

SAFETY STATISTICS REPORTING PROGRAM MANUAL



The American
Waterways Operators



Safety Statistics Reporting Program Manual

INTRODUCTION

The American Waterways Operators is the tugboat, towboat, and barge industry’s advocate, resource, and united voice for safe, sustainable, and efficient transportation on America’s waterways, oceans, and coasts. Our industry’s 5,000 towing vessels and 33,000 barges comprise the largest segment of the U.S.-flag domestic fleet. The tugboat, towboat and barge industry support more than 270,000 jobs in related industries nationwide. Each year, our vessels safely, securely, and efficiently move more than 665 million tons of cargo critical to the U.S. economy.

The data collected by the AWO Safety Statistics Reporting Program (SSRP) demonstrates our members’ commitment to continuous improvement and dedication to a culture of safety. By regularly collecting and reporting the key performance indicators (KPIs) contained in the SSRP program, our members can track their company’s progress and compare their safety performance against that of similar operations in the maritime transportation industry.

The SSRP is designed to be simple, secure, and confidential. Members gain access to this important tool with their membership in AWO and participation in the program. Using a simple online form, operators upload their data to a secure and confidential library once each quarter. These entries are instantly organized into sets of information detailing individual company progress and added to the aggregate participant data to generate industry benchmarking and comparison reports and trends over time. Using insights gleaned from these KPIs, participants can take proactive steps to prevent incidents before they happen and help to raise the safety profile of the industry.

This manual is designed to aid AWO members in understanding the criteria and process of entry for data submitted to the SSRP. It is divided into two sections:

<p>1. Definitions and Recording Guidance</p> <ul style="list-style-type: none"> • Sector Choices • Crew Hours • Crew Fatalities • Recordable Injuries • Lost Time Injuries • Falls Overboard • Spills • Severity Levels for Lost Time Incidents 	<p>2. Data Entry Process & Technical Program Guidance</p> <ul style="list-style-type: none"> • Entering current and historical safety statistics. • Correcting erroneous safety data. • Comparing your data with the AWO participating membership through the reporting features. • Viewing trends in your safety data as well as trends of the AWO participating membership through the reporting features.
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TABLE OF CONTENTS

SECTION 1: DEFINITIONS AND RECORDING GUIDE	3
PROGRAM DESCRIPTION	3
SECTOR CHOICES.....	3
CREW HOURS	4
CREW FATALITY	4
RECORDABLE INJURY	4
LOST TIME INJURY	4
Figure 1: Determining Injury Recordability.....	5
FALLS OVERBOARD	6
SPILLS	6
SEVERITY LEVELS FOR LOST TIME INJURIES.....	6
DATA NORMALIZATION: RATE FORMULAS & METHODOLOGY	6
Figure 2: Injury Severity Matrix	7
SECTION 2: Data Entry Process & Technical Guide.....	8
REGISTRATION.....	8
PORTAL	8
LOGIN.....	9
Login and Account Information.....	9
ENTERING NEW DATA	10
Figure 3: New Entry Form Illustration.....	12
Figure 4: Severity Level Form Entry Example	13
AMENDING DATA.....	14
VIEW AND DOWNLOAD HISTORICAL DATA	15
Export and Download All Data	16
Delete Specific Data	16
REPORTS	17
Member Comparison Report	17
Figure 5: Example Member Comparison Report.....	18
Member Trending Report	19
Figure 6: Example Member Trending Report	20
SUPPORT	21
Update Existing Password	21
Reset Password.....	22
Contact Support	23



SECTION 1: DEFINITIONS AND RECORDING GUIDE

PROGRAM DESCRIPTION

AWO's Strategic Framework and 2022-2024 Strategic Plan directed the Association to *Identify the statistics needed to support industry safety and advocacy goals*. To achieve this deliverable, the Safety Department engaged in deep listening with members over the course of 2022 and presented findings and recommended action items to Board of Directors in 2023. Following Board approval, AWO applied accepted updates, clarifications, and additions to the SSRP. The new SSRP elements in effect for all 2024 calendar-year data include:

- Sector Choices
- Crew Hours
- Crew Fatalities
- Recordable Incidents
- Lost Time Incidents
- Falls Overboard
- Spills
- Severity Index

The following guidance describes how each element is defined and calculated for all incidents that take place on or after January 1, 2024. For previous reporting criteria guidance, please contact AWO's Safety Department by emailing safety@americanwaterways.com.

SECTOR CHOICES

Members are encouraged to assign crew-hours and incidents to the sector that best describes their operation. Members who operate in multiple sectors are encouraged to make separate entries for each sector, dividing crew-hours and assigning the incident(s) accordingly. There are no limits to how many entries a company may make each quarter; however, it is important to ensure crew-hours and incidents are not duplicated across multiple reports.

The SSRP Sectors are:

- **Coastal/Coastal-Harbor**: Companies and mariners navigating the Atlantic, Pacific and Gulf Coasts and operating in coastal harbor ports with many of these enterprises assisting with ships' mooring or berthing operations and transportation services.
- **Inland**: Vessels and mariners transporting cargoes on inland waterway routes.
- **Inland Fleeting**: Companies and mariners involved in fleeting operations where barges are moored, loaded, unloaded, built into a tow for delivery to a loading or unloading location, cleaned and/or repaired for use.



CREW HOURS

Crew Hours (man-hours) should be calculated as follows:

- All hours spent on board the vessel, whether on watch or off watch, should be included in the crew-hours count for the SSRP.
- Crewmembers of live-aboard vessels are exposed to possible injury 24 hours per day; therefore, injuries occurring during their off-watch time are considered work-related.
- Crewmembers of harbor services vessels working an 8- or 12-hour day and going home during off-duty hours should not be counted for 24 hours, but only for actual time worked.

Crew Hours are used in the calculation of rates by the SSRP Program. Details are discussed in [DATA NORMALIZATION: RATE FORMULAS & METHODOLOGY](#) section of this manual.

CREW FATALITY

Fatalities that result from a [recordable injury](#), as defined by the SSRP, should be reported to the SSRP.

RECORDABLE INJURY

A recordable injury, for the purpose of the SSRP, is a [marine casualty](#) incident that:

- Involves a person engaged or employed on board a vessel ¹;
- Is [work related](#) ²;
- is a [new case](#) ³;
- involves injury or loss of life; and
- affects a person engaged or employed on board a vessel working under the supervision of the AWO subject member company.

The recordable injury count should include lost time incidents and fatalities; therefore, the number of recordable injuries will always be more than, or equal to, the lost time and fatality counts in the SSRP. [Figure 1](#) illustrates the process of determining recordability.

