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TO MEMBERS OF THE ASSOCIATION

Dear Member:

AMERICAN CLUB LOSS PREVENTION: INVITATION TO MEMBERS TO PARTICIPATE IN A JOINT MARINER SAFETY PROJECT

As many Members will already be aware, the American Club, in partnership with the American Bureau of Shipping (ABS) and Lamar University (Lamar), has recently launched a new project aimed at reducing maritime-related safety incidents. Its objective is to develop recommendations aimed at improving the day-to-day safety of maritime personnel, both afloat and ashore, through sharing the results of data research analyses derived from the initiative.

These results will be presented and shared in an appropriate context for owners, operators and seafarers in order to support improvements in corporate safety management systems and to help achieve operational safety excellence. The research will include the more common shipboard incidents, including relevant causal factors, and potential corrective actions.

This project builds upon the existing ABS/Lamar Maritime Safety Research Initiative (MSRI) launched in 2010. To date, the MSRI project has collected approximately 140,000 injury and near miss reports from 31 different industry partner sources. These sources represent more than 2,000 vessels, of all types and sizes, and over 50,000 seafarers from around the world.

This substantial database of maritime injury and near miss reports has allowed ABS and Lamar to develop highly relevant safety-related guidance to share with industry partners and the maritime industry as a whole. The addition of the American Club to this initiative brings additional safety-related skillsets and loss prevention expertise.

Your Managers invite Members to participate in this project. Most Members comply with the provisions of the International Safety Management (ISM) Code or 46 CFR Subchapter M regarding the development and implementation of procedures concerning the documentation of incidents, near-misses and non-conformities related to safety. Additionally, Members' participation in this type of activity helps demonstrate a commitment to continual improvement in Members' risk, safety and quality management systems.

Members comply with the reporting requirements of the ISM Code and Subchapter M in different ways, depending upon their operations. Some report such information in simplified detail, with paper records, while others report the same information in significant detail and electronically.

For the purposes of this study, all Members, regardless of the level of detail of their reporting, are invited to participate. Members will find attached hereto [a summary of the MSRI and examples of the information being sought](#). This is a comprehensive list (by no means are



any participants required to submit all of the information noted) and is for guidance purposes only.

Neither the American Club nor ABS will have access to raw/original records of information submitted by Members. Data will be submitted directly to Lamar, the academic industry partner, which is responsible for data sanitization. ABS and the American Club will only have access to sanitized records of data analyses for purposes of disseminating safety guidance and best practices.

It is hoped that Members will consider participating in this important initiative. There are many benefits to becoming an industry partner with the MSRI, starting with the fact that it places Members' organizations at the forefront of maritime safety research. Becoming an MSRI industry partner provides Members with access to the sanitized incident reports (injury and/or near miss) within the MSRI databases.

Industry partner access will enable Members to perform their own inquiries into any safety issue they may find interesting. This access includes, but is not limited to, searching for specific keywords, generating charts and spreadsheets, and understanding the significant safety concerns that affect the maritime industry as a whole, based on the entire dataset. The ABS/Lamar team can assist with, or perform, these searches for Members`.

Members should direct all questions regarding the joint safety project to Ms. Danielle Centeno, Assistant Vice President—Loss Prevention & Survey Compliance, at danielle.centeno@american-club.com or to Dr. William Moore, Senior Vice President at william.moore@american-club.com.

Yours faithfully,

Joseph E.M. Hughes, Chairman & CEO
Shipowners Claims Bureau, Inc., Managers for
THE AMERICAN CLUB



American Club/ABS/Lamar University Mariner Safety Project: Invitation to Participate

Overview

The American Club, in partnership with ABS and Lamar University (Beaumont, Texas), has recently launched a new project aimed at reducing maritime-related safety incidents. The objective is to develop useful industry recommendations that can be applied to improving the day-to-day safety of maritime crews and staff and to share the results of these data analyses. The results will be presented and shared in a proper context for owners, operators, and seafarers to support improvements in corporate safety management systems and help to achieve operational and performance safety excellence. Project research areas will include the more common shipboard incidents, identified causal factors, and potential corrective actions.

This project leverages the skillsets of ABS, Lamar University (LU), and the American Club as well as their past safety-related activities to yield valuable information and guidance supporting the continual improvement of safety and health in the maritime industry. Initial data for these analyses will be drawn from the existing ABS/LU Mariner Safety Research Initiative (MSRI), American Club sanitized data and data from new industry partners.

This project will build upon the existing ABS/LU Maritime Safety Research Initiative. ABS and LU created a public MSRI portal to share selected safety-related documentation (<https://maritime.lamar.edu>). This public portal contains only samples of the information available to industry partners.

