

HSSE SECTION

This is a quick guide to the main functionalities of the HSSE Sections of JIG Dashboard.

The activities are being dealt with in the order that a site manager would likely approach 2025, with Targets/Data at the beginning, with reporting and benchmarking functions covered at the end of the document.

We will start with a brief review of HSSE Monthly Statistics, that have been slightly modified by the HSSE Committee starting January 2025.

JIG HSSE Monthly Statistics.

Similar to the old Dashboard, JIG will collect several monthly statistics that are then combined into groups known as **KPIs**. The KPIs are “normalised” to allow comparisons between individual sites and chosen averages. To better fit with the reporting of many JIG Members, Refuelling KPIs are reported as incidents per 1 million Fuellings; all other KPIs are reported as incidents per 1 million working hours (previously 200,000 hours).

The Statistics and KPI Groups are as follows:

KPI/Data category	lead/lag	Notes		lead/lag	Notes
Health Impact			Operational incidents		
Illness with irreversible health effects	lagging	new	Fires	lagging	x
Illness with reversible health effects	lagging	new	Explosions	lagging	new
Personal Injury			Non Refuelling Vehicle Incidents	lagging	was "other" vehicles
Fatality	lagging		Loss of primary containment less than 20 litres	lagging	used to be "spills"
Permanent Disability	lagging	new	Loss of primary containment (LOPC) between 20 and 150 litres	lagging	used to be "spills"
Lost Workday Case (LWC)	lagging		Loss of primary containment (LOPC) greater than 150 litres	lagging	used to be "spills"
Restricted Work Case (RWC)	lagging		Security Incident	lagging	
Medical Treatment Case (MTC)	lagging		Other Incident	lagging	
First Aid Case (FAC)	lagging		Refuelling incidents (divided by 1 million fuellings)		
PQ incidents			Aircraft Damage Incident	lagging	
Product Quality Incident - no operational impact	lagging	previously "mild" & "high"	Fueller Vehicle Incidents	lagging	
Product Quality Incident with operational impact	lagging	previously "serious"	Hydrant Vehicle Incidents	lagging	
Leading Indicators			Aircraft vent spills	lagging	
			Misfuelling Incident	lagging	
Near Miss reports	leading		Environmental consequences		
High Potential (HiPo) Near miss reports	leading	new	Spills less than 20 litres	lagging	new
Site Safety Meetings and Toolbox Talks.	leading	new	Spills between 20 and 150 litres	lagging	new
Safety Walks	leading		Spills greater than 150 litres	lagging	new

The Definitions will be published in an HSSE Bulletin, and can also be seen on the Dashboard (see below).

Note that when historical data is imported into the Dashboard, the 2023 Data will be recorded and displayed according to the previous definitions, but all 2024 data will be adjusted automatically to the new definitions so that sites can compare 2025 with previous year’s performance.

Target Entry

Sites are encouraged to enter their annual targets for each of the Statistics, so that they can evaluate performance. Target entry is simple and has to be done once at the beginning of the year, by clicking “Target Entry” on the left hand menu.

The Site name should be chosen if Site Manager can enter data for more than one site, then the year. Once selected, enter the number (raw data) of incidents is the target for each category. For example, 500 Safety Walks, 0 Restricted Work Case, etc. By entering Total Fuellings and Total Hours worked expected for the year, the system will automatically calculate the normalised target per million fuellings/hours.

Please note that the fuellings/hours data for a site is only visible to the Site Manager or other person with edit rights. Most dashboard users will see normalised calculations, but will not be able to access actual hours or fuellings.

You can hover over the Statistic name to make the full description and definition appear.

