

11 Incident documentation and reporting

This chapter provides principles to industry and public authorities for incident documentation and reporting.

Principles to industry

Management should comply with all regulatory and procedural requirements for notifying/reporting incidents to public authorities.

Enterprises should establish procedures and requirements for the reporting of incidents. They should ensure that the local management of a hazardous installation reports all significant incidents (i.e. accidents and near misses) as well as other "reportable" events as determined within the enterprise.

The safety culture at an enterprise should promote and all interested parties should encourage reporting of accidents and near misses to appropriate managers in the enterprise so that the causes of such incidents can be established.

Efforts should be made to co-ordinate reporting by industry at the national and international levels in order to facilitate information sharing.

Principles to public authorities

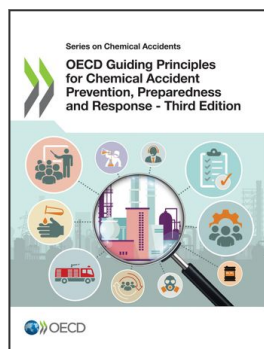
Following the initiation of the emergency response, notification to the public authorities of the occurrence should be required. The first notification should be followed by further written information and more detailed reports as information becomes available.

Public authorities should establish and publish appropriate minimum criteria, requirements and procedures for documentation of all significant incidents involving hazardous substances, including Natural Hazard Triggered Technological Accidents (Natech).

- This may include both documentation by emergency response personnel as well as documentation by the management of the installation where the accident occurred.
- Public authorities should ensure that, where possible, the reporting procedures under different legal frameworks do not lead to unnecessary duplication, e.g. environmental protection, labour protection, fire protection and civil protection.
- Reports should include, where appropriate, photographs, drawings, plans and other illustrations, to improve the understanding and quality of the communication beyond a text-based document.
- Efficient documentation by industry and public authorities can make an important contribution to the safe operation of hazardous installations. Incident documentation also helps to instil public confidence that proper actions will be taken to avoid similar incidents or incidents with similar consequences in the future.
- Documentation should not be limited to significant accidents but should also address important near misses.
- The initial notification of an incident should provide a basis for determining whether a more intensive investigation is warranted. More intensive investigation may be indicated for example, by the extent and impact of the consequences, the type of occurrence, operator or site history or similarity to past incidents. The authorities should determine the processes and procedures by which a more intensive investigation is instigated.
- The final, completed documentation of an incident should be the basis for deriving lessons learnt which should be disseminated and shared as widely as possible so that appropriate measures may be taken to avoid a recurrence of the incident. In particular considerations with regard to changes in technology, operating practices, inspection and maintenance activities or oversight by public authorities.
- Reports of past accidents submitted by industry to authorities should include information on the environment, as well as the health effects of accidents. Economic impacts of accidents should also

be assessed to the extent relevant information is available (with economic impacts broadly defined to include, for example, both direct and indirect costs).

Public authorities should establish a structured national system for maintaining statistics and information on accidents involving hazardous substances and providing public access. Such a system should: facilitate improved decision-making; provide insights for better regulations and guidance; assist in establishing priorities; aid in the preparation of analyses; and facilitate the dissemination and exchange of information and lessons learnt.



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