



# Standard Guide for Recording and Reporting of Injuries and Illnesses for the Maritime Industry<sup>1</sup>

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## 1. Scope

1.1 This guide provides injury and illness reporting criteria and terminology for maritime vessels and meets or exceeds U.S. Coast Guard casualty reporting requirements.

1.2 The focus of these injury and illness reporting criteria is to standardize recording and reporting, including terminology, for the maritime industry.

1.3 The criteria contained within this guide should be applied as minimum criteria to all injury and illness recording and reporting in the maritime industry unless otherwise specified.

1.4 The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

<sup>1</sup> This guide is under the jurisdiction of ASTM Committee F25 on Ships and Marine Technology and is the direct responsibility of Subcommittee F25.07 on General Requirements.

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## 2. Referenced Documents

- 2.1 *ASTM Standards*:<sup>2</sup>  
[F2039 Guide for Basic Elements of Shipboard Occupational Health and Safety Program](#)
- 2.2 *Federal Standards*:  
[29 CFR Part 1904 Recording and Reporting Occupational Injuries and Illnesses](#)<sup>3</sup>  
[33 CFR Part 160 Navigation and Navigable Waters](#)<sup>4</sup>  
[46 CFR Part 4 Shipping, Marine Casualties and Investigations](#)<sup>3</sup>  
[33 U.S.C. 3301 Definitions](#)<sup>5</sup>  
[46 U.S.C. 33 Inspection Generally](#)<sup>4</sup>  
[46 U.S.C. 2101 General Definitions](#)<sup>4</sup>

## 3. Terminology

- 3.1 *Definitions*:
  - 3.1.1 *accident, n*—incident with unexpected or undesirable consequences.
    - 3.1.1.1 *Discussion*—The consequences may be related to personnel injury or fatality, property loss, environmental impact, business loss, and so forth or a combination of these.
  - 3.1.2 *activity/task, n*—what is actually being performed during the time of the near miss, unsafe act/behavior, hazardous/unsafe condition, or injury/illness.
  - 3.1.3 *allision, n*—running of one ship upon another object that is stationary.
  - 3.1.4 *bridge, n*—structure erected across navigable waters of the United States.
    - 3.1.4.1 *Discussion*—Bridges include all integral elements of the overall structure, approaches, and appurtenances, regardless of the materials used, whether natural or manufactured, or

<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

<sup>3</sup> Available from Occupational Safety and Health Administration (OSHA), 200 Constitution Ave., NW, Washington, DC 20210, <http://www.osha.gov>.

<sup>4</sup> Available from Electronic Code of Federal Regulations (e-CFR), <https://www.ecfr.gov>.

<sup>5</sup> Available from U.S. Government Printing Office, Superintendent of Documents, 732 N. Capitol St., NW, Washington, DC 20401-0001, <http://www.access.gpo.gov>.

the construction methods. This definition includes, but is not limited to, highway bridges, railroad bridges, foot bridges, aqueducts, aerial tramways, conveyors, gauging cables, causeways, and similar structures of like function. This includes, but is not limited to, fendering systems and structures used to maintain or operate the bridge.

3.1.5 *“bump and go” groundings, n*—U.S. Coast Guard (USCG) will not consider an unintended grounding to be a reportable marine casualty under 46 CFR Part 4.05 if the grounding can be classified as a “bump and go.”

3.1.5.1 *Discussion*—“Bump and go” groundings are occurrences in which the involved vessel master or licensed mate on watch attests that the grounding (including grounded barges under the control of a towing vessel) was only momentary (for example, reversing engines frees the grounded vessel on the first attempt, no assist vessel is needed to free the vessel, all towing connections remain intact) and that the grounding did not result in any other marine casualty criteria being met as defined in 46 CFR Part 4.05-1(a)(3)-(8). Initial notifications of “bump and go” groundings shall still be made to the appropriate USCG Command Center as a hazardous condition in accordance with 33 CFR Part 160.216. A USCG prevention officer shall review each reported “bump and go” grounding to confirm that it meets the criteria to be excluded from the grounding casualty reporting requirements under 46 CFR 4.05. The USCG response to a claim of a “bump and go” grounding is at the discretion of the cognizant officer in charge, marine Inspection/captain of the port (OCMI/COTP); however, a USCG investigation and associated Marine Information for Safety and Law Enforcement (MISLE) activity for a reportable marine casualty should not be completed if the OCMI/COTP confirms the incident as a “bump and go.” A field unit that completes an optional investigation on a confirmed “bump and go” grounding should document the activity as a non-reportable casualty in MISLE with no associated CG-2692.<sup>6</sup>