Showing data for: London JIG-TEST-SITE:ADHIP

2024

Operational Data

Total Fuellings

Total Hours Worked

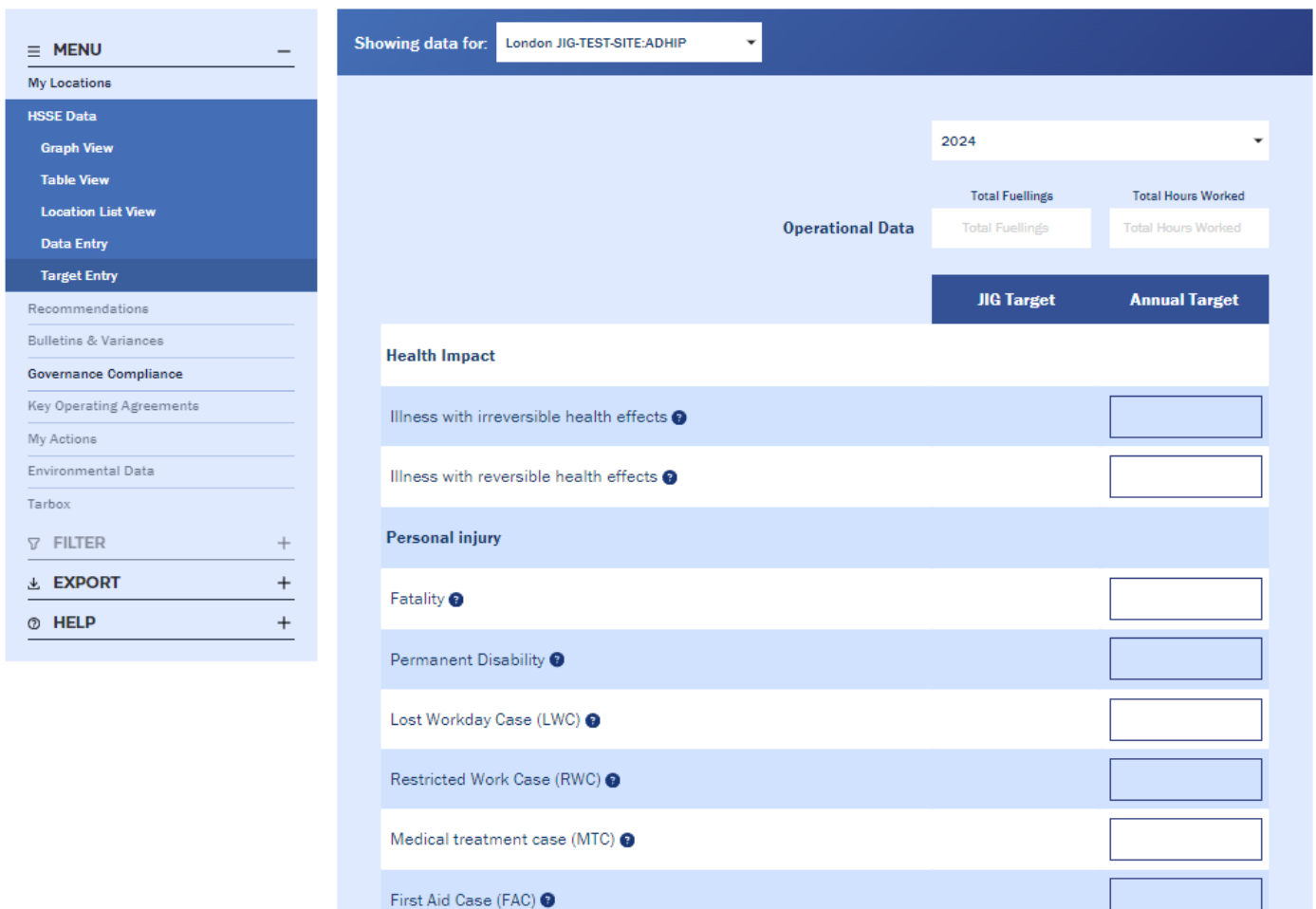
	JIG Target	Target	N/A
Health Impact			
Illness with irreversible health effects		<input type="text"/>	<input type="checkbox"/>
Illness with reversible health effects		<input type="text"/>	<input type="checkbox"/>
Personal injury			
Fatality		<input type="text"/>	<input type="checkbox"/>
Permanent Disability		<input type="text"/>	<input type="checkbox"/>
Lost Workday Case (LWC)		<input type="text"/>	<input type="checkbox"/>
Restricted Work Case (RWC)		<input type="text"/>	<input type="checkbox"/>
Medical treatment case (MTC)		<input type="text"/>	<input type="checkbox"/>
First Aid Case (FAC)		<input type="text"/>	<input type="checkbox"/>

Entering Monthly Statistics

At the end of each month, sites should enter their HSSE Stats using the “Data Entry” button on the left hand menu. The entry screen looks similar to Target Entry (choose site and MONTH) and then manually enter data into the spaces provided. (Raw Data). At Go-Live, the system will accept data uploads for up to 18 months in arrears, but the delay for entering data will progressively be adjusted so that data more than 3 months old will no longer be accepted. This will be done to ensure that sites have accurate and meaningful benchmarking data.

