



## 2006 ASP Program

### Rig Official Rules and Guidelines

Effective January 1, 2006 to December 31, 2006

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## 1.0 Reporting Procedures

### 1.1 Company Identification:

To submit reports to the ASP Program, each company must have an ID number for the current year assigned by IADC Headquarters. When assigned a number, the contractor will receive a set of reporting forms to record employee man-hours and incident information on a monthly basis. Details on individual incidents are to be included on a separate Supplemental Incident Report (SIR).

### 1.2 Corrections & Changes:

A work-related Fatality (FTL), Lost-Time Incident (LTI) (DAFWC), Restricted Work / Transfer Case (RWTC), or Medical Treatment Only (MTO) which occurred in a prior month but which has not been previously reported should be included in a corrected report for the month the incident originally occurred. Each company will receive a quarterly verification report to review the data previously submitted. Changes should be made to the verification report to correct any inaccuracies or discrepancies and resubmitted.

### 1.3 Reporting Incidents (injuries or illnesses):

Participants should report each work-related recordable injury or illness according to the most appropriate category: Fatality (FTL), Lost-Time Incident (LTI), (days away from work case [DAFWC]), Restricted Work / Transfer Case (RWTC), or Medical Treatment Only (MTO). These incidents should be reported on the monthly report on a calendar month basis, from the first of the month to the end of the month. As with hours worked, statistics for administrative personnel should be included on the reporting form. A Supplemental Incident Report (SIR) form should be completed for each FTL, LTI, RWTC or MTO and submitted with the monthly hours worked report. First aid cases are not considered to be recordable and should not be reported. (See the Definitions section for more information.) The Supplemental Incident Report (SIR) is designed to collect detailed information on each FTL, LTI, RWTC, and MTO.

### 1.4 Reporting Regions:

Participants should submit their data divided into the following regional/operational categories:

If, using the definitions listed below, the classification of a given country or area is still not certain, IADC will use the system adopted in the Hughes Christensen International Rotary Drilling Rig Report. For assistance, call the IADC office in Houston.

#### **Africa Land & Water**

For the purposes of reporting to the ASP Program, Africa is defined as the geographical area extending east from the Atlantic Ocean to the Suez Canal, Red Sea, and Indian Ocean, and south from the Mediterranean Sea to the South Pole, including Madagascar and associated islands.

**Asia – Pacific Land & Water**

For the purposes of reporting to the ASP Program, Asia - Pacific is defined as the geographical area extending east from the Ural Mountains, Ural River, eastern border of Iran and Caspian Sea to the Pacific Ocean and south from the North Pole to the South Pole.

**Canadian Land & Water**

For the purposes of reporting to the ASP Program, Canada is defined as the geographical area extending northward from the northern border of the United States to the North Pole, excluding Alaska and US territorial waters.

**Central and South America Land & Water**

For the purposes of reporting to the ASP Program, Central and South America is defined as the geographical area extending from the southern border of the United States to the South Pole and east from the Pacific Ocean to the Atlantic Ocean.

**European Land & Water**

For the purposes of reporting to the ASP Program, Europe is defined as the geographical area extending east from the Atlantic Ocean to the Ural Mountains, Ural River, and north from the Mediterranean Sea territorial waters to the North Pole.

**Middle East Land & Water**

For the purposes of reporting to the ASP Program, Middle East is defined as the geographical area extending east from the Mediterranean Sea, Suez Canal, and Red Sea to the eastern border of Iran, and south from the northern border of Turkey including territorial waters of the Black Sea, northern boarder of Iran including territorial waters of the Caspian Sea south to the Arabian Sea.

**U. S. Land & Water**

All areas within the 50 United States or U.S. Waters.

Separate forms are provided to record data for each regional/operational category.

**1.5 Reporting Deadlines:**

Monthly reports should be completed no later than 30 days from the last day of the month for which the report is submitted.

