



## Action Tracking Using Tr@ction

**AzSPU-HSSE-DOC-00119-2**

|                          |   |                                    |  |
|--------------------------|---|------------------------------------|--|
| <b>Authority:</b>        | Richard, Bodley-Scott,<br>Planning, Performance<br>& Learning Manager | <b>Custodian:</b>                  | Adalat Mamedov, HSE<br>Reporting and Risk<br>Management TL |
| <b>Scope:</b>            | AzSPU   | <b>Document<br/>Administrator:</b> | AzSPU HSSE MS<br>Document Coordinator                      |
| <b>Issue Date:</b>       | October 10, 2007  | <b>Issuing Dept:</b>               | AzSPU HSE&<br>Engineering                                  |
| <b>Revision Date:</b>    | August 18, 2010   | <b>Control Tier:</b>               | 2- AzSPU   |
| <b>Next Review Date:</b> | August 18, 2012   |                                    |  |

## **CONTENTS**

|            |  |           |
|------------|--|-----------|
| <b>1</b>   | <b>PURPOSE/SCOPE .....</b>                                       | <b>3</b>  |
| <b>2</b>   | <b>DEFINITIONS .....</b>   | <b>3</b>  |
| <b>3</b>   | <b>GENERAL REQUIREMENTS.....</b>                                 | <b>4</b>  |
| <b>4</b>   | <b>KEY RESPONSIBILITIES .....</b>                                | <b>4</b>  |
| <b>5</b>   | <b>PROCEDURE .....</b>   | <b>7</b>  |
| <b>5.1</b> | <b>Entering Findings .....</b>                                   | <b>7</b>  |
| 5.1.1      | Entering Incident Reports .....                                  | 7         |
| 5.1.2      | Entering Other Events.....                                       | 7         |
| 5.1.3      | Entering Audits .....  | 7         |
| 5.1.4      | Entering HazOps.....   | 8         |
| <b>5.2</b> | <b>Entering Action Items .....</b>                               | <b>8</b>  |
| 5.2.1      | Action Item Type .....   | 8         |
| 5.2.2      | Prioritizing Action Items .....                                  | 8         |
| 5.2.3      | Action Item Target Date Revision .....                           | 9         |
| 5.2.4      | Close Out of Action Items .....                                  | 9         |
| <b>5.3</b> | <b>Notification.....</b>   | <b>9</b>  |
| <b>5.4</b> | <b>Communicating Lessons Learned .....</b>                       | <b>9</b>  |
| <b>5.5</b> | <b>Managing Access and Security Levels for Tr@ction.....</b>     | <b>10</b> |
| <b>5.6</b> | <b>QA/QC of Tr@ction Data .....</b>                              | <b>10</b> |
| <b>6</b>   | <b>KEY DOCUMENTS/TOOLS/REFERENCES.....</b>                       | <b>10</b> |
| <b>•</b>   | <b>UPDATES TO SECTION 6 “KEY DOCUMENTS/TOOLS/REFERENCES”</b>     | <b>12</b> |
|            | <b>APPENDIX A - HSSE DATA THAT MUST BE REPORTED TO THE GROUP</b> |           |
|            | <b>AND REPORTING FREQUENCY .....</b>                             | <b>13</b> |

## 1 Purpose/Scope

The purpose of this document is to define roles, responsibilities and procedures for tracking findings and actions resulting from Incident Reports (IRs), Audits, Hazard and Operability Studies (HazOps) and Other Events in Tr@ction.

This document describes the following:

- Roles and responsibilities for Tr@ction Owners, Originators, Approvers and Responsible Parties.
- Granting access and security approval to Tr@ction users.
- Procedures for data entry into Tr@ction.
- Tracking and reporting the status of actions from IRs, Audits, HazOps, and Other Events.
- Priority Ranking of Action Items.
- Closure of Action Items.
- Quality control and assurance of data in Tr@ction.

For general guidance on using Tr@ction, refer to the AzSPU Tr@ction User's Guide (AzSPU-HSSE-DOC-00119-A1), or the online help guide at the Tr@ction web site. Additional questions should be addressed to your Local Tr@ction System Administrator (LTSA).

## 2 Definitions

**Action Item:** A record within the Tr@ction database that documents an action derived from an IR, Audit, HazOp or Other Event. Actions are assigned to a Responsible Party with a target date for completion. An Action Item can be a corrective action, a preventive action, or an action to further investigate correction or prevention.