LOST TIME INJURY

A Lost Time Injury (LTI), for purposes of the SSRP, is a work-related injury that results in disability, missed work, or restricted duty.

- An injury must be work-related to be counted as an LTI in the SSRP.
- Injuries that result in **Days Away**, **Restricted**, or **Transferred (DART)** duty are LTIs in the SSRP.
- Injuries that prevent a crew member from performing his or her normally assigned duties (e.g., navigation or engineering watches, routine maintenance, cargo handling) are considered LTIs for the purposes of the SSRP. ¹

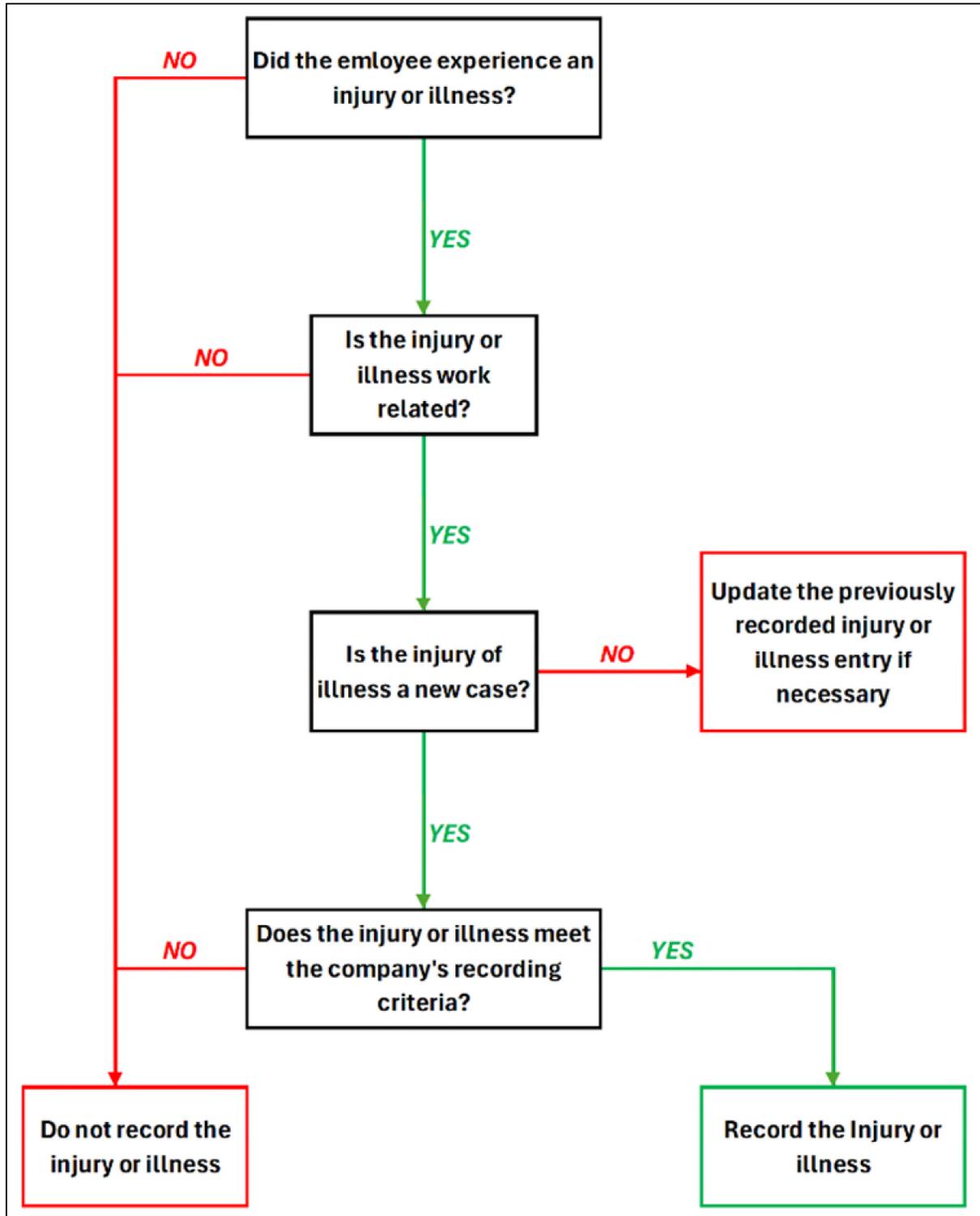
¹ [NVIC 01-15](#) – U.S. Coast Guard Marine Casualty Reporting Procedures Guide

² [29 CFR 1904.5](#) – Occupational Safety and Health Administration (OSHA) Determination of work-relatedness

³ [29 CFR 1904.6](#) – OSHA Determination of new cases



Figure 1: Determining Injury Recordability





FALLS OVERBOARD

A fall overboard, for the purposes of the SSRP, is any unintentional fall or intentional unauthorized fall (i.e., rail jumping) overboard by a person (e.g., crew member, passenger, visitor, or contractor) that results in the person's fall to water from a vessel, dock, or other structure.

- This definition of fall overboard applies to persons who fall from a skiff; however, a person who intentionally steps into water from a skiff for legitimate reasons (i.e., tying the skiff off) is not necessarily a fall overboard.

SPILLS

All spills that enter the water are reportable to the SSRP.

- Spills to primary or secondary containment areas that do not enter the water are not reportable spills for purposes of the SSRP.

SEVERITY LEVELS FOR LOST TIME INJURIES

All LTIs reported to the SSRP will prompt the member to enter a 'Severity Level'. The Injury Severity Matrix used in the SSRP is identical to the Injury Severity Scale developed by the Coast Guard and included in the USCG-AWO Safety Partnership's Annual Safety Report, with one exception:

- The SSRP only records LTIs that require care beyond first aid⁴. Because of this, "Minor" injuries are not included in the SSRP Injury Severity Matrix. All other USCG Injury Severity Scale definitions are included in the SSRP Injury Severity Matrix, illustrated in [Figure 2](#) on the following page.

DATA NORMALIZATION: RATE FORMULAS & METHODOLOGY

The SSRP utilizes user-entered [crew hours](#) data to normalize company incident counts and to produce trending and comparative [reports](#). The same formula is used for all *types of incidents*, including: [Crew Fatalities](#), [Recordable Injuries](#), [Lost Time Injuries](#), [Falls Overboard](#), [Spills](#), and [Severity of Lost Time Injuries](#). In this formula, *x* = the *type of incident*.

$$x \text{ rate} = \frac{x \text{ count}}{\text{crew hours}} \times 200,000$$

For instance, if calculating a Lost Time Injury Rate, *x* would represent the number (or count) of Lost Time Injuries entered for a specific time period. The crew hours used to calculate the rate will include only those hours entered for the same period.

