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1.0 PURPOSE

1.1 To establish a complete reporting, investigation, and recording process that will help the supervisor identify the unsafe conditions and/or unsafe acts that caused personnel injury or occupational illness and take corrective actions to prevent recurrence.

1.2 To provide a uniform method of recordkeeping consistent with worldwide established standards, and be able to compare the company's statistics with other petroleum companies or similar industries.

2.0 SCOPE

2.1 This instruction applies to:

2.1.1 All Saudi Aramco organizations and employees.

★ 2.1.2 All Saudi Aramco Supplemental Manpower (SMP) employees (EE Group 3, subgroups K1, K2, V1, V2, W1 and W2, refer to Supplement 6.005-1 for the detailed definitions).

★2.2 It establishes the requirements for reporting and investigating on-job injuries, occupational illnesses and off-job disabling injuries through SAP Environment, Health and Safety (EH&S). All organizations also need to comply with existing reporting requirements in other GIs, such as GI 6.001, Notification Requirements for Incidents (Including Fires).

2.3 On-job injury reporting and classification requirements are based on the Occupational Safety and Health Administration (OSHA) Recordkeeping Handbook. Likewise, off-job disabling injury reporting is based on the requirements of ANSI Z16.3-1997 (Recording and Measuring Employee

Off-the-Job Injury Experience).

3.0 DEFINITIONS (refer to Supplement 6.005-1 for the detailed definitions)

- **On-job Fatality (FAT) -** An on-job injury or occupational illness that results in fatality.
- **Lost Time Injury/Illness Case (LTI) -** An on-job injury or occupational illness that involves one or more days away from work beyond the day the injury or illness occurred.
- **Restricted Duty Injury/Illness Case (RDI) -** An on-job injury or occupational illness that results in restricted work or job transfer.
- **Medical Treatment Injury/Illness Case (MTC) -** An on-job injury or occupational illness that is more serious than on-job first aid injury (FAI) or occupational illness requiring medical treatment.
- **Total Recordable Injury/Illness Cases (TRC) -** Include FATs, LTIs, RDIs and MTCs.
- **First Aid Injury Case (FAI) -** Minor on-job injury (not illness) requiring one-time treatment and subsequent observation. The treatment, even if administered by a physician, doesn't require medical or surgical follow-up intervention. (Examples: Diagnostic procedures such as x-rays and blood tests. Treatments such as tetanus shots, bandaging, using eye patches, hot or cold compression therapy.)
- **Off-job Disabling Injury Case (ODI) -** Any injury suffered by an employee that does not arise out of and in the course of employment and which results in death or day(s) away from work. (Reference: ANSI Z16.3-1997 – Recording and Measuring Employee Off-the-Job Injury Experience).

4.0 RESPONSIBILITIES

4.1 Saudi Aramco or SMP employee

4.1.1 Reports all on-job injuries or occupational illnesses immediately to his/her supervisor. All on-job injuries, no matter how slight, should be reported.

4.1.2 Reports all off-job disabling injuries (ODIs) immediately to his/her supervisor. Only off-job injuries that result in lost-time are required to be reported.

4.1.3 Assists in the injury investigation as necessary.

4.2 Saudi Aramco supervisor

4.2.1 Ensures that injured employees get proper medical treatment.

4.2.2 Reports all on-job injuries or occupational illnesses, no matter how slight; and all off-job injuries that result in lost time, immediately to his/her division head or higher level as appropriate.

4.2.3 Investigates all on-job injuries or occupational illnesses. The investigation process should begin immediately after the incident and be completed as soon as possible.

4.2.4 Investigates all off-job injuries that result in lost time.

The primary method of investigation should be through interview with the employee. The purpose of investigating off-job injuries is to learn from these incidents to help prevent recurrence. It is recognized that employee privacy must be protected and not intruded upon. Supervisors should encourage employees to share information on off-job injuries, but must be sensitive when employees feel their privacy is being compromised.

★4.2.5 Enters all required injury data from the incident into SAP EH&S (refer to Supplement 6.005–2 for the procedure).

★★ Note: An email notification to the next level of management will be initiated after 2 days if the supervisor failed to complete the injury record. Likewise, the supervisor shall complete the “fatality” tab information when reporting an employee fatality.

4.2.6 Ensures that the recommended corrective actions are implemented.

4.2.7 Determines the classification of injury to Saudi Aramco SMP employee based on information received, such as those from medical report, etc. Supervisors should familiarize themselves with the detailed definitions shown in Supplement 6.005-1.

★★4.2.8 Completes all off-job injuries marked as no lost time by Saudi Aramco Medical Services Organization (SAMSO) to confirm that there was no time lost.

