



OPERATING PROCEDURE No. 22

Issue 1 April 2022

INCIDENT AND NEAR MISS REPORTING

PURPOSE

This procedure defines the requirement for reporting of incidents and near misses. Reports are required in order that lessons may be learnt and measures taken to minimise the risk of future incidents.

An Incident is any scenario where somebody is injured or damage occurs or there is contact with another craft or another craft has to take avoiding action.

A Near Miss is any scenario where an incident could have occurred.

In the case of Major Incidents involving serious injury, loss of life or serious damage there are more detailed reporting requirements. Guidance for such incidents is included in Operational Procedure 19 Incident Management.

This procedure should be read by all OODs and Boat Skippers.

RESPONSIBILITIES

All boat skippers including Hansa Sailors are responsible for reporting any incidents that occur while they are in charge of the boat and any near misses.

Any member may report an incident or near miss if they witness it.

The OOD is responsible for working with the skipper to ensure that reports cover all relevant information.

The Principal, Chief Instructors and Safety Officer are responsible for reviewing all Incident and Near Miss Reports and determining whether any changes to Procedures or Training or other measures should be implemented to minimise the risk of future incidents.

PROCEDURE

Following an Incident or Near Miss and the safe return to shore of all personnel the Skipper shall collect a Form 3 – Incident Log from the box in the Blue Container and complete the form. When completing the form, they should engage other witnesses to ensure that the report is comprehensive and agreed. The OOD should be engaged as necessary when completing the form.

When complete the Form 3 should be given to the OOD.

The OOD will ensure that the report is passed to the Principal.

The Principal will engage the Chief Instructors and Safety Officer to consider the report and decide what if any action should be taken to minimise the risk of future incidents. They may seek further information from the skipper and witnesses.

The Principal will complete Form 3 when the review has been undertaken.

The completed Form 3 will be retained on file in hard copy for at least 2 years.