

BP OIL -- TOLEDO REFINERY

	Area: <b style="text-align: center;">Refinery Wide	Procedure No.: HSE 007
Effective Date: June 30, 2010	Trending of Incident and Near Miss Traction Reports	Rev. No.: 0 MOC#: 20103219
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SCOPE	This procedure describes the process to be used to analyze incident and near miss reports.
HEALTH Special PPE & Special Hazards	Identifying and correcting emerging trends will have a positive impact on the health of employees.
SAFETY	Identifying and correcting emerging trends will have a positive impact on the safety of employees.
REFERENCE DOCUMENTS	RRP 4.4-0001 Section 3.4
SPECIAL MATERIALS & EQUIPMENT	None
QUALITY	N/A
ENVIRONMENTAL	Identifying and correcting emerging trends will have a positive impact on the environment.

Overview

Trending will be performed to evaluate if there are potential or actual trends present which indicate impacts on the facility's performance relating to personal safety, process safety, or environmental aspects.

<p>1.0 Procedure</p>	<p>__1.1 The Tr@ction Administrator or another person competent in business objects will set up Tr@ction reports (routine or adhoc) to identify the following parameters:</p> <ul style="list-style-type: none"> a. Nature of injuries including the body part injured, the activity taking place. b. Types of HSSE and process safety incidents (including near misses) and the nature of the failure. c. Type and nature of safety and environmental non compliance events. d. Type and nature of control of work incidents (including the golden rules). e. Type and nature of equipment failures. f. Type and nature of human factors. g. Management systems barriers based upon the Comprehensive List of Causes (CLC) and Operating Management System (OMS) elements. <p>__1.2 Other parameters should be considered for trending based upon issues being experienced at the facility.</p> <p>__1.3 Data should be reviewed on a minimum of a quarterly basis. The trending needs to extend beyond purely statistical basis due to organizational factors:</p> <ul style="list-style-type: none"> a. Consideration of organizational factors (activities such as audits and turn arounds) that can impact data over short periods of time. b. Consideration of the frequency of recurrence of specific attributes (for example: work locations or activities when a particular type of injury occurs). c. Consideration of overall data trends indicating declining, improving or stable performance. <p>__1.4 Based upon this analysis, presentations will be provided to HSSE management for use in forums such as the Extended Leadership Team and the Safety Committee as deemed appropriate.</p> <p>__1.5 Questions regarding this procedure should be addressed to HSSE.</p>
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