3.1.6 *causal factor, n*—structural/machinery/equipment/outfitting problem, human factors, or external factors that caused an incident, allowed an incident to occur, or allowed the consequences of the incident to be worse than they might have been.

3.1.7 *collision, n*—structural impact between two ships or one ship and another moving object.

3.1.8 *commercial service, n*—defined in 46 U.S.C. 2101(5) and includes any type of trade or business involving the transportation of goods or individuals, except service performed by a combatant vessel.

3.1.9 *consequences, n*—undesirable or unexpected outcomes may result in negative effects for an organization and these consequences can range from minor injuries to major events involving loss of life, extensive property loss, environmental damage, and breaches related to security.

<sup>6</sup> U.S. Coast Guard (USCG) Form CG-2692, Report of Marine Casualty, [https://www.uscg.mil/forms/CG/CG\\_2692.pdf](https://www.uscg.mil/forms/CG/CG_2692.pdf).

3.1.10 *corrective actions, n*—improvements to an organization’s processes taken to eliminate causes of nonconformities or other undesirable situations.

3.1.11 *efficiency, n*—ability of the vessel to perform and operate competently in its intended service, including the ability to carry and transfer its cargo safely.

3.1.12 *engaged or employed on board a vessel, v*—includes individuals who are on board a vessel to carry out work associated with shipboard operations, cargo operations, or maintenance.

3.1.12.1 *Discussion*—Persons in addition to the vessel’s crew include, but are not limited to, pilots, accommodation and hospitality staff, “temporary workers” such as visiting technicians, riding crews, contractors, divers, personnel in support of commercial diving operations, and persons supporting outer Continental Shelf activities.

3.1.13 *event, n*—happening caused by humans, automatically operating equipment/components, external events, or the result of a natural phenomenon.

3.1.14 *external factors, n*—issues outside the control of the organization.

3.1.14.1 *Discussion*—Examples include uncharted/unknown hazards to navigation, some sea or weather conditions, suicides or homicides, and external events.

3.1.15 *first aid injury, n*—(1) 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); (2) administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment); (3) cleaning, flushing, or soaking wounds on the surface of the skin; (4) using wound coverings such as bandages, adhesive bandages, gauze pads, and so forth or using butterfly bandages or steri strips (other wound-closing devices such as sutures, staples, and so forth are considered medical treatment); (5) using hot or cold therapy; (6) using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, and so forth (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes); (7) using temporary immobilization devices while transporting an accident victim (for example, splints, slings, neck collars, back boards, and so forth); (8) drilling of a fingernail or toenail to relieve pressure or draining fluid from a blister; (9) using eye patches; (10) removing foreign bodies from the eye using only irrigation or a cotton swab; (11) removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means; (12) using finger guards; (13) using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or (14) drinking fluids for relief of heat stress.

3.1.16 *first aid case frequency, FAF, n*—total first aid injury cases multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours in the past year.

3.1.17 *fitness for service or route, n*—condition of the vessel and its equipment being such that it meets or exceeds minimum safety standards and is safe and reliable to operate in one or more particular types of service and in the locations in which it will be used.