⁴ [29 CFR 1904.7\(b\)\(1\)](#) – OSHA First Aid



Figure 2: Injury Severity Matrix

Moderate	<p>Injury is recordable but did not result in broken bones (other than fingers, toes or nose), loss of limbs, severe hemorrhaging, muscle, nerve, tendon or internal organ damage. Professional medical treatment may have been required. If so, the person was not hospitalized for more than 48 hours within 5 days of the injury.</p>	<p><u>Examples:</u> Broken fingers, toes or nose; amputated fingers or toes; degloving of fingers or toes; dislocated joint; severe sprain/strain; second/third degree burns covering 10% or less of body (if face included, move up one category); herniated disc</p>
Serious	<p>Injury exceeds the moderate level and requires significant medical/surgical management. The person was not hospitalized for more than 48 hours within 5 days of the injury.</p>	<p><u>Examples:</u> Broken bones (other than fingers, toes, or nose); partial loss of limb (amputation below elbow/knee); degloving of entire hand/arm or foot/leg; second/third degree burns covering 20-30% of body (if face included, move up one category); bruised organs</p>
Severe	<p>Injury exceeds the moderate level and requires significant medical/surgical management. The person was hospitalized for more than 48 hours within 5 days of the injury and, if in intensive care, was in for less than 48 hours.</p>	<p><u>Examples:</u> Internal hemorrhage; punctured organs; severed blood vessels; second/third degree burns covering 30-40% of body (if face included, move up one category); loss of entire limb (amputation of whole arm/leg)</p>
Critical	<p>Injury exceeds the moderate level and requires significant medical/surgical management. The person was hospitalized and in intensive care for more than 48 hours within 5 days of the injury.</p>	<p><u>Examples:</u> Spinal cord injury; extensive second- or third-degree burns; concussion with severe neurological signs; severe crushing injury; internal hemorrhage; second/third degree burns covering 40% or more of body; severe/multiple organ damage</p>



SECTION 2: DATA ENTRY PROCESS & TECHNICAL GUIDE

REGISTRATION

A username and password will be sent to new users in an “Account Setup Email”. Organizations may check their registration status by following the instructions in the “Login and Account Information” section of this manual.

For questions not covered by this guide, please contact AWO or the Salix Technical Support team using the contact information below:

PORTAL

To access the portal, navigate to awo.salixhub.com. This website will appear as illustrated below.

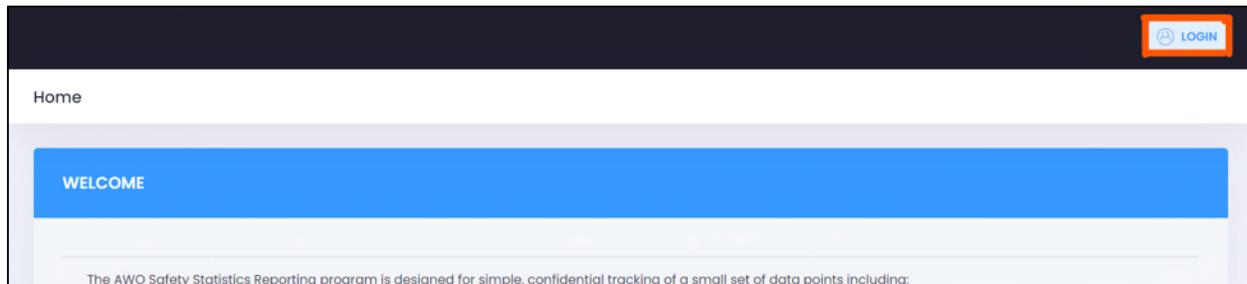
The screenshot shows the home page of the AWO Safety Statistics Reporting portal. The page has a dark blue header with the AWO logo and a 'LOGIN' button. A dark blue sidebar on the left contains navigation links: Home, Support, FAQ, Manuals, and Request Account Info. The main content area is white and features a blue 'WELCOME' banner. Below the banner, there is a paragraph explaining the program's purpose and a bulleted list of data points tracked: Vessel crew man hours, Total number of crew fatalities, Total number of recordable injuries, Total number of lost-time injuries, Total number of falls overboard, Total reportable spills of all types, and Total volume of spills in gallons. Further down, there is a section titled 'What is the difference?' with two bullet points: Trending Reports and Comparison Reports, each with a link to view a sample. At the bottom, there are three links: 'Click here to view our Purpose Statement.', 'Click here to view our Security Statement.', and 'Click here to view our Confidentiality Statement.'



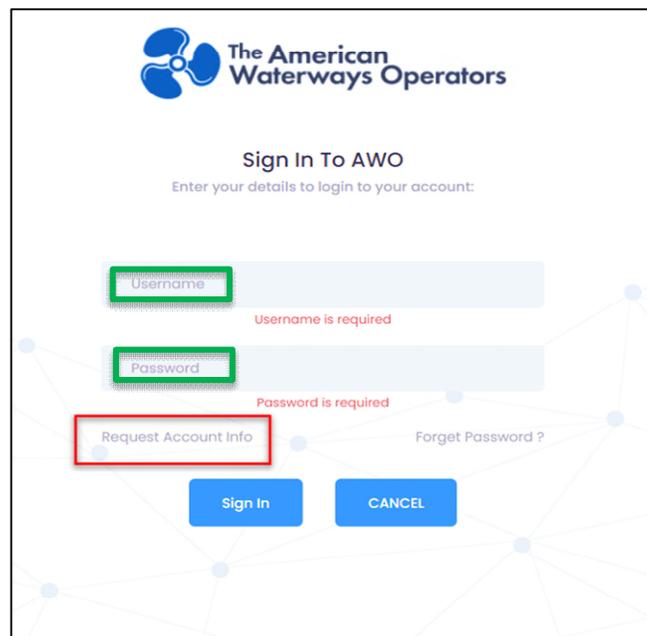
LOGIN

Login and Account Information

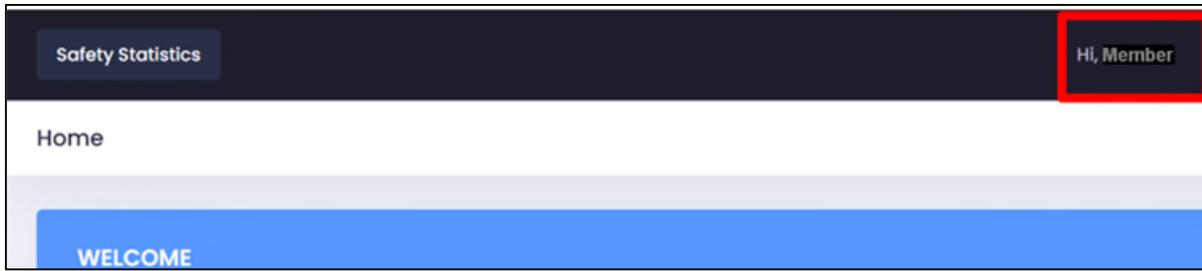
Once the portal is opened, the user must login. Click on the “Login” button highlighted below.