**1.6 Work Hours:**

**1.6.1 Agency Labor**

Work hours and incident data should be included for any leased laborers who are under the direct supervision of the drilling / service contractor and whose work is directly related to the member's drilling / service operations. Agency Labor includes any personnel supplied by such sources as labor unions, labor or temporary agencies, leasing companies, or other labor sources.

*NOTE: Traditional third-party labor employed on a subcontract basis, such as welders, casing crews, directional drillers, self employed individuals, etc., are not considered agency labor unless their day to day duties are under the direct supervision of company supervisors.*

**1.6.2 Employees Living on Company Premises**

Actual hours worked should be reported for employees living on company premises, whether onshore or offshore. Hours when employees are not working (e.g., off-duty in accommodations) should not be reported.

**1.6.3 Estimating Work Hours**

Participants should attempt to report hours worked as accurately as possible through the use of payroll records or other documentation. For employees on 24-hour call (Technical / Operational Support, etc.), participants should make a reasonable estimate of the actual hours worked by these employees.

**1.6.4 Off-Duty Hours**

Off-duty hours should not be reported in the calculation of hours worked.

**1.6.5 Reporting Work Hours:**

Rig man-hours will be defined as hours worked by all persons assigned to a Rig, including agency labor or subcontractor employees under direct supervision of rig personnel. Hours worked by all other employees not assigned to the rig, that provide support such as administrative, clerical, managerial and other support personnel at all levels of the organization, should be added to the Rig man-hours and included on the report form. Hours should be reported on a calendar month basis, from the first day of each month to the last day of each month.

**2.0 Published Reports**

IADC publishes the ASP data in the form of quarterly reports and an annual report known as the *Summary of Occupational Incidents*.

**2.1 Incident Analysis:**

Data is presented to reflect reported Lost-Time Incidents (LTI's), (DAFWC) including Fatalities (FTL), Restricted Work / Transfer Cases (RWTC), and Medical Treatment Only (MTO). The sum of all of these types of incidents is reported as the total number of recordable incidents, with a corresponding recordable incidence and frequency rate reported for each category and the industry overall. Additionally, information from the Supplemental Incident Reports (SIR) is used to show different types of incident experience by region.

Charts and tables are used to illustrate incident data for the following categories:

- Occupation of the injured party
- Part of body injured
- Incident Type (Struck by, Caught between, etc.)
- Equipment in use at time of incident
- Operation performed at time of incident
- Location on Rig where the incident occurred
- Month the incident occurred.
- Time in service with company.
- Time of day incident occurred.

**2.2 Annual Report:**

The annual report features work-related incidents (injury and illness) data for each of the fourteen reporting categories listed previously. Also, combined statistics for land and water are shown for each of the seven regions. Data for the industry overall is also included. One copy of the annual report is provided complimentary to participants. Copies are available through IADC Publications for a fee to non-participants.

**2.3 Identification of Participants:**

Names of companies participating in the ASP Program, listed alphabetically by category, are published in a separate section of the annual report. In order to maintain confidentiality of safety records of participating companies, incident data and hours worked for individual companies will not be identified by company name.

## 2.4 Quarterly Reports:

Quarterly reports show year-to-date incidence and frequency rate data for Total Recordable Incidents and Lost-Time Incidents (DAFWC) for each regional category and the industry overall. Quarterly reports are distributed to program participants and to other interested parties on request. Quarterly reports and annual summaries are also posted at the IADC Web site at <http://www.iadc.org/asp.htm>.



## 3.0 Rig Recognition Provisions

This program provides for the recognition of Rigs that achieve the accomplishment of a one-year period without a Lost-Time Incident (LTI). It is also available for Rigs that achieve the accomplishment of a one-year period without a Recordable Incident. Recognition for Rigs completing multiple year periods without a Lost-Time Incident (LTI) and / or Recordable Incident will also be made available upon request. The recognition is provided without reference to any regional category or categories in which the Rig may have operated to accomplish this feat.