Currently, the American Club, ABS, and LU project is looking for new industry partners to share injury and near miss data. New industry partners will get the full benefits of existing ABS/LU MSRI industry partners, plus the results of this industry-first P&I club, class society, and academic research initiative.

ABS/LU MSRI Background

The MSRI was initiated in 2010 to help improve the global safety level of the maritime industry, support ABS' Human Factors Engineering and safety efforts, as well as and LU's research interests. These interests include, but are not limited to:

- Identifying, reviewing, and analyzing common shipboard injuries and near misses and capturing areas for improvement, lessons learned and corrective actions
- Sharing results with industry to improve overall safety and health for mariners
- Creation of a baseline for industry trending and potential benchmarking of safety-related information
- Identifying areas for white papers, toolbox talks, training, or other safety-related guidance documents
- Identification of relevant topics for ABS Human Element-related guidance. Note: MSRI analyses have contributed to the development or revision of seven (7) different [ABS Publications](#). These include the Guidance Notes on the Application of Ergonomics to Marine Systems, Guidance Notes for Job Safety Analyses, Guidance Notes on the Development of Procedures and Manuals, Guidance Notes on Safety Culture and Leading Indicators of Safety, Guidance Notes on Management of Change, and the Guides for Ergonomic Notations and Ergonomic Container Lashing.

The MSRI project has collected approximately 140,000 injury and near miss reports from 31 different industry partner sources. These sources represent more than 2,000 vessels, of all types and sizes, and over 50,000 seafarers from around the world. This large worldwide-database of maritime injury and near miss reports has allowed ABS and Lamar to develop relevant safety-related guidance to share with industry partners and the maritime industry as a whole.

The MSRI industry partner document portal contains numerous examples of toolbox talks (57), ergonomic and safety discussion papers (23), safety spotlights (24), and lessons learned/corrective actions (34). These documents are based on the review and analysis of data provided by the project's industry partners.

Most recently, MSRI activities have led to the publication of two different ASTM Best Practice Standards. One for standardized injury reporting and recording, and one for near miss reporting and recording. The objective of these



Best Practices is to help standardize terminology and gathered data for more robust industry trending and benchmarking activities. The Best Practice Standards are:

- ASTM F3256-17 Best Practices for Near Miss Reporting and Recording and
- ASTM F3284-18 Best Practices for Injury Reporting and Recording.

What is an Industry Partner?

An industry partner is any organization, company, or other body within the maritime industry who is willing to share injury and/or near miss data with the MSRI. The data/records are sent directly to LU, where the data is sanitized to protect privacy, and hosted on a secure LU server. Neither the American Club nor ABS will have access to raw/original records. ABS and the American Club will only have access to sanitized records for data analyses.

IMPORTANT NOTE: Before any data sharing is initiated, confidentiality agreements are generated between ABS, LU and the prospective industry partner.

Industry partners who share data have access to the secure ABS/LU injury and/or near miss databases which contain all the sanitized data shared with ABS and LU. Industry partners also have access to the results/products developed through the ABS/LU MSRI effort.

Why become an MSRI Industry Partner?

There are many benefits to becoming an industry partner with the MSRI, starting with the fact that it places your organization at the forefront of maritime safety research. Becoming an MSRI industry partner provides your organization with access to the sanitized incident reports (injury and/or near miss) within the MSRI databases.

Industry partner access will enable you to perform your own inquiries into any safety issue that you may find interesting. This access includes but is not limited to searching for specific keywords, generating charts and spreadsheets, and understanding the significant safety concerns that affect the maritime industry as a whole, based on the entire dataset. The ABS/LU team can assist with these searches.

Industry partners use MSRI data to help direct safety efforts through identifying hazardous activities, tasks, locations on board, as well as potentially new hazards related to seafarer activities. The data can also be used to support proactive corporate safety management systems, develop job hazard analyses/ job safety analyses, develop corrective action lists, generate industry lessons learned, and to update or revise operating procedures. MSRI guidance documents are developed the research efforts and activities of ABS and LU involving industry partner data.

Want to Become an MSRI Industry Partner?

To become an industry partner, please contact ABS or Lamar University. Points of contact are:

- Kevin McSweeney – ABS' Human Factors and Safety Group. Email: kmcsweeney@eagle.org .
- Brian Craig – Lamar University's Industrial Engineering Department. brian.craig@lamar.edu .

If you prefer to initially contact a representative of the American Club: Points of contact are:

- William (Bill) Moore – American Club's Shipowners Claims Bureau. Email: william.moore@american-club.com .
- Jana Byron – American Club's Shipowners Claims Bureau. Email: jana.byron@american-club.com .