Enter your Username and Password in the login screen, as illustrated below. If you do not have this information, you may request it by clicking the Request Account Info as illustrated.

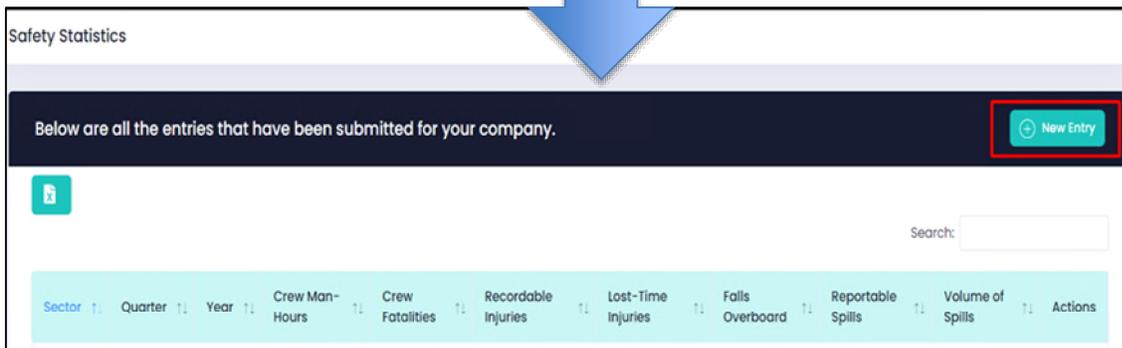
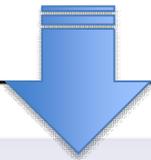
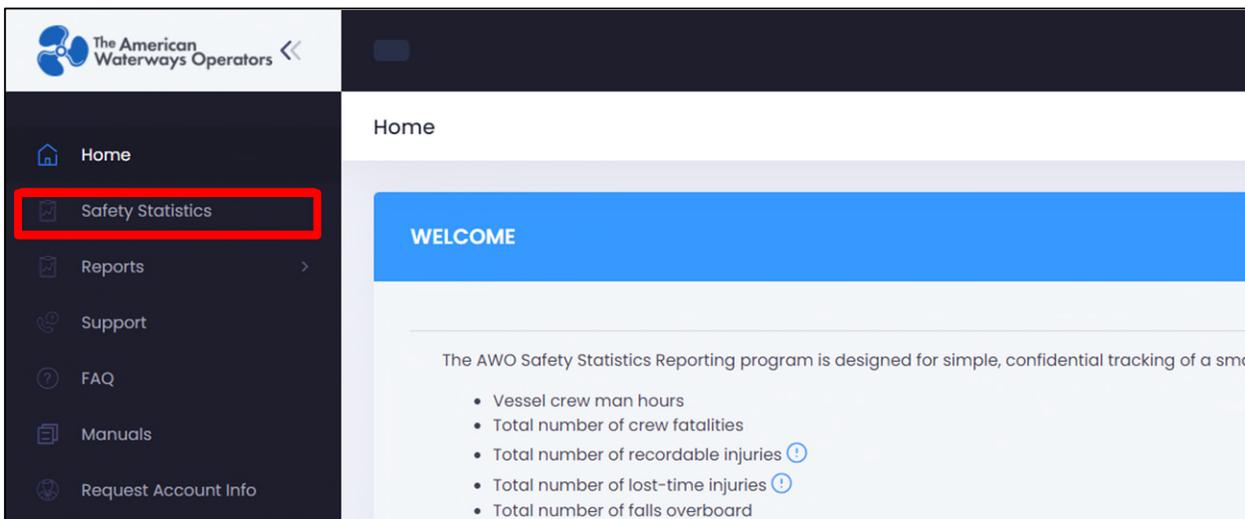


Once logged in successfully, users will be taken back to the home page. The username should be highlighted as illustrated below. This ensures the correct user account is logged in.



ENTERING NEW DATA

To enter new data, click on “Safety Statistics” in the navigation and then click on “New Entry”.



Once you have opened a “New Entry”, users will be prompted to select the sector, quarter, and year of the data to enter. Please select the sector that best matches the operation of the vessels being entered.

Multiple entries may be made for each quarter. Organizations are encouraged to divide and assign crew hours and incident counts according to the sector that best describes the vessel



operation at the time of the incident. This may require as many as three submissions per quarter (one for each sector) if a company operates in all three sectors.

Alternatively, a company may choose to assign all hours and incidents to the sector that best describes the majority of vessel operations. This is a fitting choice for members who predominantly operate in a single sector.

A detailed illustration of the “New Entry” form is included in [Figure 3](#).



Figure 3: New Entry Form Illustration

New Entry
For details or instructions, click on ⓘ or refer to the [AWO Safety Statistics Reporting Program Instruction Manual](#). ✕

Directions: Select the operational sector and enter your data per sector in which you operate in.
If your organization operates in more than one Sector, please submit a separate form for each.
There are no restrictions on the number of submissions per quarter.

Sector being reported ⓘ <small>Use a separate entry for each Sector.</small>	<input type="text" value="Please Select"/>	Total # of Recordable Injuries ⓘ	<input type="text"/>
Quarter for reported Sector	<input type="text" value="Please Select"/>	Total # of Lost-Time Injuries ⓘ	<input type="text"/>
Year for reported Sector	<input type="text" value="Please Select"/>	Total # of Falls Overboard ⓘ	<input type="text"/>
Vessel crew man-hours. ⓘ	<input type="text"/>	Total Reportable Spills of All Types ⓘ	<input type="text"/>
Total # of Crew Fatalities	<input type="text"/>	Total Volume of Spills (in gallons) ⓘ	<input type="text"/>

Severity Levels Descriptions

Moderate ⓘ

Serious ⓘ

Severe ⓘ

Critical ⓘ

Cancel
Review

Data field information for the data entry form is provided in [SECTION 1: DEFINITIONS AND RECORDING GUIDANCE](#). Users may also select the ⓘ next to an entry to review a description of the field.