3.1.17.1 *Discussion*—For vessels subject to inspection under 46 U.S.C. 33, fitness for service and route are directly related to the “route permitted and conditions of operation” provided by the vessel’s certificate of inspection (COI). Should an occurrence result in the material condition on the vessel becoming such that it requires the temporary or permanent reduction or restriction in the vessel’s operating parameters or route as compared to what is permitted in its COI, then the occurrence is considered to have met this criterion. For foreign vessels, the criterion is considered met if the occurrence requires the temporary or permanent reduction or restriction in the vessel’s operating parameters or route as a condition of classification or flag state requirement.

3.1.18 *grounding, v*—impact of a ship on seabed or waterway side.

3.1.19 *hazard, n*—condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation.

3.1.20 *hazardous/unsafe condition, n*—any condition that may adversely affect the safety of any seafarer, equipment, vessel, bridge, structure, shore area, or the environmental quality of any port, harbor, or navigable waterway.

3.1.21 *human errors, n*—performance of humans that deviates from the desired performance.

3.1.22 *illness, n*—including, but not limited to, skin diseases or disorders, respiratory conditions, poisoning, hearing loss, communicable illnesses, allergic reactions, heart attack, stroke, and all other occupational illness (for example, heatstroke, sunstroke, heat exhaustion, heat stress, and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; and so forth).

3.1.23 *immediately, adv*—as soon as reasonably practicable without delay.

3.1.23.1 *Discussion*—Prompt notification is essential to ensure the timely and proper USCG and maritime stakeholder responses to marine casualties. Each reported occurrence shall be evaluated by a designated USCG investigating officer (IO). The USCG should consider delays in reporting caused by the need to address resultant safety concerns, such as responding to an emergency situation, to be valid. However, the responsible parties involved in a marine casualty shall make all efforts to notify the USCG quickly. All notifications to the USCG shall include the information detailed in 46 CFR Part 4.05-5. Examples of potential noncompliance with immediate notification include: (1) A crew member on a passenger vessel slips and breaks an arm during an excursion. The master fails to report the incident until completing a 40-min transit back to port. When the USCG IOs arrive on scene, several witnesses

have departed the vessel, impeding the ability to conduct an investigation. (2) A tank vessel loses all propulsion after switching to low sulfur fuel upon entering a North American emission control area. The vessel’s engineers are able to troubleshoot the problem at sea and the vessel proceeds to its berth. The master of the vessel delays reporting the incident to the USCG until the vessel is safely moored at the dock

3.1.24 *incident, n*—unplanned sequence of events or conditions or both that results in, or could have reasonably resulted in, a loss event.

3.1.25 *incident category, n*—for reporting fatalities, injuries, and illnesses, the categories are first aid cases, medical treatment cases (treatment beyond first aid), restricted work injuries, lost time injuries, fatalities, and recordable cases (sum of medical treatment cases, restricted work injuries, lost time injuries, and fatalities).

3.1.26 *incident type, n*—indicates the type of incident, such as struck by, struck against, trapped in, slip, trip, fall (same level or different level), fire, spill, strain/overexertion, caught between, contacted by, contacted with, exposure, and so forth.

3.1.27 *injury, n*—damage or harm caused to the structure or function of the body as a result of an outside physical agent or force.

3.1.28 *injury (USCG), n*—interpreted as damage or harm caused to the structure or function of the body as a result of an outside physical agent or force to a passenger, crewmember, or non-crewmember.

3.1.28.1 *Discussion*—This includes injuries that occur as a result of criminal or intentional acts (for example, assaults, fights, self-inflicted wounds) by crew members or passengers. However, USCG IOs should limit the scope of their marine casualty investigation to the preliminary level and notify the appropriate state or federal law enforcement agencies for injuries stemming from criminal or intentional acts. The USCG Circular<sup>7</sup> considers injuries and illnesses, as defined by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1904.46, as separate types of occurrences. As such, pain or sickness caused strictly by an illness including, but not limited to, communicable illnesses (for example, colds and flu), allergic reactions (for example, food allergies and insect and jelly fish stings), food poisoning, heart attack, stroke, or other preexisting medical conditions, is not considered an injury and does not fall within the definition of this regulation. However, a physical injury that requires medical treatment beyond first aid incurred because of an illness (for example, a passenger on a ferry faints as a result of dehydration and breaks his or her arm) does fall within the definition of this regulation.

