

DAMEN GROUP REPORTING

Dear Colleagues,

In order to ensure a reliable structure of management information, central data collection and dashboarding will be set-up at group level. The following information gives some additional details on the structure of reporting, the tooling and procedure.

For additional information, please send an email to hsseq@damen.com.

STRUCTURE OF REPORTING



TOOLING

The reporting within Damen will be done via SnagR and Power BI. As those are already validated by Group IT and (partly) implemented, they represent the cheaper way to get timely management information. The dashboard can be published within SnagR and access adapted to ensure privacy of data.

SnagR is an onsite data collection tool, that can be used online and offline, on desktop computers and mobile devices.

This tool offers the opportunity to register all kinds of information and send them to the responsible person through a notification system.

Each yard / company will have access to its own environment, with the possibility to report safety observations and fill-in the incidents and data reporting forms.

HOW TO PROCEED?

IF YOU ALREADY HAVE SNAGR IMPLEMENTED ON THE YARDS / CIE

- Communicate the Division responsible for data validation
- Validate all data prior to 2020

IF YOU HAVE NOT BEEN USING SNAGR

A specific SnagR environment will be created for your reporting.

- Provide the requested information (who should access which information, ground plan, etc.)
- Test
- Start reporting
- Provide data 2018 & 2019 for the creation of history in SnagR and thus trend analysis and tender input.

Click [here](#) to know more on how to set-up reporting in SnagR.

A complete e-learning has been developed to guide you when using SnagR, click [here](#) to follow the e-learning (you can choose which part of the e-learning is relevant and come back to it at any moment).

DATA SECURITY

SnagR and Power BI are both protected systems that allow control access to data (each individual will be granted access to the part of the information that is relevant for his work).

The Power BI dashboard will be published in SnagR to allow access to the authorised people without the need of additional licences costs.

All data in SnagR is encrypted, and each project has an SSL certificate that is used to secure data transfer and logins.

If you need more information on data security, please send us an [email](#) with your detailed questions.

TEMPLATES

In order to ensure uniform reporting, templates are created in SnagR. The templates used for the Group reporting cannot be individualised. They include:

1. INCIDENT NOTIFICATION FORM

Containing all the basic information that is available at the time of incident and can be used for the reporting.

2. INCIDENT INVESTIGATION

- Limited incident investigation
Are used to determinate the root-cause and corrective measures for incidents that have a lower potential for arm.
- Extended incident investigation
Are used to determinate the root-cause and corrective measure for incident with a major (potential) impact.

3. MONTHLY HOURS REPORT

Should be filled in before the 15 of each month. This report will be used to calculate the incident rates. The 16th of each month an update is send to management and printed version made available for tender purposes.

4. ENVIRONMENTAL REPORT

Contains information related to environmental KPIs and carbon footprint calculation. All data filled-in must be justified (records kept that can be used to validate the data). This report includes:

- Water used and released
- Emissions to air, land and water
- Waste (categorised)
- Use of natural resources (as a minimum purchased electricity, gas and fuel)

Additional templates can be added at yard / company level for other purposes (e.g. inspection tour, permit to work, etc.)

You can use the following [link](#) to download all the incident related templates available.

WHAT NEEDS TO BE REPORTED

INCIDENTS

After each occurrence, incidents need to be reported as soon as possible. SnagR forms can be reviewed at all time, so information can still be added or modified at later stage (e.g. workdays lost).

For major incidents, additional reporting must be done through the incident whatsapp group.

Following occurrences must be reported:

1. FATALITY

All deaths to workers and non-workers must be reported if they arise from a work-related accident. The reporting needs to be done immediately, by phone and by whatsapp.

2. MAJOR INJURIES TO WORKERS OR SUBCONTRACTORS

All injuries where there is a foreseeable over seven (7) workdays lost should be reported immediately through the whatsapp group and be reported in SnagR as soon as possible. Those injuries include, but are not limited to:

- Amputation
- Fractures
- Loss or reduction of sight
- Crush injuries
- Serious burns (over 10% of the body, or damaging the eyes, respiratory system or vital organs)
- Scalpings
- Unconsciousness caused by head injury or asphyxia
- Any other injuries that requires resuscitation or admittance to the hospital for more than 24 hours.