Each field must be completed, even if the number is “0”. The “Severity Levels” will become after you have entered the number of “Lost Time” injuries, with the number of severity level selection inputs will correspond with the number of lost time injuries. An example of how the Lost Time Severity form entry may appear is illustrated in [Figure 4](#).

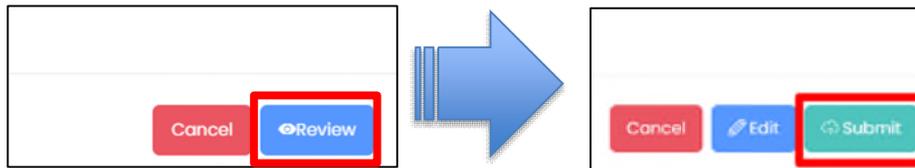


Figure 4: Severity Level Form Entry Example

Example of an entry with **one** lost time:

Example of an entry with **four** lost time:

Once entry is complete, click the “Review” button to check and ensure entered data is correct. If there are errors, click Edit to correct data. If correct, click “Submit” to submit data.



When submitted with no errors, the page below will be displayed.



AMENDING DATA

To amend data, click on Safety Statistics in the navigation and then click on the pencil icon in the table of the record you want to amend.

Safety Statistics

Below are all the entries that have been submitted for your company. New Entry

Search:

Sector	Quarter	Year	Crew Man-Hours	Crew Fatalities	Recordable Injuries	Lost-Time Injuries	Falls Overboard	Reportable Spills	Volume of Spills	Actions
Coastal/Coastal - Harbor	Q1	2021	00	0	0	1	0	0	0	

Once the pencil button is selected, a new window will pop up with the selected data. The user may now edit the data. For each change, users will be required to add a reason for the edits.

Once the edits are complete, click the “Review” button as illustrated below. After review, an option to “Update” will be displayed.

Descriptions

Select Severity for Lost Time Injury 1: Moderate

Select Severity for Lost Time Injury 2: Serious

Select Severity for Lost Time Injury 3: Moderate

Select Severity for Lost Time Injury 4: Severe

Select Severity for Lost Time Injury 5: Critical

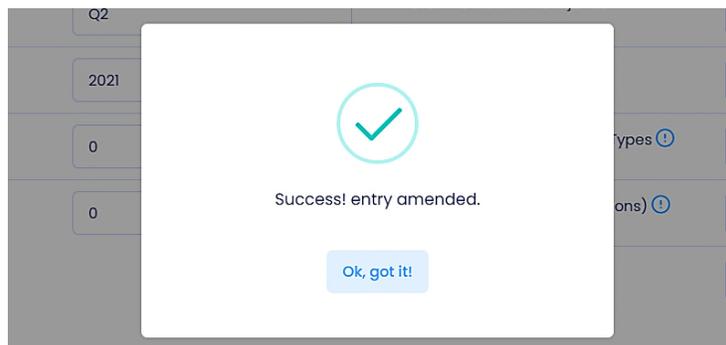
Reason for Amendment: Please Select

Cancel Review

➔

Cancel Edit Update

Click “Update”. Following submission, a “Success!” message will be displayed.





VIEW AND DOWNLOAD HISTORICAL DATA

To view historical data, click on Safety Statistics in the navigation menu.

The screenshot shows the AWO Safety Statistics Reporting interface. On the left is a dark navigation menu with the following items: Home, Safety Statistics (highlighted with a red box), Reports, Support, FAQ, Manuals, and Request Account Info. The main content area is titled 'Home' and features a blue 'WELCOME' banner. Below the banner, a message states: 'The AWO Safety Statistics Reporting program is designed for simple, confidential tracking of a sm...'. A bulleted list follows, detailing the tracked metrics: Vessel crew man hours, Total number of crew fatalities, Total number of recordable injuries (with a help icon), Total number of lost-time injuries (with a help icon), and Total number of falls overboard.

This page allows users to export all data, add a new entry, amend a past entry, or delete specific data.

Safety Statistics

Below are all the entries that have been submitted for your company. [New Entry](#)

Search:

Sector	Quarter	Year	Crew Man-Hours	Crew Fatalities	Recordable Injuries	Lost-Time Injuries	Falls Overboard	Reportable Spills	Volume of Spills	Actions
Coastal/Coastal - Harbor	Q1	2021	00	0	0	1	0	0	0	Edit Delete
Inland	Q2	2021	0	0	0	1	0	0	0	Edit Delete

Showing 1 to 2 of 2 entries

Previous **1** Next



Export and Download All Data

To export data, locate the  button. Clicking this button will prompt the user to select a location on your computer to save the excel spreadsheet to. Once saved, all data will be available in the saved file.

Safety Statistics

Below are all the entries that have been submitted for your company.



Sector	Quarter	Year	Crew Man-Hours	Crew Fatalities	Records Injuries
Coastal/Coastal - Harbor	Q1	2021	00	0	0
Inland	Q2	2021	0	0	0

Showing 1 to 2 of 2 entries

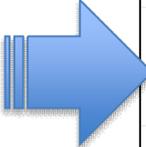
Delete Specific Data

To delete specific data, locate the historical data button on the entry line you wish to edit. Choosing an edit button will prompt you to confirm the data you wish to delete in the chosen entry.

Search:

Reportable Spills	Volume of Spills	Actions
0	0	 
0	0	 

Previous **1** Next



Delete Entry ×

 Are you sure you want to delete this entry?

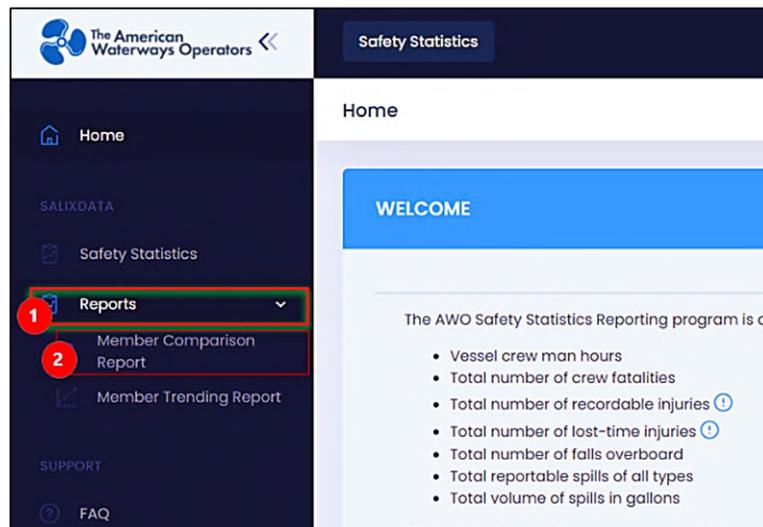


REPORTS

Member Comparison Report

To view this report, click on Reports in the navigation and then click on Member Comparison Report.