### 3.1 Eligibility Criteria:

A company may designate one or more of its individual rigs for recognition provided the following requirements have been met:

- The company is a member in good standing of the IADC.
- The company is a current participant in the IADC ASP Program.
- The company has submitted statistical reports to the ASP Program for the prior 12 months, and a Supplemental Incident Report (SIR) has been completed for each RWTC, MTO, LTI (DAFWC) or FTL recorded in the monthly report since January 1, 2005.
- The company has submitted an individual Rig recognition request form stating the recognition category and time period for which the award was earned.
- The Rig designated for recognition has achieved 365 days without a lost-time incident (fatality). NOTE: The 365 days need not be consecutive, but may be cumulative, not including days the Rig is not reporting man-hours.
- The president/CEO of the company has certified that the Rig designated for recognition has met the above requirement. (A space is provided for this on the recognition request form.)

### 3.2 General Guidelines:

#### 3.2.1 Recordable Incidents (Injuries or Illnesses):

All work-related incidents occurring to the drilling contractor's employees should be reported for statistical purposes. All Recordable incidents to employees count against a Rig's Recordable incident experience whenever they occur to an employee assigned to that Rig including agency or subcontractor workers under direct supervision of a rig supervisor. (See Definitions) A person is considered to be assigned to a Rig if his time worked is being reported with that Rig's man-hours. A recordable incident to an individual not charging man-hours to a Rig should not be counted against the Rig for recognition purposes. Should a Rig move from one region to another, its hours worked and incident data should be reported in the appropriate category. Accumulated time worked without a Recordable Incident will continue to accrue regardless of where the Rig works. Days since last recordable incident are to start counting on the day after the recordable incident occurred. (For example the first day after the incident occurred is to be counted as day "1".)

### 3.2.2 Lost Time Incidents:

All work-related incidents occurring to the drilling contractor's employees should be reported for statistical purposes. All Lost Time Incidents that occur to employees count against a Rig's Lost Time Incident experience whenever they occur to an employee assigned to that Rig including agency or subcontractor workers under direct supervision of a rig supervisor. (See Definitions) A person is considered assigned to a Rig if his time worked is being reported with that Rig's man-hours. A Lost Time Incident to an individual not charging man-hours to a Rig should not be counted against the Rig for recognition purposes. Should a Rig move from one region to another, its hours worked and incident data should be reported in the appropriate category. Accumulated time worked without a Lost Time Incident will continue to accrue regardless of where the Rig works. Days since last Lost Time Incident are to start counting on the day after the Lost Time Incident occurred. (For example the first day after the incident occurred is to be counted as day "1".)

### 3.3 Certificates and Plaques:

Rigs that complete one or more years without a Recordable or a Lost Time Incident (LTI or DAFWC) are recognized as having exemplary incident prevention performance. Certificates and Plaques to recognize rigs that have gone one or more years without a Recordable Incident or without a Lost Time Incident (LTI) may be obtained through IADC Publications.



## 4.0 Definitions

Following are the definitions of key words and terms used in this program that may not be defined elsewhere.

### 4.1 Days since last LTI or Recordable Incident:

Days to be counted since last Lost Time Incident (LTI) or last Recordable Incident are days that the rig was reporting man-hours and no LTI or Recordable Incident occurred.

### 4.2 Incident Categories:

#### 4.2.1 Fatality (FTL)

A fatality is a work-related injury or illness that results in death. Fatalities are included when calculating the Lost Time Incident (LTI or DAFWC) incidence rate and frequency rate.

#### 4.2.2 First Aid

Any treatment of minor scratches, cuts, burns, splinters and so forth, and any follow-up visit for the purpose of observation. The following are generally considered first aid treatment:

- Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;

- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment);
- Using temporary immobilization devices while transporting an incident victim (e.g. splints, slings, neck collars, back boards, etc.);
- Drilling of a fingernail, or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for record keeping purposes); or
- Drinking fluids for relief of heat stress.

#### **4.2.3 Lost Time Incident (LTI)**

A work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident.