Note that sites who do not have an Into-Plane activity (identified by “IP” showing in the site name), will not see the “Monthly Fuellings” entry, nor the monthly Statistics related to refuelling activities. All data field have to be completed before the system allows “Submit Data”.

If you hover your mouse over the question mark after the Statistic name, the full definition appears in a pop-up box.



Sites also have the option to upload data by Spreadsheet, by clicking the “download the Spreadsheet Template” option at the bottom of the data entry page.

Before selecting download, **please ensure you have selected the Site Name and year** at the top of the page.

The system will then offer you to save a preconfigured spreadsheet containing the year and your site code. This key data is protected, and means you can only use the spreadsheet to upload the data for the site intended.

An example of the spreadsheet is below. Data can be entered into it by hand (or formula link to another spreadsheet) and uploaded to dashboard using the menu box at the bottom of the page.

Please note:

When uploading your data, please do so cumulatively and include all months you have data for. If you eliminate previous months, the no-data will override previously loaded data in Dashboard. Do not copy formulas, zeros or blanks into future months. The system will interpret those entries as zero data and will consequently be unable to calculate your KPIs (per million fuellings or hours) correctly.

Statistic descriptions are in the “Comment” of each cell. (Hover over the red triangle, top right).

Example of upload spreadsheet.

YEAR	2024	UPLOAD DATA FOR LONDON JIG-TEST-SITE:ADHIP													
KPIs		NA	LOCATIONID	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OPERATIONAL DATA															
-2	TOTALHOURS WORKED		9141	1000	1000	1000	1000	1000	1000						
-1	TOTAL FUELINGS		9141	100	100	100	100	100	100						
ENVIRONMENTAL IMPACT															
9006	Spills between 20 and 150 litres		9141	0	0	0	0	0	0						
9007	Spills greater than 150 litres		9141	0	0	0	0	0	0						
9126	Spills less than 20 litres		9141	0	0	0	0	0	0						
HEALTH IMPACT															
8989	Illness with irreversible health effects		9141	0	0	0	0	0	0						
9117	Illness with reversible health effects		9141	0	0	0	0	0	0						
HIPO REPORTS															
9012	High Potential (HiPo) Near Miss Reports		9141	0	1	0	3	0	2						
NEAR MISS REPORTS															
9011	Near Miss Reports		9141	20	25	23	18	31	21						
OPERATIONAL INCIDENTS															
8996	Explosions		9141												
8995	Fires		9141												
8999	Loss of primary containment (LOPC) between 20 and 150 litres		9141												
9000	Loss of primary containment (LOPC) greater than 150 litres		9141												
9122	Loss of Primary Containment (LOPC) less than 20 litres.		9141												

Important for non-used cells to be BLANK.
If you have a ZERO or a Formula, it will result in incorrect averages being calculated for your site.

Viewing my HSSE Statistics:

The entire new Dashboard has a standard menu on the left hand side that allows users with access to more than one site to **filter** their data according to several criteria:

DATE: To define the date range of data you want to see. (Year, Previous 12 months, Custom dates...)

TYPE: To isolate locations where you are Operator, Participant or Throughputter.

REGION : that the sites are based in.

COUNTRY : that the sites are based in.

OPERATIONS PROFILE : (IP, AD, ADH etc) that allows you to filter by type of activity, to see only Hydrant operations for example.

OPERATIONS SIZE: You can select from S/M/L to compare your HSSE Data with sites of a similar profile.

LOCATIONS: From a drop down list you can select one or multiple sites that you have access to.

After a choice has been made, the **APPLY** button must be pressed to generate the data. Using the **RESET All Filters** button reverts to a view of all data you have access to.

It is also possible to save a particular view, that becomes your default until you change it.