When the “Member Comparison Report” page is loaded, enter the desired sector, starting quarter and year, and ending quarter and year. Click “Search” to retrieve and display the selected data for comparison.



The screenshot shows the 'Search Details' form. It has a blue header with the text 'Search Details'. Below the header are five dropdown menus: Sector (set to 'Coastal/Coastal - Harbor'), Starting Quarter (set to 'Q1'), Start Year (set to '2017'), Ending Quarter (set to 'Q2'), and End Year (set to '2021'). To the right of these dropdowns is a green 'Search' button, which is highlighted with a red box.

An example result is illustrated in [Figure 5](#) on the following page. Users may export all data, or individual graphs.



Figure 5: Example Member Comparison Report

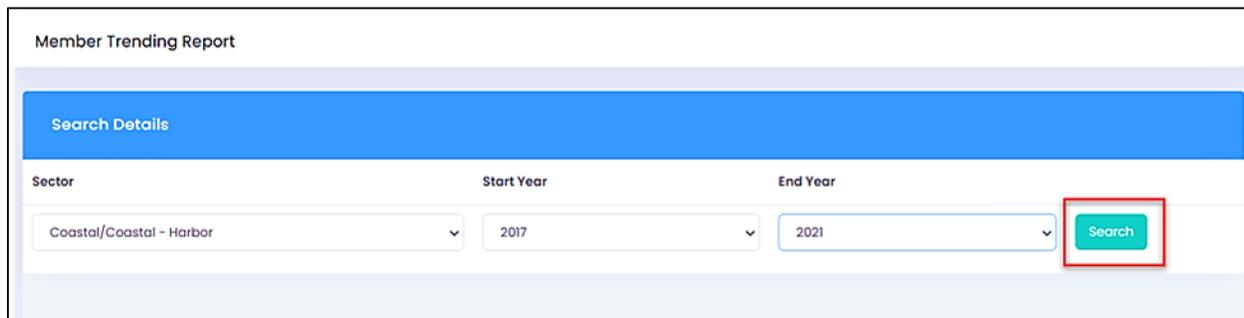
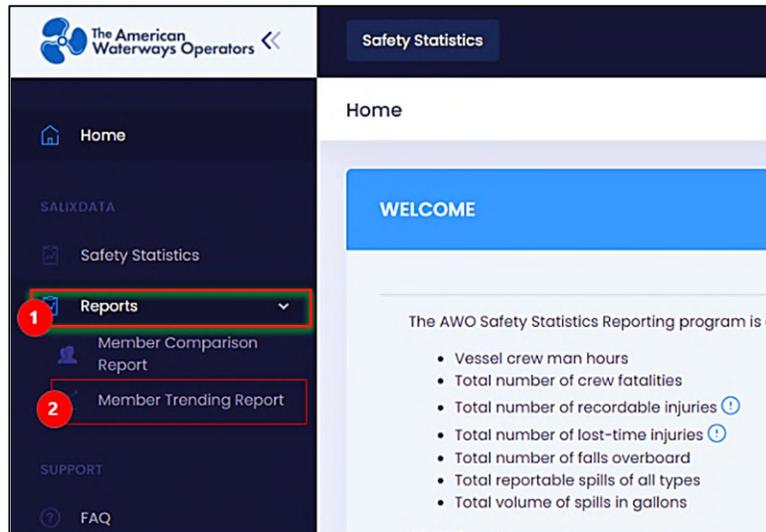




Member Trending Report

To view this report, click on Reports in the navigation and then click on Member Trending Report.

When the “Member Trending Report” page is loaded, enter the desired sector, starting quarter and year, and ending quarter and year. Click “Search” to retrieve and display the selected data for comparison.