**Approver:** The Approver is normally the Owner of the Incident/Audit/Event/HazOp and is a named individual selected by the report Originator. Approver/Owner is responsible for agreeing actions with the Investigation Team, checking for quality and approving them after completion.

The level of the Approver/Owner must commensurate with the actual severity or potential severity of the incident and should be:

- SPU Leader (SPUL) for major incidents in AzSPU (**all actual** level A-E incidents other than fatality).
- Vice President (VP) for HiPos (**potential** severity A-E).
- Area/Well/Logistics Operations Manager for all **actual** level F severity incidents.
- Site/Facility/Installation Manager **actual or potential** incident severity Levels G-H.

Approver also refers to the security level within Tr@ction that allows an individual to approve IRs and Action Items. An individual's supervisor, or LTSA, grants this security level.

**Other Event:** Other Event is designed to capture all events not otherwise specified by other categories or incident types in Tr@ction.

**HazOp:** A Hazard and Operability Study (HazOp) is a process hazard analysis methodology used to identify hazards in the workplace. The records contain identified hazards, risk ranking and recommendations to mitigate the hazard risks.

**Incident:** An unplanned event or occurrence that affects or has a potential to affect the health or safety, or security of:

- People, or
- Assets, or
- The environment

**Incident Report (IR):** A report in Tr@ction for incidents.

**Originator:** The individual who enters an IR, Audit, HazOp, or Other Event into Tr@ction.

**Owner:** The owner is the individual that requests that the IR, Audit, HazOp, Event is carried out and has the responsibility for any of these through to closeout of the remedial actions.

**Responsible Party:** The individual who has been assigned an Action Item arising from an Incident Investigation, Audit, HazOp or Event. This person is responsible for the closure of an Action Item entered into the Tr@ction database by the Target Date. This is typically an employee or contractor with financial authority and access to resources necessary to effect implementation of an assigned Action Item, and to document closure of the Action Item in Tr@ction.

**Tr@ction** (Tr@ction actions tracking system): A web based system used across the Group enabling businesses and functions to record health, safety, security and environmental data.

**Quality Verifier:** A person responsible to review Tr@ction entries for technical QA/QC.

### 3 General Requirements

- ISO 14001 – 4.5.2 Nonconformance and Corrective and Preventive Action.
- OHSAS 18001:1999 – 4.5.2 Accidents, incidents, nonconformances and corrective and preventative action.
- gHSEr – Element 12: Incidents, Analysis and Prevention (12.1-12.6). Element 13: Assessment, Assurance and Improvement (13.7)
- BP Global HSSE Compliance Management Framework – Step 4: Measurement, Evaluation and Corrective Action (4.3-4.6)
- Integrity Management System – Element 9: Incident Investigation and Learning.
- Control of Work Standard - Element 11: Internal and External Lessons Learned.
- Group Defined Practice (GDP) GDP 4.4-0001 on Reporting HSSE and Operational Incidents.
- Group Defined Practice (GDP) GDP 4.4-0002 on Incident Investigation.

### 4 Key Responsibilities

**SPUL/ AOM/Site Manager:** Undertakes Approver's role for Incidents. Responsible for approving assignment of Tr@ction security access levels to BP and agency staff. Audits, HazOps and Other

Events can be approved by Managers and Team Leaders of any discipline in addition to the responsible persons listed above.

**Area HSE TL or Site HSE Advisor:** Responsible for ensuring that Tr@ction is being properly used in accordance with this procedure, and for defining incident categories, and, in consultation with the appropriate subject matter experts, providing rationale for the determination, also reviewing safety-related IRs as needed to ensure quality of descriptions and corrective and preventive actions.

**Environmental Advisor:** Responsible for reviewing each Environmental Event IR. Confirms the event category as either an: *Environmental event, non-issue, near-miss, non-conformance or violation*, in line with applicable HSSE&S procedures and legal and other requirements, and provides a rationale for the determination.

**Local Tr@ction System Administrator (LTSA):** LTSA at PU level, Primary LTSA at SPU level. Responsible for providing system access to BP and agency staff after appropriate approvals received. Also responsible for:

- Acting as liaison with the Global Tr@ction System Administrator (GTSA) concerning the operational support of the database.
- Making changes to pull down menus and other local database changes as needed.
- Maintaining a list of Responsible Parties.
- Maintaining records of approval for access and security level assignments.
- Providing general quality control of the Tr@ction system.

All system changes such as adding or removing LTSA controlled objects in Tr@ction should be communicated to Primary LTSA for approval.

