

The NOAA Small Boat Standards and Procedures Manual,
4th Edition

Section 17: Accident and Damage Reporting

NOAA Small Boat Summit
September 13 - 15, 2017



NOAA Small Boat Program



Definitions

➤ Incident / Accident

An unplanned event which results in one of the following:

- Injury to personnel, work related illness
- Damage or loss of property, not incidental to normal operations
- Damage to public or private property
- Environmental spill



➤ Near miss or Near “Hit”

An event or circumstance that, if allowed to progress without interruption would have resulted in an incident or accident

➤ Casualty, Damage and Conditions Found:

Material condition of boats or equipment that has been compromised or rendered inoperable due to events other than normal wear.



NOAA Small Boat Program



NOAA Incident Classes

Class A

- Fatality
- Permanent total disability
- Property damage exceeding \$1,000,000 (includes environmental spill)

Class B

- Permanent partial disability
- Amputation of a limb or loss of an eye
- Hospitalization of one or more beyond observation
- Property damage between \$200,000 and \$1,000,000 (includes environmental spills)

Class C

- Loss of a work day or more due to a work related injury
- Disability at anytime
- Property damage between \$20,000 and \$200,000 (includes environmental spills)

Class D

- Injury resulting in medical treatment greater than first aid
- Restricted work activity
- Property damage less than \$20,000 (includes environmental spills)



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Reporting Responsibilities

Table 1: Property Damage

	Near Miss	Property Damage < \$20k	Property Damage \$20k-\$200k	Property Damage \$200k-\$1M	Property Damage > \$1M and Loss of Asset
Procedure	<p>Unclassified</p> <p>OIC must notify VOC as soon as practical.</p> <p>VOC may elevate to LOSBO.</p>	<p>Class D incident</p> <p>OIC must notify VOC as soon as practical.</p> <p>VOC must notify VPC, LOSBO, and Program Director within 7 days.</p>	<p>Class C incident</p> <p>OIC must notify VOC immediately.</p> <p>VOC must notify VPC, LOSBO, and Program Director within 7 days.</p>	<p>Class B incident</p> <p>OIC must notify VOC immediately.</p> <p>VOC must notify VPC, LOSBO, and Program Director within 24 hours.</p>	<p>Class A incident</p> <p>OIC must notify VOC immediately.</p> <p>VOC must notify VPC, LOSBO, and Program Director within 8 hours.</p>
Reporting Mechanism	LOSBO will review email summary, and direct VOC to elevate to SECO as necessary.			Report to SECO https://secure.seco.noaa.gov	
Investigation Authority	VOC	Program Director / VOC	Program Director / VOC	Director, OMAO	Director, OMAO with NOAA SECO



Reporting Responsibilities

Table 2. Bodily Harm

	Near Miss	First Aid Only	Injury Beyond First Aid	Serious Injury / Fatality
Definition	See definition above	One time, short term treatment. Given on site by personnel without significant training.	Significant injury or occupational illness diagnosed by licensed health care professionals. Includes lost time.	Inpatient hospitalization > 24 hrs. Amputation or disfigurement. Death.
Procedure	Unclassed OIC must notify VOC as soon as practical . VOC may elevate to LOSBO.	Unclassed OIC must notify VOC as soon as practical . VOC must notify VPC, LOSBO, and Program Director within 7 days .	Class C or D incident OIC must notify VOC immediately . VOC must notify VPC, LOSBO, and Program Director within 24 hours .	Class A or B incident OIC must notify VOC immediately . VOC must notify VPC, LOSBO and Program Director within 8 hours .
Federal Procedure	Not Applicable	Not Applicable	Not Applicable	Program Director must notify OSHA within 8 hours . (1-800-321-6742)
Reporting Mechanism	Email summary	Report to SECO https://secure.seco.noaa.gov		
Investigation Authority	VOC	Program Director /VOC	Program Director /VOC	Director, OMAO with NOAA SECO



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Reporting Responsibilities

Table 3. Environmental Harm and Hazardous Release

	Near Miss (includes spill inside within the small boat)	Spill < Federal/State Reportable Quantity	Spill > Federal/State Reportable Quantity
Definition	A spill that had the potential to occur, but did not actually occur.	A spill that occurred, but did not exceed federal or state Reportable Quantities	A spill that occurred, and exceeded the federal or state Reportable Quantities.
NOAA Procedure	Unclassified OIC must report to VOC within 24 hours . VOC must notify VPC, LOSBO, and Program Director within 7 days .	Class C or D incident OIC must report to VOC within 24 hours . VOC notify VPC, LOSBO, and Program Director within 7 days .	Class A or B incident OIC must report to VOC immediately . VOC must notify VPC, LOSBO, and Program Director within 8 hours .
Federal Procedure	Not Applicable	Not Applicable	VOC must report to National Response Center (1-800-424-8802)
State Procedure	As Applicable	As Applicable	Reportable quantities and the entity to report to vary by state.
Reporting Mechanism	Email summary	Report to SECO https://secure.seco.noaa.gov	
Investigation Authority	VOC	VOC / Program Director	Director, OMAO



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Investigation Authority

- The Program Director or VOC must initiate an investigation for all Class C and D small boat incidents
- The Director, OMAO initiates an investigation for Class A and B small boat incidents

Note: All investigation details and reports are considered confidential documents and are not to be widely distributed unless personal information has been redacted.



NOAA Small Boat Program



Small Boat Safety Board Review

- The SBSB reviews all incident and accident reports
- The SBSB shall ensure all accidents are thoroughly investigated
- The SBSB shall review all corrective actions and ensure they are implemented
- When feasible the SBSB shall publish a lessons learned report on selected incidents and accidents, redacting private information when necessary via the NOAA Small Boat Website.



NOAA Small Boat Program



Breakout Charge

1. Overview of SECO reporting program
2. ????