★4.2.9 Submits a supplementary report as necessary through email (addressed to *LPD-TSU-SG). This is to change or provide additional information to a previously reported on- or off-job injury or occupational illness.

4.3 Next level of management (division head or above)

4.3.1 Ensures all additional incident reporting requirements are addressed such as preliminary and regular reporting requirements in GI 6.001, Notification Requirements for Incidents (Including Fires), and GI 6.003, “Incident Investigation.”

★4.3.2 Reviews and approves injury reported by supervisor through SAP EH&S (refer to supplement 6.005–2 for the procedure).

★★ Note: Next level of management (at least a Manager) shall review and approve the fatality report submitted by the supervisor. Also, an email notification to the department

head or above will be initiated after 2 days without action from the next level of management.

4.4 Technical Services Unit/Loss Prevention Department (TSU/LPD)

★4.4.1 Reviews SAP EH&S electronic report of injury in the Corporate Portal and returns to proponent if additional information or corrections are required.

4.4.2 Classifies and records an on- and off-job injury or occupational illness.

4.4.3 Analyzes and reports incident and injury data to identify trends and performance.

4.5 Loss Prevention (LP) area office

4.5.1 Provides guidance in the investigation of on- and off-job injuries or occupational illnesses if requested by proponent.

4.5.2 Coordinates with proponent supervisors and TSU/LPD to clarify or complete all information required for recordability purposes.

4.5.3 Follows-up unresolved cases with proponents when requested by TSU/LPD.

★★ 4.5.4 Reviews and validates every fatal incident reported by proponent.

4.5.5 Conducts a thorough investigation at proponent department's request for alteration or cancellation of a recorded injury or occupational illness.

★4.6 SAMSO is responsible for addressing any questions or concerns pertaining to whether an injury to a Saudi Aramco employee is serious enough to warrant no duty or restricted duty as opposed to regular duty, or the duration of absence authorized.

For example, if the attending physician specifies in the Medical report that the injured employee is being given a day off then it would be considered a lost workday case (either an LTI or an ODI) irrespective of the fact that in some cases the injured employee returned to work on the days off given to him by the physician.

★4.7 The Social Insurance & Workmen's Compensation Unit of the Personnel Department is responsible for all questions or concerns pertaining to compensability of an injury or occupational illness.

5.0 INVESTIGATION OF INJURIES

5.1 The reporting and investigation of injuries is the primary tool to prevent recurrences. Preventing recurrences can only be successful when corrective actions are carried out.

5.2 Investigating an injury is to determine the facts behind the injury, and is not to assign fault or

blame for the injury.

5.3 Injury investigation by the supervisor should be basic and prompt. Committee or team investigations are intended for higher level major or moderate incidents per GI 6.003 (Incident Investigation).

5.4 Supervisors shall investigate all on-job injuries by conducting a one-on-one interview with the employee, as well as examining the work site, equipment, or other factors related to the injury. Witnesses should be interviewed separately.

5.5 The investigation should begin as soon as possible after the incident to avoid loss of evidence and benefit from recollection that is as recent as possible.

5.6 The investigation should identify immediate, contributing and root causes.

5.7 The investigation should produce at least two corrective actions that would address the immediate and contributing causes of the injury. Corrective actions must clearly state the action to be performed, who should perform it and the date the action should be completed by.

5.8 Off-job injuries are only required to be investigated if they result in lost-time. These are investigated for lesson learning potential and to try and positively influence the safe behaviors of employees off the job. Supervisors should be considerate of employees' privacy. Corrective actions, while not required, are encouraged since they can help prevent recurrence.

6.0 CHARGING OF INJURIES OR OCCUPATIONAL ILLNESSES

6.1 In general, injuries or occupational illnesses shall be charged to the organization code being credited with the employee's manhours at the time of the injury or at a time when an occupational illness is diagnosed by SAMSO. One injury or occupational illness will be charged for each employee injured. Some clarifications and exceptions are listed below:

6.1.1 Injuries or occupational illness to certain employees, such as trainees, personnel in the Professional Development Program (PDP), Regular Development Program (RDP), part-time employees (e.g., summer students, coop students), and non-employee apprentices, are charged to the department shown in the Employee Information System (EIS) database at the time of the injury, even if the employees are physically assigned to different organizations. The injury generally follows the SA-8000 assigned department at the time of occurrence.

6.1.2 Injuries to personnel in the College Degree Program (CDP) are charged to the Professional Development Department, irrespective of the destination department of the involved CDP.

6.1.3 Injuries sustained by volunteer firemen while on-call, during fire drills and fire fighting training, or other related activities, are charged as on-job injuries to the Fire Protection Department.