In addition to the above, Primary LTSA is responsible for:

- Generating and distributing monthly reports on overdue and extended Action Items to ALT.
- Generating and distributing monthly reports on Action Items.
- Performing monthly technical checks on completeness of report information entered and timely approval in Traction.

**Originator:** Nominated by the Owner, responsible for entering IRs, Audits, Other Events or HazOps into Tr@ction.

**Owner:** Responsible for ensuring that tasks are assigned to the appropriate individual or job position who has sufficient authority and expertise to complete the work.

The Owner shall:

- Appoint the Investigation Team
- Draw up the terms of reference for the investigation
- Provide a business overview on actions prior to entry into the tracking system and shall review each action item for confidentiality
- Review the selection of the Responsible Party for handling the action items
- Ensuring the Responsible Party clearly understands the Action Items and is in full agreement with the requirements and timing for completion of the actions.

- Ensure that all new or reassigned action items are entered into Tr@ction under the appropriate category
- Review progress reports to ensure that all outstanding action items are being completed within specified deadlines
- Shall take appropriate action with the Responsible Party if action items are not being completed within the specified deadlines.

**Approver:** Approver and Owner are identical roles; the name varies depending on the record type (Audit, IR, Event, etc.). Main responsibility of the Approver is to ensure that appropriate hazards/findings have been identified and that the Action Items will effectively mitigate the specific root causes/issues identified. It is the Approver's responsibility to ensure that information in the report is correctly entered and later updated, where and if applicable. Approver also approves each Action Item for closure.

Additional responsibilities include:

- Reviewing the selection of Responsible Party for handling the Action Item to ensure it is assigned to the appropriate individual, or job position, that has sufficient authority and expertise to carry out the action, and ensure that the target date and priority of the Action Item are appropriate and communicated to the Responsible Party.
- In addition, if comments provided in the Action Item closure note do not clearly reflect how the action has been addressed, the Approver can reject the closure of the Action Item stating the reason in the "Reason for Rejection" field.

**Responsible Party:** Responsible for reviewing, with the Owner or Approver, the Action Items to clearly understand the completion requirements, documentation, and timing. Amendments can be made to the Action Items if considered inappropriate. Also responsible for:

- Ensuring all their Action Items are completed by the target date.
- Updating the status of their Action Items, closing their Action Items in Tr@ction when completed.
- Providing clear closing comment describing the tasks carried out to complete the Action Item. Simply inserting "done" or "complete" is not sufficient information.

#### **Quality Verifier:**

- Ensure correct classification of incidents and selection of right fields in Traction, and drive update of the record with the Originator/Approver
- Review quality and depth of the investigation, e.g. ensure correct identification of immediate and root causes, and make intervention with the Owner/Approver where necessary
- Identify training needs and provide awareness materials for re-training/refreshing the traction users

#### **A simple process for incident registration, verification and approval**

- 1) Originator registers the incident and the associated actions in the Traction system;
- 2) Approver - approves the report;
- 3) Quality Verifier provide technical QA/QC of the report and instigates update where necessary.

#### **List of the Quality Verifiers:**

CoW related incidents - AzSPU CoW/Safety Systems Lead  
IM, PS, LOPC related incidents - AzSPU Process Safety TA  
Driving incidents - AzSPU Driving Compliance TA  
Injuries' medical classification and job relatedness - AzSPU Occupational Health Lead  
Marine incident - AzSPU Marine Authority

Note: In cases where multiple disciplines are affected, all relevant verifiers should be engaged.

## 5 Procedure

### 5.1 Entering Findings

A complete list of the records that are required to be uploaded into Tr@ction is provided in the AzSPU Tr@ction Users's Guide (AzSPU-HSSE-DOC-00119-A1).

#### 5.1.1 Entering Incident Reports

Full information on Incident reporting and Tr@ction entry can be obtained in the AzSPU Incident Investigation and Reporting Procedure (AzSPU-HSSE-DOC-00054-2).

Initial reports on BP Employee and Contractor Recordable Injuries, Vehicle Accidents, and Uncontrolled Releases and Spills (regardless of volume), security incidents, fires and explosions within BP operations control sphere should be entered into Tr@ction within 5 days, as per Group requirements. A List of Events and Reporting Frequency are provided in Appendix A of this procedure.

All supporting documentation shall be attached to the Tr@ction report.

For reporting purposes, all Incidents for the month must be approved by close of business on the 5<sup>th</sup> work day (5WD) of the following month

#### 5.1.2 Entering Other Events

Other Event is designed to capture all events not otherwise specified by other categories or incident types in Tr@ction. There are no findings or recommendation fields. Action Items are entered and tracked as for other records. All supporting documentation shall be attached to the Tr@ction report.

