



HSSE WORLD PROJECT
WEEKLY SAFETY STATISTICS REPORT

INSERT EPC/SP/MC NAME AND NUMBER

Report Number: 001 INSERT IN NUMERIC ORDER

Date: INSERT DATE

Week Start Date: 08-Jan-2011 SAMPLE DATE STYLE

Week Ending Date: INSERT DATE

1. Weekly Cumulative Safety Statistics

S/#	Title	This Week Figures		Cumulative
01	Safe Man Hours Worked	0		0
02	Total Man Hours	0		0
03	Man Hours Since LTA (Mega Project LTA)		0	0
03	Man Power	Direct	0	N.A.
		In-Direct	0	
		Total	0	
04	Fatality Case (Fatal)	0		0
05	Lost Workday Case (LWC)	0		0
06	Restricted Workday Case (RWC)	0		0
07	Medical Treatment Case (MTC)	0		0
08	First Aid Case (FAC)	0		0
09	Property Damage (PD)	0		0
10	Near Miss (NM)	0		0
11	Motor Vehicle Accident (MVA)	0		0
12	Fire Incident (FI)	0		0
13	Environmental Incident	0		0
14	Total Number of First Aid Cases	0		0
14	Total Number of Recordable Injuries	0		0
15	Number of Lost Work Days	0		0
16	Number of Restricted/ Job Transfer Days	0		0
17	Total Number of Days Lost	0		0
18	Total Recordable Incident Rate (TRIR)	0		0
19	Lost Time Incident Rate (LTIR)	0		0
20	Safe Man Days	0		0

Note:

2. Narration of Incident/Accident and Near Miss Reported This Week

Events (NM/MT/FA/PD ETC...)	
1	<u>INSERT DATE/TIME AND NARRATIVE OF ANY AND ALL INCIDENTS (FIRST AID, PROPERTY DAMAGE, FIRE, ENVIRONMENTAL INCIDENT, ETC.) AND NEAR MISSES OCCURING ON SITE</u>

3. Other HSE Activities

Description	This Week	Cumulative
Safety Walkthrough	0	0
Safety Audits	0	0

Safety Highlights

➤ **INSERT WEEKLY HIGH POINTS**

4. Observations and Findings (Current Week)

Sr. No	Subcontractor Name	Observations		Remarks
		Pending	Closed	
1.	INSERT SC NAME	0	0	
2.		0	0	
3.		0	0	
TOTAL		0	0	

5. Toolbox Topics / Training Delivered

This Week	Cumulative
0	0

5.1 List of Tool box Topics

	TOPIC	HOURS	PERSONNEL	TIME
1	INSERT TOPICS			
2	<i>Example Below</i>			
3	Hot Work and Fire Extinguishers	.5	16	8
4	Heat Stress and Water	.25	14	3.5
5	Fatigue and Driving	.5	22	11
6				
TOTAL		1.25	52	22.5

5.2 List of Training Topics

	TOPIC	HOURS	PERSONNEL	TIME
1	INSERT TOPICS			
2				
3				
4				
5				
6				
TOTAL				

Prepared By:

Approved By:

DEFINITIONS: DO NOT COPY ON WEEKLY REPORTS!

Man Hour is the numerator for an hour physically worked by an employee. An employee who works a standard salaried 40 hours per week will be calculated as having worked 40 hours. An employee who works a standard 48 hours is calculated at 48. If any employees work compensated overtime those numbers are counted. Ergo, a 40 hour a week employee who works 60 hours and is paid for it will have 60 hours counted. This includes all billable and trackable hours including overtime hours. Non tracked hours such as travel or casual overtime cannot be added to the total. Vacation and R&R time is not counted.

All contractor hours are to be counted regardless of how many subcontract levels are initiated. They must all be calculated separately and as a total for the package. By keeping records on each contractor we can monitor the individual contractor performances and by making summations we can calculate the package records. Summation of all packages will result in project totals.

Safe Man Hours Worked is the number of man hours worked in which no Recordable Incident occurred such as a Medical Treatment Case or worse.

Total Man Hours Worked represents the number of hours expended by all personnel assigned to the package.

Man Power is the number of personnel assigned to the package. This includes all personnel for the package.

