

## **AIDE MEMOIRE: Reporting of Accidents and Incidents**

### **1 Purpose**

All accidents, incidents and dangerous occurrences that occur within OIC Marine Services areas are to be reported, investigated and follow up action identified in line with OIC Marine Services' continuing commitment to improving safety management and environmental protection for all its port operations.

### **2 Scope**

This procedure applies to all port operations, employees, and port users.

### **3 Procedure**

All accidents causing personal injury/illness, property damage, financial loss, environmental pollution or impact; and any incident taking into account its circumstances which might have caused such an occurrence, must be reported immediately to the Marine Operations Room or Duty Harbour Master on

**01856 873636 (24 hour number).**

In consultation and on behalf of the Harbour Master, the Port Marine Safety & Counter Pollution Manager or other suitably qualified Superintendent will ensure an investigation is carried out into the accident or incident. Persons involved, or witnesses to an incident may be called upon to assist in an investigation or in the completion of reports.

The purpose of all accident/incident investigations will be to determine and eliminate their causes.

OIC Marine Services through the requirements of its own Byelaws/Pilotage directions has specific further investigating procedures for an accident involving a pilotage act, when conducted by a licensed Pilot or a PEC holder.

OIC Marine Services has in addition to its own procedures, statutory duties both as a Harbour Authority and an Employer to report accidents or incidents including near misses of specific types or severity to the relevant responsible Government agency.

OIC Marine Services will encourage a non-punitive system for its port users, whether commercial or recreational, to report accidents or incidents occurring in their respective activities to the Harbour Authority whilst within Orkney Harbour Authority areas or properties.

Any evidence or documentation relating to an accident is to be preserved until such follow up investigations are completed and it is ascertained that it will no longer be required.

### **4 Responsibility**

The responsibility for reporting an accident or an incident lies with all personnel.

The responsibility for completing the initial reports lies with the Duty Marine Officer or Port Marine Safety & Counter Pollution Manager.

The responsibility for initiating an investigation lies with the Harbour Master.

The Port Marine Safety & Counter Pollution Manager is responsible for logging an incident and for ensuring any follow up reporting or corrective actions are pursued and monitored to final close out.