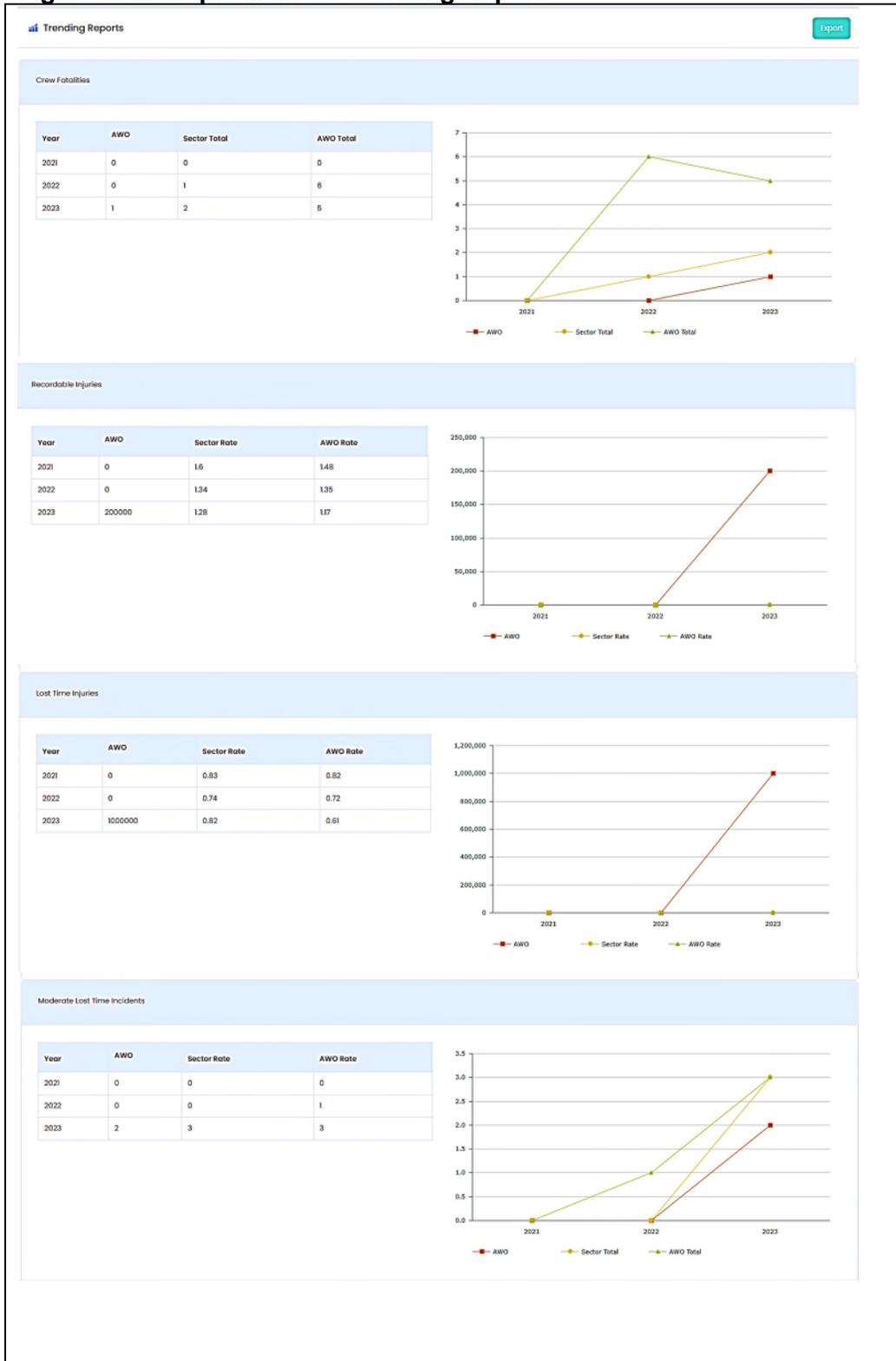


An example Member Comparison result is illustrated in [Figure 6](#) on the following page.⁵ Users may export all data, or individual graphs.

⁵ Some graphs omitted in example Member Comparison illustration.



Figure 6: Example Member Trending Report

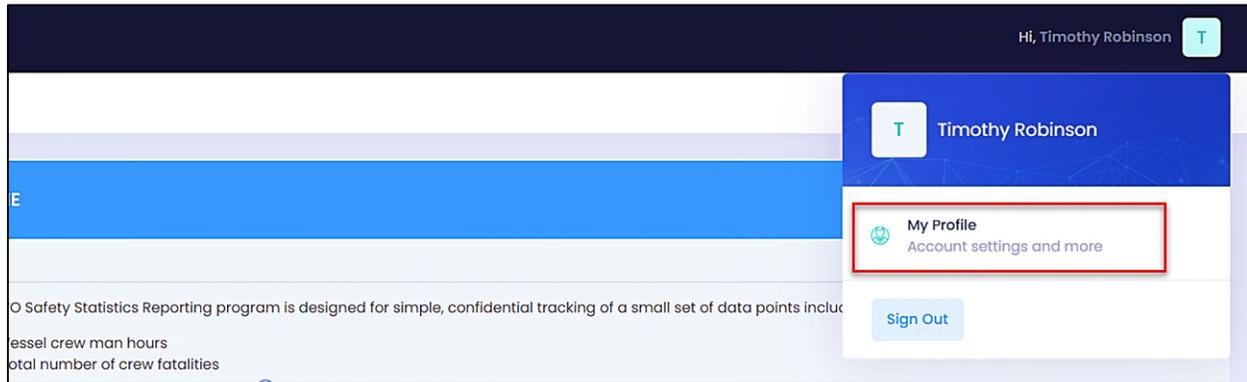




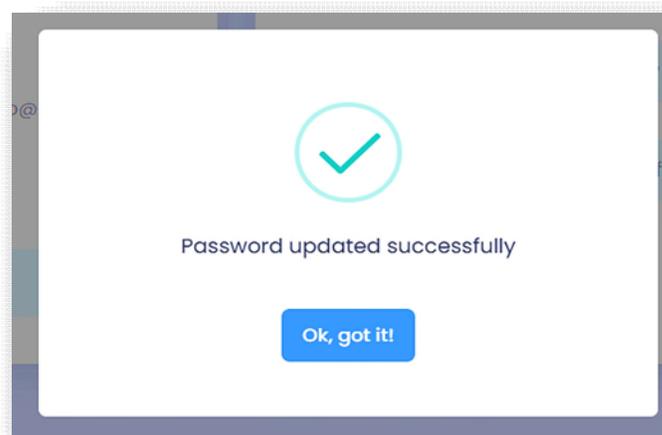
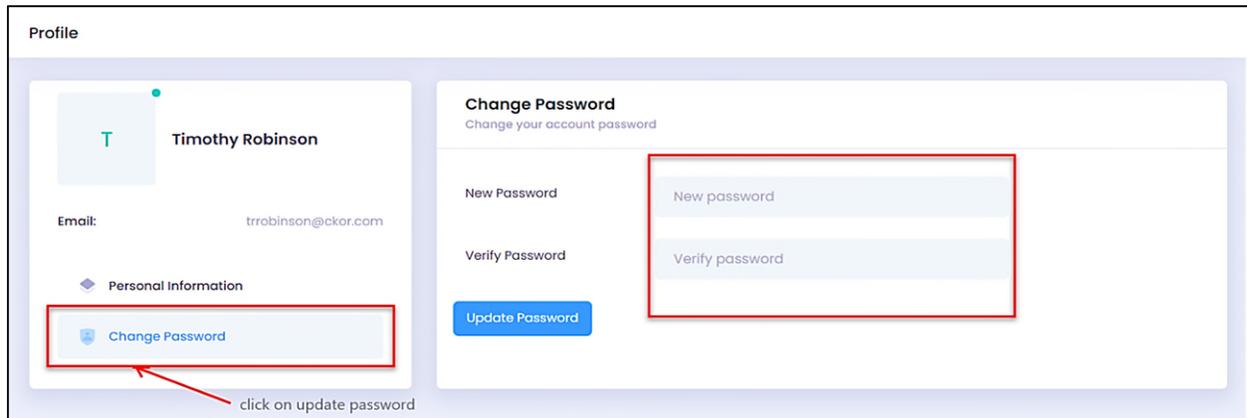
SUPPORT

Update Existing Password

To update your password, navigate to the profile page by clicking on your username and clicking on My Profile as shown below.