#### 5.1.3 Entering Audits

Recording of the following types of significant audits is required in Tr@ction:

- Contractor
- ISO 14001 EMS, Compliance Audits
- Financial
- S&OI (Safety and Operations Integrity) Audit
- CoW (Control of Work)
- PHSER (Project HSE Review) - all stages
- MAR (Major Accident Risk) Actions
- Process Technical Safety
- Metering - Partner Audit
- MoC (Management of Change) Audits
- PSCR (Pre-Startup Compliance Review) Audits
- IM (Integrity Management) Standard Internal Audits
- IM Standard External Audits

Asset / jobsite inspections and audits are uploaded into local Action Tracking Systems in accordance with the AzSPU HSSE&S Non-Compliance and Corrective and Preventative Action Procedure (AzSPU-HSSE-DOC-00040-2).

Audit findings are uploaded into Tr@ction by the Audit Owner / Originator and it is Audit Owner's responsibility to monitor the quality of actions closure. All supporting documentation shall be attached to the Tr@ction report.

#### 5.1.4 Entering HazOps

HazOp summary, findings, recommendations and Action Items are entered into Tr@ction by the HazOp Owner / Originator. All supporting documentation shall be attached to the Tr@ction report.

### 5.2 Entering Action Items

IRs, Audits, HazOps and Other Events can each have one or more Action Items entered into Tr@ction. Investigation team should identify initial preventive and corrective actions through the investigation process. Records where definitive corrective or preventive actions have not been identified yet need not have Action Items entered into Tr@ction. The authorized personnel can identify Action Items after approval of the initial Tr@ction report and update the report accordingly.

Originators, Approvers, and other persons adding actions to a Tr@ction record must adhere to the following guidelines:

- Before assigning an Action Item to a Responsible Party, the action must be discussed with the Responsible Party and the Action and Target Date agreed.
- Target Dates should be realistically set and in line with chosen Priority (1, 2 or 3).
- Only relevant Action Items that are clear and useful must be entered.
- Closure comments should clearly state what has been done, i.e. closing comment stating "complete" should be avoided.

#### 5.2.1 Action Item Type

Action Item Type must be indicated when assigning an Action Item. Standard Action Item Types that should be used in AzSPU are:

- CM&ER
- Control of Work
- Driving Safety Standard
- Environment
- GHSER
- Group High Value Learning Action
- Health
- Integrity Related
- MAR Action Above GRL
- MAR Action Below GRL
- MAR risk reduction action
- Safety
- Security
- Regulatory Compliance
- Social
- Not Applicable

When Action Item Type relates to more than one category, multiple selection can be made using the Control key.

#### 5.2.2 Prioritizing Action Items

The investigation process shall identify actions to prevent recurrence. To ensure that critical HSSE issues are identified and addressed promptly, Tr@ction requires the creator of a new Action Item to determine the priority ranking for it. Actions shall be ranked for priority as follows:



**Priority 1 – High** – Requires immediate action before activity at the site resumes.

**Priority 2 – Medium** – Must be completed to an agreed plan.

**Priority 3 – Low** – Should be considered by the Owner but is not a priority.

### 5.2.3 Action Item Target Date Revision

If the designated time frame for the closure of the Action Item requires an extension, the Responsible Party shall enter the action item screen, press Change Target Date, select/indicate Revised Target Date, document/fill in Reason for Change and press Finish. Once done the system generates automated email to Approver asking approve or reject the change.

**Target Date should not be revised more than once. However, as the system technically allows users to do so, it is under the relevant Approver's responsibility to accept over one revision(s) of the originally set target date.**

### 5.2.4 Close Out of Action Items

Action Items closure of any Tr@ction record (IR, Event, Audit, HazOp) is a two step process:

**Step 1:** Completion Date and Closure Comment is entered in Action Item fields in Tr@ction by the Responsible Party and updated.

**Step 2:** Completed Action Item is approved in Tr@ction by the Owner/Approver of the record.

Only when both steps are completed is the Action Item considered closed.

## 5.3 Notification

Tr@ction maintains an internal messaging feature that generates automated e-mails in line with the follow-up and communication processes of the system. Tr@ction sends out automatic notifications when:

- New reports are entered into the system.
- Action Items are entered and distributed to the Responsible Party for follow up.
- An Action Item has been completed and awaits approval from the Owner / Approver.
- An Action Item is overdue.