FILTER

Date Range
Previous 12 months

Type Select: ALL NONE
Participant x Operator x

Regions Select: ALL NONE
Europe x

Countries Select: ALL NONE
United Kingdom x

Operation Profile Select: ALL NONE

Operation Size Select: ALL NONE
Large x

Locations Select: ALL NONE
London JIG-TEST-SITE:ADHIP x

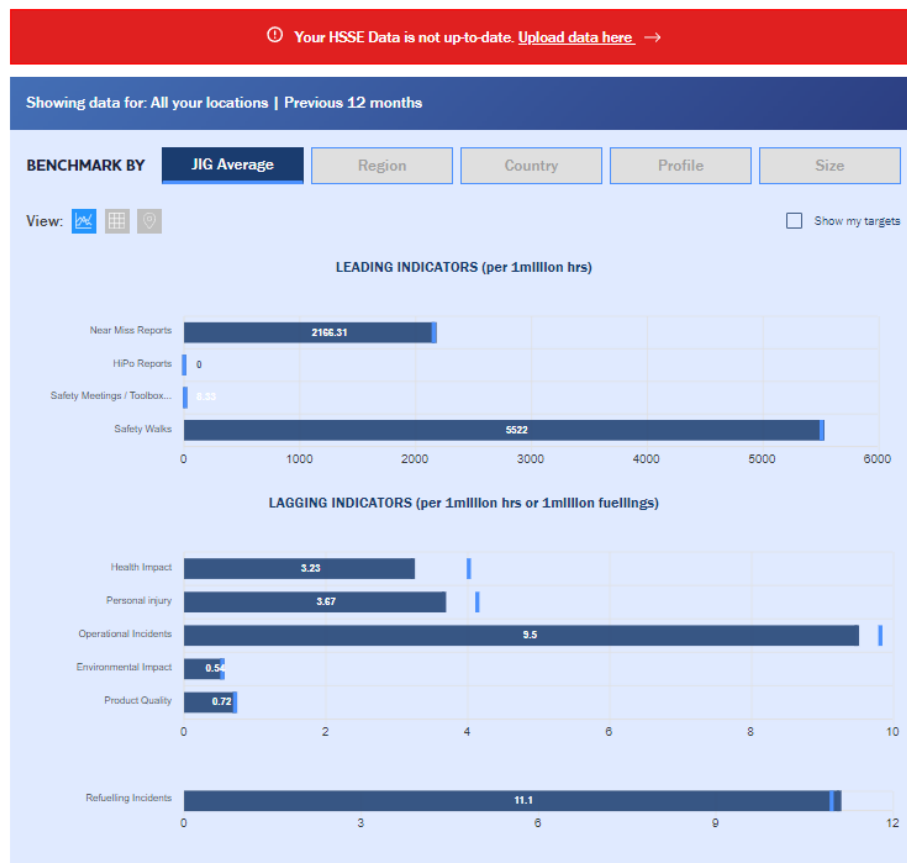
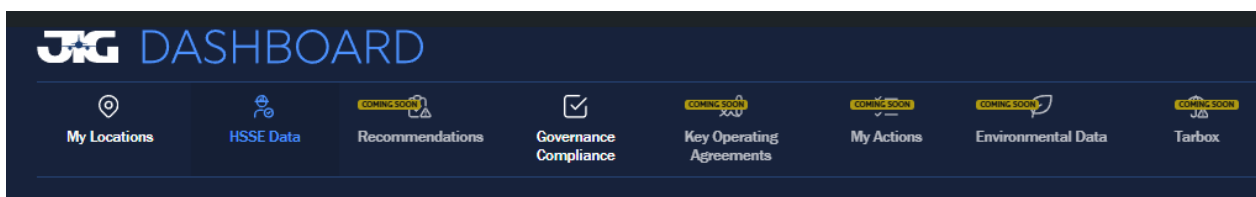
Apply Save View

[Reset All Filters](#)

To view your Dashboard data, there are 3 different views that you can find on the Menu, or by clicking on one of the 3 icons above your data:

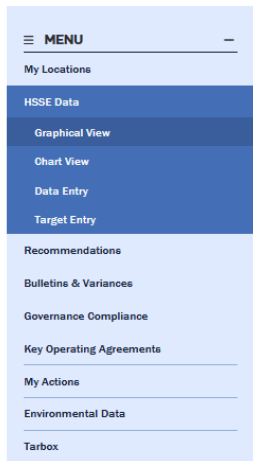
- **GRAPH VIEW:** Shows the normalised data of your KPIs in Graph form, and allows benchmarking against JIG Average, Region etc. Most suited for single site use.
- **TABLE VIEW:** Displays data as numbers. Either normalised or raw data. Shows a 3-year view including JIG Averages and Target to compare with your actual data. Can show one or multiple sites (aggregated) according to your Filter selection.
- **LOCATION LIST VIEW:** Has been designed to show a list of sites and their raw data for users who manage multiple sites and want a quick overview. Clicking on a site in the list brings you to a detailed view of that site.