3.1.29 *intended grounding, v*—grounding is considered “intended” if it is a controlled, intentional maneuver to, among other things, hold position to adjust cargo, offload passengers, and/or hold position to allow other traffic to transit safely.

3.1.30 *intended strike of bridge, n*—strike (lay-up or landing) of a bridge is considered “intended” if it is a controlled,

<sup>7</sup> U.S. Coast Guard (USCG) Navigation and Vessel Inspection Circular No. 01-15, COMDTPUB P16700.4, NVIC 01-15, 21 July 2015.

intentional maneuver to, among other things, assist, guide, or walk a vessel through the bridge or hold position using the bridge or its protective fendering system.

3.1.30.1 *Discussion*—Because of the potential of compromising the integrity of the bridge or its protective systems, all intended strikes (allision) that cause any damage, however minimal, shall be reported to the local USCG Sector Command Center as a hazardous condition under 33 CFR 160.216. However, these incidents do not require a written CG-2692 or require MISLE entries unless they create a hazard to navigation, the environment, the safety of a vessel, or meet other casualty reporting criteria under 46 CFR 4.05-1(a)(3)-(8).

3.1.31 *intermediate causes, n*—underlying reason why a causal factor occurred, but it is not deep enough to be a root cause.

3.1.31.1 *Discussion*—Intermediate causes are underlying causes that link causal factors and items of note to root causes.

3.1.32 *lagging indicator, n*—measures a company’s safety performance in the form of past incident/accident statistics.

3.1.33 *leading indicator, n*—measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control incidents/accidents.

3.1.34 *lessons learned, n*—information gained and shared through the study of incidents that serves to help prevent those incidents from occurring in the future.

3.1.35 *loss, n*—human injury, environmental damage, or negative business impact (for example, repair or replacement costs, schedule delays, contract violations, and loss of reputation).

3.1.36 *loss (USCG), n*—interpreted as an occurrence in which an applicable system or component unexpectedly fails, shuts down, or is otherwise rendered unable to perform its specified function, no matter its duration, even if momentary.

3.1.36.1 *Discussion*—It also includes any situation in which an applicable system or component is required to be intentionally shut down as a casualty control measure. The unavailability of an applicable system or component as a result of scheduled, preventative maintenance is not considered a loss of that system or component, as it is a planned, intentional act and not based on an unexpected occurrence. Additionally, taking engines out of operation that are otherwise fully operational for fuel cost-savings purposes is not considered a loss under this criterion.

3.1.37 *loss event, n*—undesirable consequences resulting from events or conditions or a combination of these.

3.1.38 *loss of life, n*—life is considered lost when the person is known to be deceased (the body has been recovered), the person has been categorized as “presumed lost/dead” by agencies leading search and rescue efforts, or the known circumstances of the occurrence make recovery of the person alive unlikely.

3.1.38.1 *Discussion*—All losses of life (for example, fatal heart attacks, suicides, and murders), regardless of apparent cause, fall under this criterion.

3.1.39 *lost workday case, LWC, n*—when an injury or illness involves one or more days (after the day of the injury) away from work.

3.1.40 *lost workday case frequency, LWCF, n*—total lost workday cases multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year.

3.1.41 *lost workday case severity, LWCS, n*—sum of lost workdays multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year

3.1.42 *main propulsion, primary steering, or any associated component or control system, n*—includes main propulsion equipment (propeller, jets, prime mover, reduction gear, or any other mechanical equipment required to make any portion of main propulsion operate), primary steering equipment (electronics, rudders, pods, pumps, hydraulics, and so forth), and associated components and control systems (helm controls, engine room controls, and so forth).

