

Oil & Gas Development Company Limited

PRELIMINARY INCIDENT REPORT

(Must be reported on the same day to HSEQ Department OGDCL Head Office Islamabad)
[Fax.: 051-2623041; Email: HSEQReports@ogdcl.com]

PART I: General
Activity-based Event Classification

Date: _____
Time: _____
Activity: _____
Area: _____
Location/ Field: _____
Reported By: _____

- ☐ Work-related ☐ Within OGDCL site boundary
☐ Non-work related ☐ Outside OGDCL site boundary
☐ OGDCL crew
☐ Contractor crew
☐ Third party

Severity ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Note: Location IC shall assign Severity to the incident from the Severity Matrix mentioned overleaf.

PART II: Incident / Nonconformance / Deviation:

Summary:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire	Gas Leakage	Oil/ Chemical Spill	Roadside Accident	Improper Lifting	Falling Object	Struck By	Confined space	Explosive Blast	Equipment Safeguarding	Fall from Height

Description:

PART III: Summary of Consequences:

Asset Damage (Quantify)	Environment Damage (Quantify)	Human Damage		Production Loss (Quantify)	Reputation Damage
		Injury(ies)	Fatality(ies)		

1.					
2.					
Name of Injured/ Fatality		Designation	Employment No	DOB	Section/Deptt.
					Status*

* Regular/ Contractual/ Work Charge/ Trainee/ Contractor/ Other

PART IV: Contributing Surface Cause(s):

Unsafe Condition	Unsafe Act/Behavior
<input type="checkbox"/> Improper HSE Equipment <input type="checkbox"/> Improper HSE Documentation <input type="checkbox"/> Poor Illumination <input type="checkbox"/> Improper / Incomplete Resources <input type="checkbox"/> Non-provision of Necessary Protection Equipment <input type="checkbox"/> Unsafe Design or Construction <input type="checkbox"/> Poor / Inadequate Operating Conditions <input type="checkbox"/> Inadequate Warning System <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Defective Tool <input type="checkbox"/> Slippery Surface <input type="checkbox"/> Bad Environmental Conditions <input type="checkbox"/> Any Other(s) _____	<input type="checkbox"/> Operating without Authority <input type="checkbox"/> Horseplay <input type="checkbox"/> Over-speeding <input type="checkbox"/> Overriding Safety Devices <input type="checkbox"/> Not Wearing Proper Protection Equipment <input type="checkbox"/> Ill Maintenance of Tools <input type="checkbox"/> Disobeying Instructions / Not Following SOP <input type="checkbox"/> Wrong Orders of Supervisor <input type="checkbox"/> Too Much Occupied/Over-worked/Fatigue <input type="checkbox"/> Lack of Skill / Knowledge of Worker(s) <input type="checkbox"/> Unsafe Act of Outsider(s) <input type="checkbox"/> Unsafe Act of Fellow-Worker(s) <input type="checkbox"/> Working in Bad Environmental Conditions <input type="checkbox"/> Any Other(s) _____

PART V: Immediate Cautions Taken On Affected Area/ Incident Site?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concerned informed/ evacuated	Injured/ casualties removed	Site barricaded & warning sign posted	First aid provided	Admin & Medical teams informed	Hazards contained/ controlled	Energy isolated

PART VI: Regulatory Department/ Concerned Intimated?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
Families of Victims	CIM	EPA	PNRA	Police	

Signature & Date:
Reported By

Oil & Gas Development Company Limited

PRELIMINARY INCIDENT REPORT

(Must be reported on the same day to HSEQ Department OGDCL Head Office Islamabad)

[Fax.: 051-2623041; Email: HSEQReports@ogdcl.com]

Table-A: Consequence Severity (C)

Potential Impact							
	Regulatory & Legal	Social/ Community	Environment	Safety	Security	Financial	Reputation
Catastrophic [Very Material] (5)	Breaches resulting in hefty penalties/ imprisonment/ revocation of registrations, licenses or permits	Widespread, visible complaints and involvement of NGOs, notables, national authorities and general public	Continuous excursions beyond allowable or regulatory limits Or widespread damage to multiple environmental attributes. Consequences of the event can either not be remediated or remediation requires significant resources and time [more than a year time frame].	Multiple Fatalities/ Disabilities	Extensive loss of life, widespread severe injuries, total loss of primary services, core processes or functions	Extreme impact of investment or risk-event Routine business > 49.9 million US\$ Other/ Diversification > 99.9 million US\$	International concern affecting the company's ongoing business/ existence; Severe, long-lasting and irreversible deterioration of the reputation of the company, with reiterated long-term and strongly negative media impact
Critical [Material] (4)	Breaches resulting in significant penalties/ ceasing of operations	Major and repeated community & stakeholder concerns, involvement of notables, local entities	Intermittent excursions beyond allowable or regulatory limits Or extensive damage to the environment, consequences that can be rectified and remediated within a year's timeframe	Single Fatality/ Disability	Loss of life/ serious injuries, damage to the Company assets, impairment of core processes and functions for extended period	High impact of investment or risk-event Routine business 30 – 49.9 million US\$ Other/ Diversification 60 – 99.9 million US\$	Considerable negative publicity or damage to the company's reputation at national level with wide media coverage
Major [Consequential] (3)	Breaches resulting in warnings without penalties	No serious community or stakeholder concerns or negative social or other media coverage that causes temporary disruption to business operation	Occasional excursions beyond allowable or regulatory limits Or environmental damage with consequences that can be rectified and remediated within a month's timeframe	Serious injury(ies) resulting in Lost Time	Minor injuries, minor impairment of core functions and processes	Significant but containable impact of investment or risk-event Routine business 10 – 29.9 million US\$ Other/ Diversification 30 – 59.9 million US\$	Negative publicity or damage to the company's reputation at national/ provincial level covered by mainstream media
Marginal [Inconsequential] (2)	Breaches resulting in exposure to legal proceedings/ show cause notices	Low impact community issues, remedied after negotiations	Rare excursions beyond allowable or regulatory limits Or no significant environmental damage to the local environment, effects can be rectified and remediated immediately with some clean-up intervention within days	Injury (or injuries) requiring medical treatment	Small procession near location with slight damage/ threat to the assets/ personnel.	Minor impact of investment or risk-event Routine business 0.025 – 9.9 million US\$ Other/ Diversification 5 – 29.9 million US\$	Minor one-off (rare) negative local publicity or visible dissatisfaction by local stakeholder groups, resolved through table of negotiations
Negligible [Trivial] (1)	Rectifiable breaches with no consequence to the company	Low impact community issues, quickly remedied	Slight environmental damage within the premises of the facility	Slight injuries requiring First Aid only	Small procession near location with no damage/ threat to the assets/ personnel.	Not much significant impact of investment or risk-event Routine business < 0.025 million US\$ Other/ Diversification < 5 million US\$	Some attention from minor stakeholders, preemptively resolved by routine/ internal processes