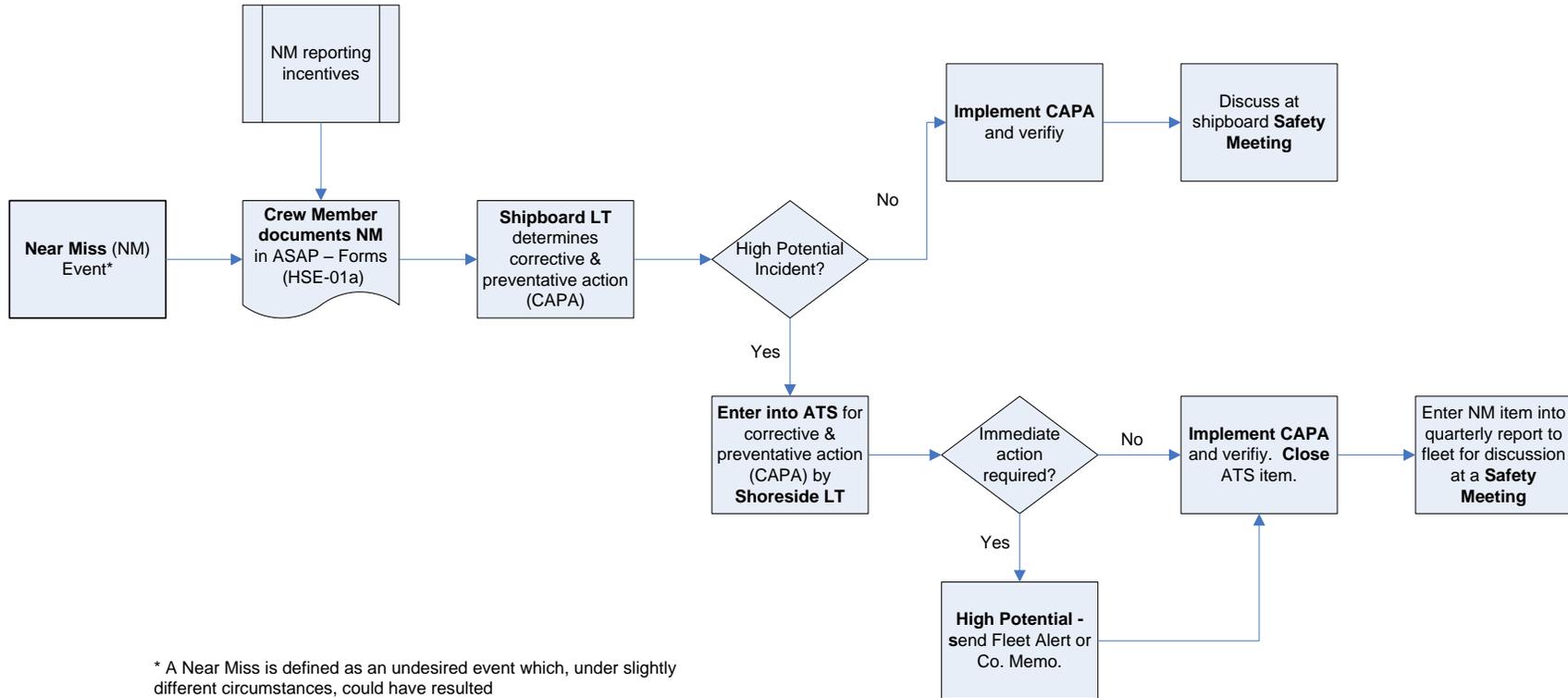
BEST PRACTICES – REPORTING REQUIREMENTS; DISSEMINATION PROCESS

Best Practices may be sent to ATC. They are to be reported if the vessel Master believes the content is worthy of Fleet-wide distribution. It must be sent along with the End of Month (EOM) Report to the HSSE Team, with copy to the Ship Team.

Best Practices will be reviewed by the cognizant Team Leader and may be chosen by the Team Leader for Fleet-wide implementation.



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* A Near Miss is defined as 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.

1. TMSA, 1.2.3, 2008.
2. Washington ECOPRO, Standard 16, 2008