Graph View



Your KPIs appear as graphs, split into Leading and Lagging Indicators. At the bottom of the page, with a different value axis, you will find the “refuelling” statistic for sites doing Into-Plane activities.

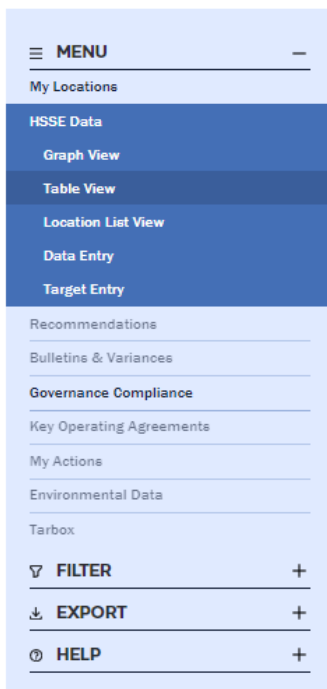
The default view is normalised, and you can see the actual numbers by hovering over a graph series. Benchmarking is done by selecting “region” “country” etc in the top buttons, and a bar with a corresponding colour will appear on your graph. On this example we are comparing with JIG Average, shown as a lighter blue bar. This site’s averages are the same as JIG Average. You can also overlay your targets on the graph by ticking or unticking the box on the top right.



Monthly Statistics making up each KPI can be viewed by clicking on the series bar, such as this image showing the detail for "Personal Injury".

Table View

The same data can be viewed in table form over 3 years. Benchmarking is not available in this view. Users can toggle between normalised KPI view and Raw Data view by using the tick-box on the top right. The full definition of the Statistics can be obtained by hovering over the blue question mark after the statistci name.



	2024			2023			2022		
	JIG Average	Target	Actual	JIG Average	Target	Actual	JIG Average	Target	Actual
Health Impact									
Illness with irreversible health effects ?	4.83	0.00	3.23	0.00	0.00	0.00	-	-	-
Illness with reversible health effects ?	3.22	0.00	3.23	0.00	0.00	0.00	-	-	-
Personal injury									
Fatality ?	3.22	0.00	3.23	0.00	0.00	0.00	-	-	-
Permanent Disability ?	3.22	0.00	3.23	0.00	0.00	0.00	-	-	-
Lost Workday Case (LWC) ?	3.22	0.00	3.23	1.04	0.00	1.04	-	-	-
Restricted Work Case (RWC) ?	1.61	0.00	1.62	0.00	0.00	0.00	-	-	-
Medical treatment case (MTC) ?	4.83	3.91	1.62	0.00	3.75	0.00	-	-	-
First Aid Case (FAC) ?	11.28	3.91	11.32	0.00	3.75	0.00	-	-	-
Operational Incidents									
Fires ?	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-
Explosions ?	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-

Data Export

Monthly data by site will be available for download in the same format as the Upload Spreadsheet. This functionality is still being developed.

Other HSSE Data:

In a site's Location Data (editable by the site manager) there will be details of adoption of JIG Policies by the site, with a simple Y/N tick box and application date. The details can be viewed by users with view rights for the location in the LOCATION DATA section of Dashboard.

- Adopted Life Saving Rules
- Adopted Human Factors
- Adopted JIG HSSE Policy (or equivalent)
- Adopted JIG Drug & Alcohol Policy (or equivalent)

3-year HSSE MS Audits:

This element will be developed in Phase 2 of Dashboard. The intention is to create an HSSE MS Checklist in the JITS system, with all the functionality of JIG Inspections (Recommendations, Close out Dates, Causes etc) and for the number of Open/Closed recommendations imported into Dashboard. A download of the Audit Report (PDF) will also be available.