



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 4 OF 2013**

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Applicable to: This circular should be brought to the attention of shipowners, shipmanagers, operators and masters of Singapore-registered ships.

MARITIME LABOUR CONVENTION: REPORTING OF OCCUPATIONAL ACCIDENTS, INJURIES AND DISEASES AFFECTING SEAFARERS

1. In accordance with the requirements of Regulation 4.3 of the Maritime Labour Convention, shipowners and masters of Singapore-registered ships are required to report to the Director of Marine occurrences of occupational accidents, injuries and diseases affecting seafarers on board ships.

Reporting to the Director of Marine

2. The following occupational accidents, injuries or diseases affecting seafarers on board must be reported to the Director of Marine:

- a. The loss of life of a seafarer must be reported within 24 hours; or
- b. An injury/condition sustained by a seafarer must be reported within 24hrs of determining it as serious. A serious injury/condition is defined as one that renders the seafarer unfit to work for more than 3 consecutive days or hospitalised for at least 24 hours, commencing within 7 days from the day when the injury/condition was suffered.

3. Shipowners and masters are to report all occurrences that result in loss of life or serious injury/condition using the report form attached in Annex A. The report form should be submitted via email: mmpo_mpa@mpa.gov.sg.

4. This form will assist shipowners and masters in providing the relevant information required for determining the cause of the accident and, if required, to conduct follow-up investigations.

5. There may be instances where it is not possible for reasons beyond the control of shipowners or the masters to send a detailed report within 24 hours for occupational accidents, injuries or diseases resulting in loss of life or serious injury/condition. For such instances, shipowners or masters should, at a minimum, send a notification of the occurrence to the Director of Marine by the most expeditious means (including email notifications via mmo_mpa@mpa.gov.sg) and, as soon as possible thereafter follow up with the complete report. Such a notification should contain the following details:

- a. Ship's name and IMO number
- b. Date and time of occurrence
- c. Brief account of the occurrence, including injuries/conditions suffered, location of occurrence on board and medical treatment administered
- d. Personnel Involved
- e. Ship's location at time of occurrence
- f. Immediate action taken in response to the occurrence

Notification to the Director of Marine

6. Besides occurrences resulting in loss of life or serious injuries/conditions, shipowners and masters are to notify the Director of Marine all other types of occupational accidents, injuries or diseases affecting seafarers within 3 calendar days. Notification can be done via email (mmo_mpa@mpa.gov.sg) and should contain the following details:

- a. Ship's name and IMO number
- b. Date and time of occurrence
- c. Brief account of the occurrence, including injuries/conditions suffered, location of occurrence on board and medical treatment administered
- d. Personnel Involved

Reporting to the Ministry of Manpower (MOM)

7. The Work Injury Compensation Act (WICA) provides injured employees with a means to settle compensation claims. For the purposes of providing compensation to seafarers, employers are required to report occupational accidents to MOM.

8. The seafarer's employers are required to report to MOM via iReport (<http://www.mom.gov.sg/ireport>) within 10 days of an occurrence:

- a. Of an occupational accident where it results in the death of a seafarer; or
- b. Of an occupational accident where it renders a seafarer unfit for work for more than 3 consecutive days or hospitalised for at least 24 hours; or
- c. Of a seafarer contracting an occupational disease.

More information can be found on this MOM site: <http://www.mom.gov.sg/workplace-safety-health/incident-reporting/Pages/default.aspx>.

Shipping Circular No. 4 of 2007

9. This Circular complements MPA Shipping Circular No. 4 of 2007 which is still in force. Shipping Circular No. 4 of 2007 focuses on reporting of accidents involving a ship, which may not result in injuries to seafarers. This Circular focuses on reporting of occupational accidents, injuries or diseases involving seafarers on board.

10. Any queries regarding this circular should be addressed to:

- Mr Benjamin Wong (Email: Benjamin_K_L_WONG@mpa.gov.sg; Tel: 6375 6216);
- Ms Irene Goh (Email:Irene_T_L_GOH@mpa.gov.sg; Tel: 6375 6225); or
- Mr Glendon Goh (Email: Glendon_GOH@mpa.gov.sg; Tel 6375 6268).

CHEONG KENG SOON
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE

**REPORT FORM: OCCUPATIONAL ACCIDENTS, INJURIES AND DISEASES
AFFECTING SEAFARERS ON BOARD**

(To be submitted to mmo_mpa@mpa.gov.sg)

<p>1. Ship's name and IMO number:</p>
<p>2. Date and time of occurrence:</p>
<p>3. Ship's position at time of occurrence (Lat-Long / Name of location):</p>
<p>4. Personnel involved:</p> <p>Name:</p> <p>Gender:</p> <p>Age:</p> <p>Nationality and Passport No.:</p> <p>If crew, specify designation:</p> <p>If other persons, specify nationality and status e.g. passenger:</p> <p>If more than one personnel involved, please include in separate sheet.</p>
<p>5. Account of the occurrence:</p> <p>Covering, where applicable, circumstances leading to occurrence, nature of injuries/conditions, occurrence of fatality, degree of incapacity (temporary or permanent), duration of occurrence, location of occurrence on board, medical treatment given.</p>

6. Indicate any immediate action taken in response to the occurrence:

7. Any other relevant information (including statements from witnesses):

8. Declare whether all statutory requirements were in order prior to the occurrence; otherwise provide details of the non-compliance(s) and actions taken:

Declaration (to be made by Master or most senior officer available):

I declare that this Report (consisting of pages) is true to the best of my knowledge and I make it knowing that, if it is tendered in evidence, I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Name:

Designation:

Passport No.:

Date:

Signature