Once you have decided to become an industry partner, you have the option of sharing injury or near miss data or both. Whichever information (injury or near miss records) you choose to share with the MSRI, you will gain access to the respective databases and any data sharing at all will allow access to the Mariner Safety Document Center.



What Data to Share?

Firstly the data sent to the MSRI needs to be in an electronic format (spreadsheet, database, .txt, or .csv format). It is requested that new industry partners share all the data that they collect and analyze within their own companies. We have found that this is the easiest way to share data. Additionally, many industry partners conduct some initial data sanitization before sharing with the ABS/LU MSRI. This is understandable and preferred. As a backup, LU will also perform additional sanitization efforts so as to help ensure the anonymity of records in our database.

If the prospective industry partner does not want to share all the data they collect, we request any shared data include as much of the following as possible. This will help enable more comprehensive data analyses.

For near miss (close call) reports:

- 1) Corporate definition of a near miss?
- 2) Who and what was involved?
- 3) What happened, where, when, and in what sequence?
- 4) What were the potential losses and their severity?
- 5) What was the likelihood of a loss being realized?
- 6) What is the likelihood of a recurrence?

For injury reports:

All this information is requested. We realize that not all corporate reporting systems require or capture this information, but the more data we can get, the more data we can analyze and report out on.

Vessel / Environmental Conditions

- 1) Vessel type.
- 2) Date and Time of incident.
- 3) Lighting levels.
- 4) Sea conditions.
- 5) Temperature and humidity.
- 6) Where high-noise levels present?
- 7) Where high-vibration-levels present?
- 8) Location of incident (Harbor, River, Canal, Traffic Separation, Approaching Port, Anchorage in Port, Coastal Passage, At Sea).
- 9) Location of incident (on the vessel or where shoreside).

Injured Person(s)

- 1) Gender of injured person.
- 2) Age of injured person.
- 3) Rank of injured person.
- 4) How many hours into the injured party's shift did the injury occur (or what time did their shift begin)?
- 5) Where they working overtime?
- 6) Hours worked on previous day.
- 7) Hours of rest in the last 96 hours.
- 8) Time in Voyage Assignment (Beginning, Middle, End).
- 9) Work assignment at time of incident.
- 10) Regular task of injured person.
- 11) Equipment/tools involved.
- 12) Task being done at the time of the incident.
- 13) Type (case type) of incident (LWD, RWD, Medical Treatment, First Aid, Near Miss, etc.).
- 14) Severity of the incident (number of lost work days, restricted work days, etc.).
- 15) Type of incident (struck by, struck against, same level fall, different level fall, strain/overexertion, etc.).
- 16) Contributing actions.



- 17) Contributing conditions.
- 18) Cause/influence of contributing actions.
- 19) Cause/influence of contributing conditions.
- 20) Description of incident (What Occurred). Describe in sequence (1) relevant background information, if any, (2) employee's location and position relative to immediate surroundings, (3) how employee was doing what job he/she was doing, (4) what occurred that precipitated the incident, (5) the type of incident and any contact agent.
- 21) Description of Contributing Actions and Source Causes. What actions contributed directly to the incident? Be specific. (Ex. "Used ladder too short for job," "Did not secure ladder," "Did not lock out machine"). Also, identify personal factor causes.
- 22) Description of Contributing Conditions and Source Causes. What defective or otherwise unsafe conditions of tools, equipment, machines, structures or work equipment contributed directly to the incident? (Ex. "Oil on floor," "Broken machine guard", "Congested area"). Also, specify source causes.
- 23) Nature/description of injury.
- 24) Injured body part(s).

Costs / Other Information:

- 1) Process interruption cost.
- 2) Property damage cost.
- 3) Injury/Illness cost.
- 4) Environmental cost.
- 5) Shore assistance required?
- 6) Safe work practices to which this incident relates.
- 7) Describe any breach of regulations?
- 8) Describe any breach of company procedures.
- 9) Describe corrective actions taken to prevent reoccurrence.
- 10) Describe lessons learned.
- 11) Any feedback from corporate safety group?
- 12) Were the results of this incident shared with other vessels?
- 13) Any other pertinent facts?

For Trending / Benchmarking Activities:

- 1) Hours worked for the period being reported on (include all vessels being covered in the records).
- 2) How does corporate determine hours worked?
- 3) Total number of lost work day injuries.
- 4) Total number of restricted work day injuries.
- 5) Total number of medical treatment injuries.
- 6) Total number of total recordable injuries.
- 7) Total number of first aid injuries.