

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

155.003

ISSUING ORG. PERSONNEL DEPARTMENT

ISSUE DATE

* 11/01/2011

REPLACES

02/05/2005

SUBJECT

INITIATION OF ONLINE INJURY/INCIDENT LOG - SAUDI ARAMCO
 FORM 3208 "REQUEST FOR MEDICAL TREATMENT OF INJURY OR
 OCCUPATIONAL ILLNESS"

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CONTENT:

This instruction describes the procedure for initiating online injury/incident log – (Saudi Aramco Form 3208 "Request for Medical Treatment of Injury or Occupational Illness").

1. Scope of the injury/incident log.
2. Initiation of the injury /incident log.
3. When is the injury/incident log completed?
4. Responsibilities for Reporting Injuries/Occupational Illness and processing the injury/incident log.

*** 1.0 SCOPE OF THE INJURY /INCIDENT LOG:**

Injury/incident log Saudi Aramco Form 3208, "Request for Medical Treatment of Injury or Occupational Illness" is used to record:

- a. An injury or occupational illness to a Company employee.
- b. An injury to a dependent occurring within the Company premises.
- c. An injury to a non-employee resulting directly from Company Operations.

A properly completed injury/incident log- Form 3208 will be used for:

- a. Reporting industrial injuries or occupational illnesses to the Occupational Hazards Branch of General Organization for Social Insurance (GOSI)
- b. Initiating compensation action by the Company.
- c. Monitoring unsafe acts/conditions and practices by area Loss Prevention Office.
- d. Legal documentation for future claims.
- e. Reporting and recording Saudi Aramco Corporate Injury Statistics.

*** 2.0 INITIATION OF THE INJURY /INCIDENT LOG- FORM 3208:**

- 2.1 When an employee has sustained an industrial injury, occupational illness or, a to-and-from work injury; supervisor shall send the employee to the SAMSO/MDF for necessary treatment. SAMSO/MDF should initiate an online injury/incident log (Saudi Aramco Form 3208-Request for Medical Treatment of Injury or Occupational Illness) using SAP EH&S System.

Note: The supervisor of an injured employee shall initiate/complete an online injury/incident log through SAP EH&S System.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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* 2.2 In cases where medical treatment becomes necessary during employee's off-the-job hours, treatment shall be given and an online injury/incident log - Form 3208 initiated by the examining physician at the Health Center. The supervisor of the injured employee shall thereafter complete proponent Part of the online injury/incident log.

* 2.3 The examining physician should initiate an online injury/incident log - Form 3208 for injuries to dependents occurring within Company premises, or injuries to non-employees resulting from Company operations, in accordance with G.I. # 155.002 (Investigation and Reporting of Third Party Claims).

3.0 WHEN IS THE INJURY/INCIDENT LOG - FORM 3208 COMPLETED:

3.1 The online injury/incident log - Form 3208 (Request for Medical Treatment of Injury or Occupational Illness) shall be completed in all cases when an employee reports an on or off-job injury or occupational illness; when a dependent reports to Saudi Aramco clinic for treatment of an injury which occurred within Company premises, and when a non-employee is injured as a result of Company operations (Refer to Paragraph 2.2 of G.I. #155.002 (Investigation and Reporting of Third Party Claims)).

* 3.2 SAMSO/MDF shall provide treatment for the injured and after treatment shall ensure initiating of an online injury/incident log - Form 3208.

3.2.1 The examining physician is responsible to create a supplemental online injury/incident log - Form 3208 when a different diagnosis is made, or when there is a change of the disposition of the injured, including additional days off or restricted duty due to on-the-job and off-the-job injuries.

* 3.2.2 If an injured employee submits Saudi Aramco Form 155 (Request for Medical Aid), instead of Form 3208, the examining physician shall initiate an online injury/incident log- Form 3208, and attach Form 155 to it.