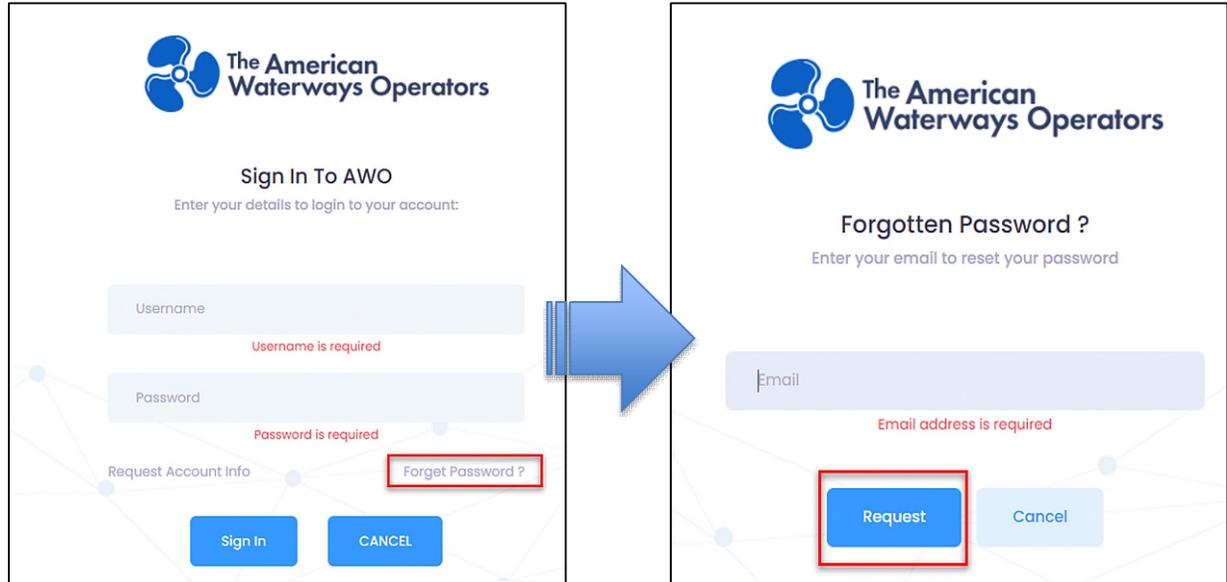
Once you are on this page click on change password. This will bring up a window on the right for you to update your password. Enter and confirm your new password then click on the update password button. On success you will see a password updated successfully alert.



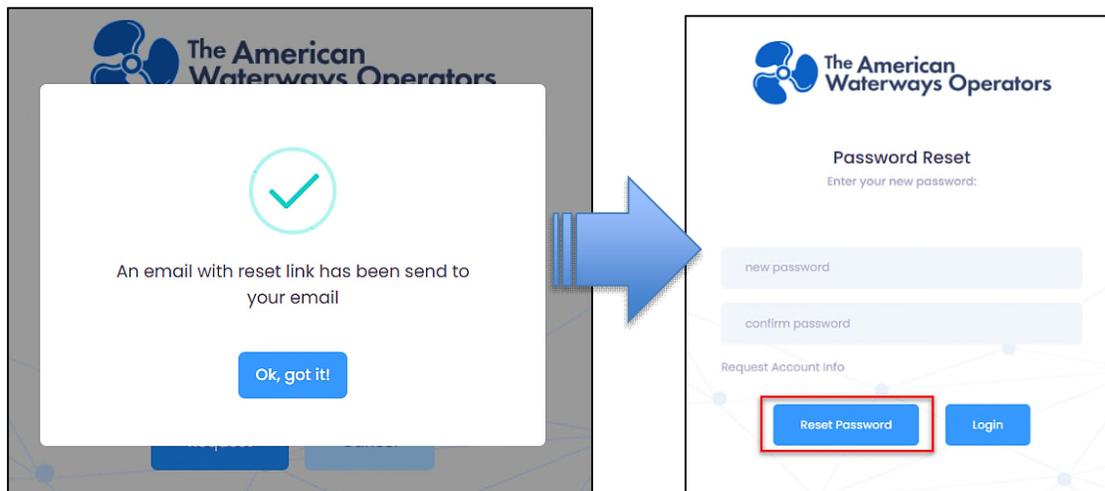


Reset Password

To reset a forgotten or unknown password, locate the “Forgot Password” button on the login page. Once selected, a new window will pop up. Enter the account’s email address and click the request button.



An email with the password reset link will be sent to your email address.⁶ Once delivered, click on the emailed link to open the password reset page. Enter and confirm the new password then, click on the reset password button.



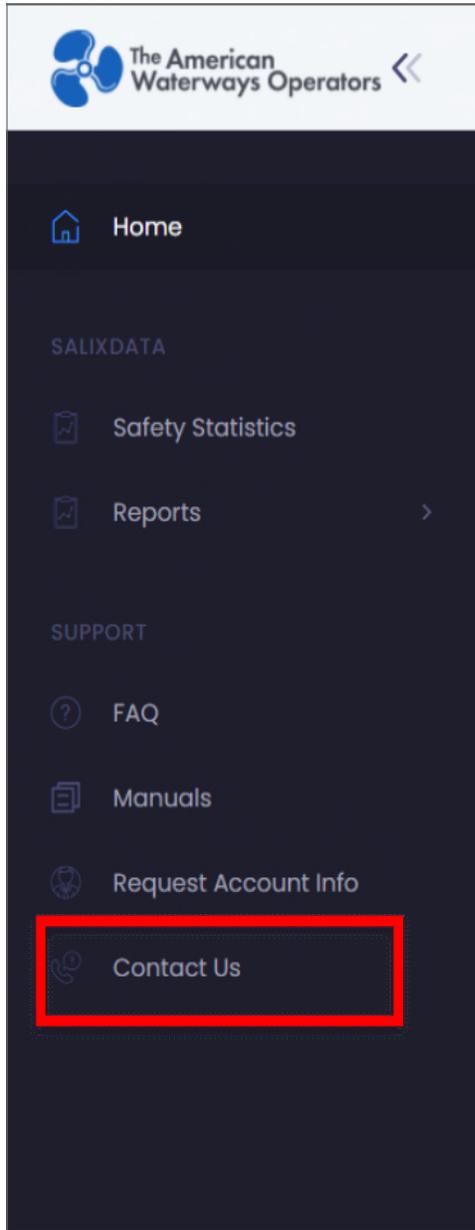
If there are no errors, you will get a password updated successfully alert. You can now navigate to the login page and login with your new password.

⁶ The emailed password reset link will be valid for one hour only. If time expires, the “Forgot Password” steps must be repeated.



Contact Support

To contact support, click on “Contact Us” on the navigation menu to send an email request; or use the Salix and AWO contact information provided below.



SALIX Technical Support

Allen Blevins
Salix Data

600 Vine Street, Suite 2006
Cincinnati, OH 45202

(p) 513-772-8484

(e) AWO@salixdata.com

AWO Representative

Michael Breslin
Director – Safety & Sustainability

The American Waterways Operators
801 North Quincy Street, Suite 500
Arlington, VA 22203

(p) 504-417-2136

(e) Safety@americanwaterways.com



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