*Note: Time away from work on the day of the incident is not considered in determining Lost Time Incidents (LTI). Time spent traveling, undergoing evaluation, awaiting medical evaluation results, or otherwise seeking medical treatment should not be counted as a Lost Time Incident (LTI) when considering LTI classification.*

For further assistance, contact the IADC office in Houston.

#### **4.2.4 Medical Treatment Only (MTO)**

Any work related injury or illness requiring medical care or treatment beyond first aid (regardless of the provider of such treatment) that does not result in a Restricted Work / Transfer Case (RWTC) or Lost Time Incident (LTI). Medical treatment does not include first aid treatment (See First Aid) even though provided by a physician or registered professional personnel. For record keeping purposes Medical Treatment Only (MTO) does not include:

- Visits to a physician or other licensed health care professional solely for observation or consulting;
- Diagnostic procedures such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils); or
- Any treatment contained on the list of first-aid treatments.

For further assistance, contact the IADC office in Houston.

#### **4.2.5 Recordable Incident (Injury or Illness)**

Regardless of where signs or symptoms surface, a case is recordable only if a work event or exposure is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.

An injury or illness that is work-related and results in one of the following:

- Fatality (FTL)
- Lost time from work (LTI) (DAFWC)
- Restricted work / transfer activity (RWTC)

- Medical treatment other than first aid (MTO)

Injuries or illnesses should not be evaluated on the time spent seeking medical treatment or undergoing evaluation. If an examination reveals that no medical treatment is required, and / or the case is not diagnosed as significant by the treating physician or licensed health care professional, the case is not recordable.

A person who sustains a work-related injury or illness requiring treatment that meets recordable incident criteria, and is terminated for drug use based on a post-incident drug test, the incident is recordable.

#### 4.2.6 Significant Incident:

**A significant diagnosed work-related injury or illness that is recordable under the general criteria even it does not result in death, days away from work, restricted work or job transfer, or medical treatment beyond first aid. The following incidents would be recordable, even if no medical treatment was given: Note: For record keeping purposes, these incidents are to be classified as “Medical Treatment” unless they result in death, days away from work or days of restricted work or job transfer.**

- Work Related Cancer;
- Work Related chronic irreversible disease;
- Positive x-ray diagnosis of fractures, cracked or broken bones, etc. regardless of type of treatment given;
- Punctured ear drum;
- Loss of consciousness;

#### 4.2.7 The following incidents would be recordable, but the type of Recordable Incident will depend on the severity of the injury or illness:

- Any work related injury or illness requiring medical care or treatment beyond First Aid (regardless of the provider of such treatment);
- Any first, second, or third degree burn that results in one or more outcomes such as medical treatment, work restrictions, or days away from work;
- Removal of foreign bodies embedded in the body, including the eyes;
- Admission to hospital or equivalent medical facility for **treatment**;
- Needle sticks and ‘sharps injuries’ – Record all needle stick and injuries that result from sharps potentially contaminated with another persons blood or other potentially infectious material;
- Use of sutures or surgical glue;
- Massage treatment given by a Physical Therapist or Chiropractor;
- Intravenous administration of fluids to treat work-related stress;
- Administration of one dose of prescription medication for treatment of the injury or illness.
- Use of non-prescription medication (over the counter medication) at prescription strength for treatment of the injury or illness.

#### 4.2.8 Restricted Work / Transfer Case (RWTC)

A Restricted Work / Transfer Case (RWTC) occurs when an employee cannot perform all of the routine job functions, but does not result in days away from work. A RWTC occurs when, as a consequence of a work related injury or illness:

- The employee is temporarily assigned to another job;

- The employee cannot perform all of his routine job functions for all or part of his work shift; or;
- The employee works his regularly assigned job but cannot work the full shift / tour.
- Restricted or light duty the day of the injury or illness does not make the incident a recordable Restricted Work / Transfer Case (RWTC). If the employee continues under restricted duty the day after the incident, the case becomes a recordable Restricted Work / Transfer Case (RWTC).