Note: **Non-reporting or delay in reporting industrial injury to GOSI may subject the Company to financial penalty.**

4.0 RESPONSIBILITIES FOR REPORTING INJURIES/OCCUPATIONAL ILLNESS AND PROCESSING THE INJURY/INCIDENT LOG:

The responsibilities of the various individuals (partners) regarding preparation of the Form 3208 are as follows:

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4.1 The Employee: When an employee is injured on-the-job, off-the-job or on his way to or from work, he shall report his injury to his/her supervisor and request that injury/incident log be initiated.

* 4.2 The Supervisor: Upon being informed of an injury to an employee either on-the-job, off-the-job, or to-and-from work, the Supervisor shall:

4.2.1 Send the employee to the SAMSO/MDF for necessary treatment. SAMSO/MDF shall initiate an online injury/incident log; Saudi Aramco Form 3208 (Request for Medical Treatment of Injury or Occupational Illness) using SAP EH&S System

4.2.2 In case of emergency, transport the injured immediately to the hospital for medical treatment. An online injury/incident log Form 3208 may then be initiated at the Health Center as stated in paragraph 2.2 and **be completed by the Supervisor within 24 hours of its receipt from Area HR Service Center/ Workmen's Compensation Office.**

4.2.3 Off-the-job minor injuries no need to be investigated beyond updating proponent part of the injury/incident log; Form 3208 recording the employee's description of the accident. However, in case of serious injury or fatality, the Supervisor shall, in addition to completing online injury/incident log Form 3208, immediately inform the Area Loss Prevention Office and Area HR Service Center/Workmen's Compensation Office by fax, e-mail or telephone.

4.3 The Physician shall:

4.3.1 Examine and treat the employee.

* 4.3.2 Initiate an online injury/incident log Form 3208 using SAP HC System.

* 4.3.3 Complete Physician's Part through online injury/incident log Form 3208, by recording the history, physical findings and diagnosis, whether or not permanent disability or disfigurement may result, and his opinion as to whether or not the medical findings are consistent with the description of the accident given by the injured. If the physician's findings are not consistent with the history given by the injured, the physician shall indicate this by checking the applicable part on the report and give his reasons. The physician's findings should also specify anatomical location of injury, severity and pertinent negative as well as positive

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findings. In case of an eye injury, the physician shall indicate the type of foreign body, if found, and the acuity of vision, with and without glasses, at the beginning and completion of treatment.

4.3.4 Update the Disposition Part of Injured, indicating whether the injured person is hospitalized, home confined, sent home for the remainder of the day, returned to restricted duty or returned to regular duty, indicating whether the injured person is to return for treatment.

4.3.5 Initiate and complete the relevant parts of online injury/ incident log; Form 3208 in all cases where an injured employee received treatment in a non Saudi Aramco Medical Services Organization facility and subsequently transferred to Saudi Aramco Medical Services Organization facility.

* 4.3.6 Release the online injury/incident log Form 3208 where workflow will be forwarded to concerned parties (employee's supervisor, Area HR Service Center/ Workmen's Compensation Office and Area Loss Prevention Office).

4.3.7 Upon request from Area HR Service Center/Workmen's Compensation Offices furnish any additional medical information concerning the injury, as required.

4.3.8 **Ensure that an online injury/incident log Form 3208 has been released to the Area HR Service Center/Workmen's Compensation representative within 24 hours from treatment of the injured employee.**

4.4 Area HR Service Center/Workmen's Compensation Office shall:

4.4.1 Collect the necessary information, conduct investigation, and make classification of injury as "compensable" or "non-compensable" upon receiving the online injury/incident log Form 3208.

4.4.2 Report "Compensable" injuries sustained by Company employees to the Occupational Hazards Branch of GOSI in compliance with legal requirements.

* 4.4.3 Retain the injury/incident log - Form 3208 and any attachment (s) in the EH&S SAP System for any claim or statistical studies.

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Recommended:

Director, Personnel Department

Concurred:

Manager, Loss Prevention Department

Concurred:

Executive Director, Medical Services

Approved:

President & Chief Executive Officer

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