3.1.42.1 *Discussion*—Bow and stern thrusters or dynamic positioning equipment should be evaluated on a vessel-specific basis, paying special attention to whether this equipment is integral to safe vessel maneuverability. If thrusters are considered essential to vessel operations per flag/class operating parameters (for example, dynamic position systems), failure of these systems that reduce maneuverability of the vessel is a reportable casualty. Redundancies that perform as designed may eliminate the need to report the casualty if the vessel does not experience a loss in maneuverability.

3.1.43 *man overboard, n*—emergency situation in which a person has fallen off a boat or ship into the water.

3.1.44 *management system, n*—methodology devised and put in place by management to encourage desirable behaviors and discourage undesirable behaviors.

3.1.45 *materially and adversely, adv*—physical condition of the vessel or its associated equipment at a given point and time that requires remedial actions to circumvent, work around, or adapt operations as a result of an occurrence are considered to meet this condition.

3.1.46 *medical treatment case, MTC, n*—work-related injuries that are not severe enough to be reported as fatalities, lost time incident, or restricted work accident cases but are more severe than requiring simple first aid treatment; however, the injured person is able to carry out all his duties after treatment.

3.1.47 *medical treatment case frequency, MTCF, n*—total medical treatment cases multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year.

3.1.48 *near miss, n*—non-loss sequence of events or conditions/acts or both that could have resulted in a loss or an outcome with more severe consequences than actually occurred.

3.1.48.1 *Discussion*—This loss was prevented only by a fortuitous or intentional break in the chain of events or conditions/acts or both. The potential loss could result from human injury, environmental damage, or negative business impact (for example, repair or replacement costs, scheduling delays, contract violations, loss of reputation, and so forth).

3.1.49 *notify, v*—it is preferred that the notification be made to the Command Center of the Coast Guard Sector in whose area of responsibility the marine casualty occurs; however,

Vessel Traffic Services or District Command Centers are also considered appropriate alternatives.

3.1.49.1 *Discussion*—Contact information for Coast Guard sectors can be found in the Port Directory on the Coast Guard’s Homeport website.<sup>8</sup> If the incident occurs outside of navigable waters of the United States but notification is required by 46 CFR Part 4 (for example, U.S. flagged vessels or foreign-flagged tank vessels in the U.S. Exclusive Economic Zone (see 3.1.70)), the notification should be made to the USCG unit that is geographically closest to the incident location or that has responsibility for marine safety in the vessel’s next U.S. port of call.

3.1.50 *professional medical treatment (treatment beyond first aid), n*—see *medical treatment and treatment beyond first aid*.

3.1.50.1 *Discussion*—The USCG uses the definitions of “medical treatment” and “first aid” as defined by OSHA in 29 CFR 1904.7(b)(5)(i)-(iii) as well as the explanation regarding medical treatment provided in Subsections (iv) and (v) of 29 CFR 1904.7(b)(5). Specifically, “medical treatment” means the management and care of a patient to combat the injury. Medical treatment does not include the following: (1) visits to a physician or other licensed health care professional solely for observation or counseling; (2) the conduct of diagnostic procedures, such as X-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (for example, eye drops to dilate pupils); or (3) “first aid.”

3.1.51 *property damage, n*—sum of the monetary cost of material damage of all property affected by the occurrence including, but not limited to, vessels, cargos, facilities, aids to navigation, and bridges and their fendering systems.

3.1.51.1 *Discussion*—Cargo-related damage estimates should be based solely on the loss or damage to the actual cargo. Cargo estimates should not include demurrage or expenses related to storage or alternate delivery arrangements. There may be instances when a party responsible for reporting a marine casualty makes an initial good faith damage estimate below the \$25 000 threshold that later proves to be incorrect. If the party responsible becomes aware of newly discovered property damage or a revised damage estimate that crosses the \$25 000 threshold after the casualty reporting timelines in 46 CFR Part 4.05-1 and 4.05-10 have elapsed, an immediate notification shall be made to the cognizant Sector Command Center or Investigations Division and a CG-2692 shall be submitted within five days of receiving the new information.

3.1.52 *recommendation, n*—suggestion to develop, modify, or enhance management systems or safeguards.