## 5.4 Communicating Lessons Learned

Once incidents, near misses or audit results have been entered into Tr@ction and issues have been thoroughly investigated and resolved, any lessons learned or messages arising out of the incident should be communicated widely – both within BP and to other BP Business Units, if appropriate. The following are appropriate avenues for broadcasting these "Lessons Learned":

- One Pager LL Document
- HSE bulletins
- E-mail notifications for AzSPU Management
- Presentations at crew HSSE meetings
- Notifications in BP newsletters

- E-mail distribution.

Lessons learned are generally distributed by members of the incident investigation team, or by HSE Advisors.

**Note:** AzSPU outside distribution of Lessons Learned One-Pagers for HiPO and MIA, HiPlus and similar documents should not go from individual assets but from SPUL office.

## 5.5 Managing Access and Security Levels for Tr@ction

Information stored in Tr@ction can be sensitive and confidential. To protect users, subjects and BP itself, it is important to limit access only to approved individuals and to maintain security precautions.

Tr@ction therefore has the following security access levels (described in more detail in the AzSPU Tr@ction User's Guide (AzSPU-HSSE-DOC-00119-A1)):

- **Restricted User:** Default security level assigned to new Tr@ction users. This level can input and view only own records.
- **General User:** Security level that allows the user to create, edit their own records and view approved records input by others for his or her performance unit (with the exception of confidential records).
- **Approver:** Security level that allows an individual to approve IRs and Action Items.
- **Business Unit Editor (BU Editor):** Security level for selected HSE Professionals and designated Tr@ction users; allows creation, limited editing and viewing of all non-confidential PU records and reports.
- **Local Tr@ction System Administrator (LTSA):** Custodian of the system, can view, fully edit and delete all records except for those established as confidential.
- **Global Tr@ction System Administrator (GTSA):** Administrator for Tr@ction, edits and maintains globally mandated fields, screens and reports.

## 5.6 QA/QC of Tr@ction Data

There are four levels of quality assurance for Tr@ction data.

- 1) The Originator is responsible for entering factual data and reviewing the report for accuracy before submitting it.
- 2) The Owner / Approver is responsible for reviewing all reports and actions items for accuracy and validity before approving.
- 3) The PU LTSA provides the Owners/Approvers as appropriate with periodic status reports on a weekly or monthly basis. Status reports will document closure of actions and identification of overdue and extended actions.
- 4) The Central HSE Safety Team monitors Tr@ction records on a monthly basis, intervening when appropriate, and providing Action Closure Status Reports on a monthly basis.

## 6 Key Documents/Tools/References

- Tr@ction web site  
<http://hsse.bpweb.bp.com/Tr@ction>
- AzSPU Tr@ction User's Guide (AzSPU-HSSE-DOC-00119-A1).  
<http://docs.bpweb.bp.com/dkAzSPU:/published/hse/documents/AZSPU-HSSE-DOC-00119-A1>
- AzSPU Non-Compliance and Corrective and Preventative Action Procedure (AzSPU-HSSE-DOC-00040-2).  
<http://docs.bpweb.bp.com/dkAzSPU:/published/hse/documents/AZSPU-HSSE-DOC-00040-2>
- AzSPU Incident Investigation and Reporting Procedure (AzSPU-HSSE-DOC-00054-2).  
<http://docs.bpweb.bp.com/dkAzSPU:/published/hse/documents/AZSPU-HSSE-DOC-00054-2>
- HSSE & Operational Data Reporting Requirements for BP Group, FC&A website.  
[http://finance.bpweb.bp.com/en/local\\_assets/documents/Standards\\_and\\_Practices/Group\\_HSSE/HSSE\\_Operational\\_Reporting\\_requirements\\_for\\_Group\\_final.doc](http://finance.bpweb.bp.com/en/local_assets/documents/Standards_and_Practices/Group_HSSE/HSSE_Operational_Reporting_requirements_for_Group_final.doc)
- Group HSSE Definitions, FC&A website.  
[http://finance.bpweb.bp.com/en/local\\_assets/documents/Group\\_HSE\\_Definitions.doc](http://finance.bpweb.bp.com/en/local_assets/documents/Group_HSE_Definitions.doc)
- Group Defined Practice (GDP) GDP 4.4-0001 on Reporting HSSE and Operational Incidents.  
[http://omslibrary.bpweb.bp.com/GroupOMSLibrary/Requirement/GDP/GDP\\_4\\_4\\_0001.doc](http://omslibrary.bpweb.bp.com/GroupOMSLibrary/Requirement/GDP/GDP_4_4_0001.doc)
- Group Defined Practice (GDP) GDP 4.4-0002 on Incident Investigation.  
[http://omslibrary.bpweb.bp.com/GroupOMSLibrary/Requirement/GDP/GDP\\_4\\_4\\_0002.doc](http://omslibrary.bpweb.bp.com/GroupOMSLibrary/Requirement/GDP/GDP_4_4_0002.doc)

