



MyriadSea

Management System

FLEET DIRECTIVE

FD2402

17 January 2024

Procedures for Reporting and Handling HSE Events

This Fleet Directive is issued as an interim amendment to MSMS until a new version is released. The instructions contained in this Directive are to be considered integral parts of MSMS with immediate effect and the Directive remains valid until formally withdrawn.

It has been brought to our attention that there is a gap in our procedures for the reporting and handling of HSE Events. Therefore the following procedure is to be implemented:

1. Why Report HSE Events

By reporting HSQE events, you are helping keep you and your colleagues safe.

Every time something happens, it is an opportunity to learn and improve. By investigating, and taking the time to understand what caused it, we can make sure that measures are put in place to try and prevent it from ever happening again.

It is especially important to report near-misses. In these cases, we have been lucky - but luck never holds for long. Only by putting measures in place can we prevent a near miss on one day, turning into a serious incident on another.

You will never be penalised or thought badly of for reporting an HSQE event. In fact, the Company is extremely grateful to those who report them, and this will be reflected in your performance assessments.

2. What is an HSE Event?

An HSQE Event is something that has happened onboard or to the ship that did or could have had negative consequences for the ship itself, the crew, the marine environment, the cargo, another vessel or a port facility.

We can learn something from every HSQE Event.

HSQE Events are divided into categories for reporting purposes, but all should be investigated and measures put in place to prevent them happening again. The categories are:

Near Miss

A near miss is an event that could have resulted in harm or damage, but either by fortune or by someone intervening, it did not. These events are important learning opportunities.

Incident

An incident is an event that did in fact result in harm or damage. An incident can be minor or major, and this is defined by both the actual harm or damage caused as well as the potential harm that could have been caused.

Injury

An injury is an incident which specifically resulted in physical harm to a person or persons.

Equipment Damage

An incident which results only in damage to machinery or equipment onboard the ship is categorised as equipment damage.

3. Which HSE Events must be reported?

All HSE Events must be reported.

4. How are HSE Events reported?

Any member of the ships crew or Company shore team who witnesses or is informed of an HSQE Event is required to make a report. There are two ways to report an HSQE Event:

SMMS Report

The preferred method is to make a formal report in SMMS. This ensures that all required information is completed and that the report is sent to the Company for review and action.

Whenever a report is made in SMMS, the Master is to be informed.

Whenever the Master is informed or makes a report in SMMS, he is to inform the Company.

Paper Report

If for whatever reason, an SMMS report is not possible, the paper form S10 Initial Report is to be completed and handed to the Master.

The Master is to review the form, inform the Company and ensure that a report is also made in SMMS.

5. How are HSE Events Handled Once Reported?

Once the Company receives a report of an HSQE Event, the Managing Director will be informed, and the shore team will review the event either at their next daily call, or if the Managing Director decides it is necessary, at an urgent meeting.

The Company will decide the level of investigation required for any HSQE Event, however every event will be investigated and actions defined and implemented.

Any HSQE event that results in physical harm to a person or persons, or which results in a discharge into the marine environment, or which damages the structural integrity of the ship are classified as Major Events and must always result in a physical attendance at the ship by a member of the shore team as soon as possible.

The outcome of the investigation is to be recorded in writing and filed in SMMS.

All agreed corrective and preventative actions must be recorded and must have a target date for implementation. In general, the target should not exceed one month, however with the approval of the Managing Director this may be extended to three months.

Once actions have been implemented, this must be confirmed in SMMS.

The shore team will confirm the implementation of the actions at their next attendance at the vessel. In the case of Major Events, the Company is to confirm implementation as soon as possible after the vessel informs them that the actions have been implemented.

6. What are Corrective and Preventative Actions?

Corrective actions are actions which rectify the immediate problem or issue (sometimes called the "proximate cause") that either caused or resulted from the HSQE Event. A corrective action returns the situation to "normal", but does not necessarily mean that the Event will not happen again. An example of this could be, if a mooring line breaks and hurts someone, replacing the mooring line with a new one.

Preventative actions are those which are targeted at the underlying reason for the HSQE Event (sometimes called the "Root Cause"), and which are designed to make sure it cannot happen again. An example of this could be, using the mooring line situation above, increasing inspection of mooring line condition, making sure all crew know the risks of mooring lines, marking danger zones on deck, ensuring all mooring equipment is in good working order.

Identifying Preventative Actions is critical to any investigation, and ensuring they are implemented correctly is essential to ensure future harm is avoided. Preventative Actions can only be identified if the Root Cause (or causes) of an Event has been identified.