**Should an employee experience minor musculoskeletal discomfort such as muscle pains or strains, a physician or licensed health care professional determines that the employee is fully able to perform all of his routine job functions, and the employer assigns work restriction to that employee or restricts the employee's job functions, for purpose of preventing a more serious condition from developing, the case is not recordable as a restricted work case.**

#### **4.3 Illness:**

A work related illness that is determined by a physician or licensed health care professional to have resulted from exposure to factors related to the employee's occupation and meets general recording criteria. For example: Hydrogen sulfide poisoning, welder exposure to fumes created from heating galvanized material, exposure to workplace chemicals, heat stress, heat exhaustion, heat stroke, sun stroke, frostbite, etc.

#### **4.4 Lost Time Incident Experience:**

The period of time since the last lost-time incident that occurred on the Rig. If the Rig has operated for 365 days since the last lost-time incident, it is eligible to receive Rig recognition provided the other eligibility criteria for recognition have been met.

#### **4.5 Rate Calculations:**

**Rates can be calculated two ways, Frequency Rate, which is incidents per 1,000,000 man-hours worked or Incident Rate, which is incidents per 200,000 man-hours worked. The two numbers are essentially the same, except Frequency Rate is five (5) times the Incident Rate.**

##### **4.5.1 Frequency Rate:**

The Lost Time Incident (LTI) (DAFWC) Frequency Rate is calculated using this formula:

[Number of Lost Time Incidents (LTI) including Fatalities (FLT) multiplied by 1,000,000 and then divided by Total Hours Worked = Lost Time Frequency Rate]

To calculate the recordable frequency rate, use all recordable incident data [(MTO+RWTC+LTI+FTL) multiplied by 1,000,000 then divided by Total Hours Worked = Recordable Frequency Rate].

##### **4.5.2 Incidence Rate:**

The Lost Time Incidence rate is calculated using this formula:

[Number of Lost Time Incidents (LTI) including Fatalities (FTL) multiplied by 200,000 and then divided by Total Hours Worked = Lost-Time Incidence Rate].

To calculate the recordable incidence rate, use recordable incident data

[(MTO+RWTC+LTI+FTL) multiplied by 200,000 then divided by Total Hours Worked = Recordable Incident Rate].

#### **4.6 Routine Functions:**

For record keeping purposes, an employee's routine functions are those work activities that an employee regularly performs at least once a week.

#### 4.7 Work-Related:

A case is work-related anytime an event or exposure in the work environment is the discernable cause or contributes to an injury or illness or significantly aggravates a pre-existing injury or illness. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. For the purposes of this program, the following types of incidents are NOT considered to be work-related:

- Off-duty injuries occurring in crew accommodations, camp, galley, or away from the work site;
- Symptoms arising on premises totally due to outside factors such as injuries, illnesses, or fatalities due to a naturally occurring factor (hurricane, earthquake, lightning) that is otherwise not related to Rig operations. Incidents of this type should not be reported;
- The injury or illness involves signs or symptoms that surface at work but result from a non-work related event or exposure that occurs outside the work environment;
- Member of the general public, visitors, regulatory agents, employee(s) off duty waiting for transportation to shore or off of the location;
- An injury or illness that results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or other sports activity;
- The injury or illness is the result of the employee eating, drinking, or preparing food or drink for personal consumption. **Note: An injury to a person assigned by the company to prepare food for company personnel is work-related;**
- The injury or illness is the result of an employee doing personal tasks, unrelated to their employment, at the establishment;
- The injury or illness is the result of personal grooming, self medication for a non-work related condition, or is intentionally self-inflicted;
- The injury or illness is caused by a motor vehicle accident while the injured is commuting to or from work even if the accident occurs on company property. **Note: An injury to an individual that is caused by a motor vehicle accident while the individual is performing his duties associated with work would be recordable;** or
- Cold or flu.