3. INJURIES TO NON-WORKERS

Work-related incidents involving members of the public or people who are not at work can be reported in SnagR (as non work related incident). When it falls in the category of major incidents, the incident should be also reported through the whatsapp group.

WHAT NEEDS TO BE REPORTED

4. OCCUPATIONAL DISEASES

Occupational diseases that are likely to have been caused or made worse by work should be reported in SnagR. Those include:

- Carpal tunnel syndrome
- Dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Occupational cancer
- Disease attributed to and occupational exposure to biological agent

5. REPORTABLE DANGEROUS OCCURENCES OR NEAR MISSES

Damen applies the “mining the diamonds” theory for the reporting of near misses. This means that only near misses that, in slightly different circumstances, could have lead to a major incident should be reported as near misses.

Committing our attention to these potential serious outcomes helps us identify future situations that could result in these outcomes, and helps us prioritize our actions toward preventing serious injuries.

Those near misses should be investigated as seriously as if the injury/ damage had occurred.

6. ENVIRONMENTAL INCIDENT

An unplanned or uncontrolled event or chain of events that has resulted in environmental damages to the land, air, and/or (ground/surface) water.

7. DAMAGE INCIDENTS

An unplanned or uncontrolled event or chain of events that has resulted in damage to the ships, quays, facilities, personal items, property, real estate.

WHAT NEEDS TO BE REPORTED

MONTHLY HOURS

Hours Damen employees and subcontractors should report monthly, before the 15 of each month.

Hours of office and production employees should be separated. If another classification is needed, it can be included in the template.

ENVIRONMENTAL PERFORMANCES

To monitor our environmental impact, the following data needs to be reported monthly:

1. SOURCES OF GREENHOUSE GAS NEEDED FOR REPORTING (conform Kyoto Protocol):

- Carbon Dioxide (CO₂)
- Methane (CH₄)
- Hydrofluorocarbons (HFCs)
- Nitrous Oxide (N₂O)
- Perfluorocarbons (PFCs)
- Sulphur Hexafluoride (SF₆)
- Nitrogen Trifluoride NF₃

2. WATER (use & release of water)

3. WASTE (According to waste hierarchy, by weight & including final destination)

4. RESOURCE EFFICIENCY AND MATERIALS

5. EMISSIONS TO AIR, LAND AND WATER (other than GHG; include transports used & incidents)

- VOC
- Metals
- Particulated matters

6. BIODIVERSITY & ECOSYSTEMS

- Direct impact
- Indirect impact

CLASSIFICATION OF INCIDENTS

The following classification is used for incidents reporting and dashboarding. Those definitions are aligned with international standards, including OGP, OCIMF, ILO, IMO, VCA.

| ABBREVIATION | DESIGNATION | DEFINITION |
|--------------|---------------------------|---|
| FAT | Fatality | Death due to work related incident, injury or illness |
| LTI | Lost Time Incident | Any work related injury or illness which prevents that person from doing any work the (work)day following the incident |
| RWC | Restricted Work Case | Where an employee cannot fulfil his normal work the (work)day following the incident but is able to undertake: <ul style="list-style-type: none"> ■ a temporary or permanent job other than his normal duties; ■ his normal job but not full-time |
| NM | Near Miss | Any event which had the potential to cause harm / damage / loss under (slightly) different circumstances |
| MTC | Medical Treatment Case | The injured or sick person requires treatment (more than first aid) from a professional physician or qualified paramedic |
| FAC | First Aid Case | A work related minor injury which can be treated by a first aider or equivalent and does not require a professional physician or paramedic |
| LTIR | Lost Time Incident Rate | The number of lost time incidents per million man-hours worked |
| EI | Environmental Incident | An unplanned or uncontrolled event or chain of events that has resulted in environmental damage to land, air and/or (ground-/ surface) water |
| SRI | Security related incident | A security related incident is an event that relates to personal threats, (identity) theft/vandalism, cybercrime/hacking, facility related threats, trespassing and burglary |
| DI | Damage incident | An unplanned or uncontrolled event or chain of events that has resulted in damage to ships, quays, facilities, personal items, property, real estate |
| SO | Safety Observation | A safety observation regarding at risk behavior or unsafe workplace condition |