3.1.53 *recordable injury, n*—any work-related injury or illness that results in lost-time injuries, restricted work accidents, and treatment beyond first aid injuries (medical treatment injuries).

3.1.54 *reduces the maneuverability of the vessel, v*—interpreted as an occurrence that renders a vessel incapable of maintaining safe speed and steerage for the prevailing or

anticipated conditions (for example, weather, other vessel traffic, tidal influences) or adversely impacts specific vessel operations (for example, mooring, towing, anchoring, and dynamic positioning) or both.

3.1.55 *restricted workday case, RWC, n*—any work-related injury (other than a fatality or lost time incident) that results in a person being unfit to perform all of his/her regular job duties after the accident.

3.1.56 *restricted workday case frequency, RWCF, n*—total restricted work accident cases multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year.

3.1.57 *restricted workday case severity, RWCS, n*—sum of restricted workdays multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year.

3.1.58 *root cause, n*—deficiency of a management system that allows the causal factors to occur or exist.

3.1.58.1 *Discussion*—Root causes shall be within the control of management to address. For a typical causal factor, there are one to four root causes. Root causes are usually as deep as a typical root cause analysis will go in attempting to identify the underlying causes of an incident. Organizational culture issues, which are deeper than root causes, could also be identified and addressed, but most root cause analyses do not go to this level because developing effective recommendations at the organizational culture level may be difficult.

3.1.59 *root cause analysis, RCA, n*—analysis by a person(s), appropriately trained in RCA, that identifies the causal factors, intermediate causes, and root causes of an incident and develops recommendations to address each level of the analysis.

3.1.60 *safeguard, n*—physical, procedural, or administrative control that prevents or mitigates consequences associated with an incident.

3.1.61 *seaworthiness, n*—condition of being properly equipped, sufficiently constructed, and watertight to withstand stress of the wind, waves, and other environmental conditions that the vessel might reasonably be expected to encounter.

3.1.62 *significant harm to the environment, n*—as defined in 46 CFR 4.03-65, this reporting requirement applies only to discharges from commercial vessels (with the exception of state numbered commercial vessels that are not subject to inspection under 33 U.S.C. 3301); it does not include discharges from facilities, fixed platforms, non-vessels, or mystery spills.

3.1.62.1 *Discussion*—CG-2692s are required to be submitted for discharges meeting 46 CFR 4.03-65 from vessels.

3.1.63 *total recordable cases, TRC, n*—sum of all work-related fatalities, lost-time incidents, restricted work accidents, and medical treatment cases:

$$\text{TRCs} = \text{LTIs} + \text{RWAs} + \text{MTCs}$$

3.1.64 *total recordable case frequency, TRCF, n*—total recordable cases multiplied by 200 000 (or 1 million) divided by the number of exposure (working) hours over the past year.

<sup>8</sup> Available from the Coast Guard’s Homeport, <https://homeport.uscg.mil>.

3.1.65 *treatment beyond first aid, n*—see *professional medical treatment or medical treatment case*.

3.1.66 *unfit to perform his or her routine duties, n*—this includes injuries that prevent a crew member from performing his or her normally assigned duties (for example, navigation or engineering watches, routine maintenance, and cargo handling).

3.1.66.1 *Discussion*—There may be instances when a party responsible for reporting a marine casualty becomes aware of a reportable marine injury or a death after the casualty reporting timelines in 46 CFR Part 4.05-1 and 4.05-10 have elapsed (for example, a passenger or crew member files a claim for an injury that was initially not reported to a vessel’s master, owner, or operator). In those instances, an immediate notification shall be made to the cognizant Sector Command Center or Investigations Division and a CG-2692 shall be submitted within five days of the new information becoming available. USCG IOs should refrain from initiating enforcement actions against a company for the submission of late or amended casualty reports when the delay is due to a failure of a crew member, contractor, or passenger to disclose fully the extent of an injury in a timely manner.