Direct Employees are hourly employees who will have the most exposure to injury. These are field workers such as pipefitters, carpenters, laborers, etc.

In-Direct Employees are support and management personnel who will have little if any exposure to danger. This includes office staff, QC, HSE, Engineering, etc

Fatal Cases are those in which an employee expires as a result of an injury or illness incurred during the course of their job duties.

Lost Workday Case (or LTI – Lost Time Incident) is when an injury occurs to an employee which is serious enough to result in him missing the following regularly schedule shift. The day of the incident does not count in this calculation. Only the following shifts are affected. Only a Physicians order can result in a LWC. If an employee is cleared to work and decides on his own not to return it does not count as an LWC.

Restricted Workday Cases are when an employee is injured seriously enough that he cannot return to his normal duties and must instead be offered modified work. An example would be an electrician who fractures a finger. He may not be able to return to his original duties at once but will still be able to perform routine clerical duties that are in line with his craft. Restricted Workday Cases are calculated in the Severity Index of Injuries. Another example would be a job transfer case. If an employee suffers a debilitating back injury and cannot work his normal job but is instead transferred to a different, less strenuous job it is considered a job transfer case.

Medical Treatment Cases are when an employee is injured seriously enough that basic first aid is not sufficient to treat the injury. MTC cases includes injuries such as fractures, lacerations resulting in stitches, multiple doses of prescription medications, etc. These employees are treated and released to full duty status.

First Aid Case is any injury resulting in basic First Aid treatment such as cleaning a wound and applying a plaster, applying ice for a bruise, irrigating a foreign body from an eye. etc.

Property Damage is when any material, equipment or structure is damaged in a manner that will necessitate replacement or repair at cost. An example is if two vehicles back into each other and a tail lamp is broken. This is property damage. If the bumpers strike and there is no damage it is a Near Miss.

Near Miss is when an occurrence is noted which could have caused an incident such as a First Aid Case or Property damage or worse but did not. An example would be a piece of falling material. If it falls and strikes a person we have an incident. If it misses all personnel and causes no damage we have a Near Miss.

Motor Vehicle Accident is an accident involving an **operated** vehicle. This includes all light duty pickup trucks, cars, vans, etc.

Fire Incident is any fire (including smoldering fires) occurring on site from unplanned sources. Hot Work with a torch or welding machine is not a Fire Incident. If the slag or hot buckshot from the operation sets combustible material on fire then a Fire Incident has occurred.

Environmental Incident is any unplanned event that adversely impacts or has the potential to adversely impact the natural environment, such as a chemical/hydrocarbon spill or release. The baseline we are using is 4 liters or more of liquid hydrocarbons, caustics, paint, solvents, etc. or a visible (4 Ringleman) cloud from dirt work activities.

Total Number of Recordable Injuries includes all Fatalities, Lost Workday Cases, Restricted Workday cases and Medical Treatment Cases.

Number of Days Lost Because of Lost Workday is the number of days an employee is taken off of work by a physician.

Number of Restricted/Job Transfer Days is the number of days where an injured person cannot perform their regular duties as a result of a job related injury. The days are order by the physician.

Total Number of Days Lost is the sum of Lost Workdays and Restricted Workdays.

Man Day represents a single calendar day. It is used to calculate sequences of safe or unsafe days.

Safe Man Days are days where no Lost Time Incident occurred.

The Numbers we will track and report are these:

TRIR is the Total Recordable Incident Rate. This is a rate of Medical Treatment Cases per 100 employees. It is factored as: Number of cases x 200,000 (100 man years) divided by the man-hours worked.

TLTIR is the Total Lost Time Incident Rate. It is calculated the same as the TRIR except that it is the number of Lost Time Incident cases x 200,000 (100 man years) divided by the man-hours worked.

Severity Index is a ratio used to calculate how badly personnel are being injured. It is calculated as the number of lost or restricted work day cases x 200,000 (100 man years) divided by the man-hours worked.

High Points are the HSE successes for the week. Was a milestone achieved? Was a new safety related instruction course introduced?

Hours for Training are factored as the Project Controls group will factor manhours. 1 equals 1 manhour. .5 equals ½ hour (30 minutes), .25 equals ¼ hour (15 Minutes) and so on.