## Revision Log

| Revision Date     | Authority             | Custodian      | Revision Details   |
|-------------------|-----------------------|----------------|--|
| October 10, 2007  | Yuliy Zaytsev         | Rebecca Heath  | Initial issue  |
| February 09, 2009 | Adalat Mamedov        | Rufat Mamedov  | <ul style="list-style-type: none"> <li>• Updates to incident severity levels in Section 2 (approver responsibilities)</li> <li>• Added CoW standard and GDP 4.4-0001 into section 3 “General requirements”.</li> <li>• Updates to the list of significant audits – section 5.1.3</li> <li>• Updates to action items type – section 5.2.1</li> <li>• Updates to section 6 “Key Documents/Tools/References”</li> <li>• Updates to Appendix A – “HSSE Data That Must Be Reported to the Group and Reporting Frequency”</li> </ul> |
| August 18, 2010   | Richard, Bodley-Scott | Adalat Mamedov | <ul style="list-style-type: none"> <li>• Updated section 2 to reflect incident ownership for different severities of incidents.</li> <li>• Added Quality Verifier definition in Section 2.</li> <li>• Amended responsibilities of Area HSE TL/Safety Advisor in Section 4</li> <li>• Added Quality Verifier responsibilities in Section 4.</li> <li>• Amended Section 5.2.3</li> </ul>   |

## Appendix A - HSSE Data That Must Be Reported to the Group and Reporting Frequency

| <b>Type of Incident</b>   | <b>Recording Timescale</b>     | <b>Recording System</b> |
|---|--------------------------------|-------------------------|
| Major Incidents (MIAs)  | <24 hours                      | MIA/HiPo database       |
| Levels A-E  | <5 days                        | Traction                |
| High Potential Incidents (HiPos)  | <24 hours or on identification | MIA/HiPo database       |
|   | <5 days                        | Traction                |
| Any BP Employee Fatality in the BP Work Related Boundary  | <24 hours                      | MIA/HiPo database       |
|   | <5 days                        | Traction                |
| Any BP Contractor Fatality in the BP Work Related Boundary  | <24 hours                      | MIA/HiPo database       |
|   | <5 days                        | Traction                |
| Any Third Party Fatality in the BP Operated boundary  | <24 hours                      | MIA/HiPo database       |
|   | <5 days                        | Traction                |
| Any non work-related Fatality in the BP Operated boundary   | <24 hours                      | MIA/HiPo database       |
|   | <5 days                        | Traction                |
| Loss of Primary Containment (LOPC)  | <5 days                        | Traction                |
| Security incidents  | <5 days                        | Traction                |
| Day Away from Work Case-Employee  | <5 days                        | Traction                |
| Day Away from Work Case-Contractor  | <5 days                        | Traction                |
| Restricted Work/Job Transfer-Employee   | <5 days                        | Traction                |
| Restricted Work/Job Transfer-Contractor   | <5 days                        | Traction                |
| Medical Treatment-Employee  | <5 days                        | Traction                |
| Medical Treatment-Contractor  | <5 days                        | Traction                |
| Loss of consciousness   | <5 days                        | Traction                |
| A significant injury or illness diagnosed by a physician or other licensed health professional, such as cancer, chronic irreversible disease, fractured or cracked bone, or punctured eardrum | <5 days                        | Traction                |
| Needlestick and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material  | <5 days                        | Traction                |
| Medical removal under Government standards  | <5 days                        | Traction                |
| Occupational hearing loss (current hearing test must show 10dBA shift from current baseline and total cumulative hearing loss must be 25dBA or move above audiometric zero).                  | <5 days                        | Traction                |
| Vehicle Accidents-Employee  | <5 days                        | Traction                |
| Vehicle Accidents-Contractor  | <5 days                        | Traction                |
| Spills $\geq 1$ bbl   | <5 days                        | Traction                |
| Uncontrolled Releases/Events  | <5 days                        | Traction                |
| Fires   | <5 days                        | Traction                |
| Explosions  | <5 days                        | Traction                |