3.1.67 *unintended grounding, v*—interpreted as any situation in which the vessel is unintentionally brought or placed on the ground, historically identified as being “ground” beneath the water line (for example, sea floor, riverbed, silt, or rocks) except in circumstances in which the grounding can be classified as a “bump and go” grounding.

3.1.68 *unintended strike (allision), n*—contact with an affixed or stationary object (vice ground) under or above the water line.

3.1.68.1 *Discussion*—Contrast the definition of “allision” with the term “collision,” which is contact between two or more moving vessels/objects. It does not matter whether the unintended strike (allision) resulted in any damage, pollution, or injuries, because a strike (allision) with a bridge is in itself a reportable marine casualty.

3.1.69 *unsafe act/behavior, n*—any act/behavior of a crewmember(s) that may adversely affect the safety of any crewmember, vessel, bridge, structure, or shore area or the environmental quality of any port, harbor, or navigable waterway.

3.1.70 *vessel is involved, n*—interpreted as associated with a casualty including instances in which a vessel is simply the platform from which an activity associated with the casualty was undertaken, such as diving, snorkeling, swimming, or parasailing.

3.1.70.1 *Discussion*—Vessel-specific operations need not play a part in the casualty and the vessel is not required to be a direct causal link to the casualty (for example, personnel casualty occurring during recreational diving from a vessel, a mariner dies of natural causes onboard a vessel, or a passenger is injured on a cruise ship). This category includes occurrences involving a vessel’s brow, gangway, boarding ladders, and mooring lines. It does not extend to the pier structure unless a vessel occurrence causes an issue to/on the pier. Includes all

foreign-flagged commercial vessels that experience a “marine casualty or accident” as defined in 46 CFR 4.03-1 while operating upon U.S. navigable waters (for example, the territorial sea out to 12 nautical miles from the U.S. baseline). Incidents that meet the requirements found in 46 CFR Part 4.05-1 shall be reported to the USCG both immediately and with follow up on CG-2692s submissions. Incidents that occur beyond the territorial sea (that is, more than 12 nautical miles from the baseline) on vessels that are bound for a U.S. port may require a notification to the USCG in accordance with 33 CFR 160. Additional incident reporting requirements in 46 CFR 4.05-2 apply to foreign tank vessels operating within the U.S. EEZ.

### 3.2 Acronyms:

3.2.1 *CFR*—Code of Federal Regulations

3.2.2 *COI*—Certificate of inspection

3.2.3 *COTP*—Captain of the port

3.2.4 *EEZ*—Exclusive economic zone

3.2.5 *FMEA*—Failure modes and effects analysis

3.2.6 *IMO*—International Maritime Organization

3.2.7 *IO*—Investigating officer

3.2.8 *ISM Code*—International Safety Management Code

3.2.9 *MISLE*—Marine Information for Safety and Law Enforcement

3.2.10 *OCMI*—Officer in Charge, Marine Inspection

3.2.11 *PPE*—Personal protective equipment

3.2.12 *SOLAS*—Safety of life at sea

## 4. Summary of Guide

4.1 The objective of this guide is to provide work-related injury and illness recording and reporting criteria for maritime vessels to improve standardization of injury and illness reporting/recording. Injuries and illness should be properly investigated, reported, and recorded (Guide **F2039**). The objective of this guide is to provide injury and illness reporting guidance for maritime vessels to promote standardization of injury and illness reporting and recording, which will provide better data and allow for more effective company utilization of the data and better use of the data industry-wide. This guide does not set specific injury and illness reporting and recording criteria but provides assistance to create or improve injury and illness reporting and recording systems. Companies should consider their unique organization, culture, hazards on their vessels, status and effectiveness of their current injury and illness reporting and recording system, and the possible effects of their operations. The guidance is intentionally flexible and may be tailored to address any size of operation or any vessel type. Note that, although the guide is aimed at the shipboard injury and illness reporting and recording, some of the elements address activities and commitments that should be completed or made by shoreside personnel (for example, database management/determination of what injury and illness measures to track, data analysis, development corrective actions, and dissemination of lessons learned).