6.1.4 LPD will be the final authority for determination of recordability, classification, and chargeability of all injuries and occupational illnesses, including exceptions where applicable. In general, the diagnosis and prescribed treatment by the physician will be the determining factor for chargeability.

6.1.5 If the proponent department wants to reclassify a recorded injury or occupational illness, supporting documentation (such as a supplementary Medical report) including all relevant reports and written statements with a letter from the employee's division head or above, elaborating reasons for seeking alteration or cancellation must be submitted to the appropriate LP area office within two weeks of the date of injury or when the occupational illness was diagnosed. The LPD's decision shall be final in recording of injury or occupational illness data.

APPROVED: _____ DATE: _____

MANAGER
Loss Prevention Department

Supplement 6.005-1, DETAILED DEFINITIONS

- **On-job Fatality (FAT) –** An on-job injury or occupational illness that results in fatality.

- **Lost Time Injury/Illness Case (LTI)** –An on-job injury or occupational illness that involves one or more days away from work beyond the day the injury or illness occurred. Illness includes diseases or rashes that may be caused by inhalation, absorption, ingestion or direct contact. The exposure may have taken place over a period of time or resulted from a single incident. Some examples include noise induced hearing loss, dust-disease of the lung, respiratory conditions due to toxic agents, poisoning (such as H_2S and other gases), disorders due to physical agents (other than toxic materials) such as heatstroke, heat-exhaustion, dehydration, or other environmental factors, and illnesses to medical professionals as a result of exposure to patients. LTI replaces the Industrial Disabling Injury (IDI) to align with standard industry practice and to allow for better performance comparisons (e.g., IDI included on-job fatalities while the LTI does not. Refer to Supplement 6.005-4 for further details.)

- **Restricted Duty Injury/Illness Case (RDI)** - An on-job injury or occupational illness that results in restricted work or job transfer. The employee cannot perform an activity he/she regularly performs at least once a week. (Example: A sprained ankle resulting in a reassignment from a field to a desk job for 5 days.) Does not include restricted work activity limited to the day of injury or illness. Examples of how to determine a restricted work case are:

  1) Employee is kept from performing one or more of the routine functions (work activities the employee regularly performs at least once a week) of his/her job, or from working the full workday that he/she would otherwise have been scheduled to work.
  2) A physician or other licensed health care professional recommended that the employee not perform one or more of the routine functions of his/her job, or not work the full workday that he/she would otherwise have been scheduled to work.

- **Medical Treatment Injury/Illness Case (MTC)** - An on-job injury or occupational illness that is more serious than on-job first aid injury (FAI) or occupational illness requiring medical treatment. (Examples: Treatment requiring sutures, prescription medicines, vaccines (hepatitis B, rabies); use of tweezers to remove splinters from eye; rigid means to immobilize part of body.) MTCs include all cases involving:

  1) Given a one or more doses of prescription medicine.
  2) Given an “over the counter” medicine at prescription strength.
  3) Other immunizations that are administered to manage a job related injury or illness such as Hepatitis B or rabies vaccine.
  4) Using wound closing devices such as sutures, staples, etc.
  5) Physical therapy or chiropractic treatment.
  6) Using devices with rigid stays or other systems designed to immobilize parts of the body (does not include any non-rigid means of support).
  7) Removing splinters from the eye with tweezers and other complex means.

- **Total Recordable Injury/Illness Cases (TRC)** – TRC include all recordable injuries/illnesses as defined by OSHA including FATs, LTIs, RDIs and MTCs.

- **First Aid Injury Case (FAI)** - Minor on-job injury (not illness) requiring one-time treatment and subsequent observations. The treatment, even if administered by a physician, doesn't require medical or surgical follow-up intervention. (Examples: Diagnostic procedures such as x-rays and blood tests. Treatments such as tetanus shots, bandaging, using eye patches, hot or cold compression therapy). Below is the complete list of all treatments considered as first aid. Any minor treatment that is not on the list should be considered as a Medical Treatment Case.

  1) Using a nonprescription medication at nonprescription strength.
  2) Administering tetanus immunizations.
  3) Cleaning, flushing or soaking wounds on the surface of the skin.
  4) Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly bandages or Steri-Strips.
  5) Using hot or cold therapy or treatments.
  6) Using any nonrigid means of support, such as elastic bandages, wraps, nonrigid back belts, etc.
  7) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.)
  8) Drilling 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.)
  14) Drinking fluids for relief of heat stress.

- **Off-job Disabling Injury Case (ODI)** – Any injury suffered by an employee that does not arise out of and in the course of employment and which results in death or day(s) away from work. (Reference: ANSI Z16.3-1997 – Recording and Measuring Employee Off-the-Job Injury Experience.)

★★ Supplemental Manpower (SMP) Employees (EE Group 3, sub groups):

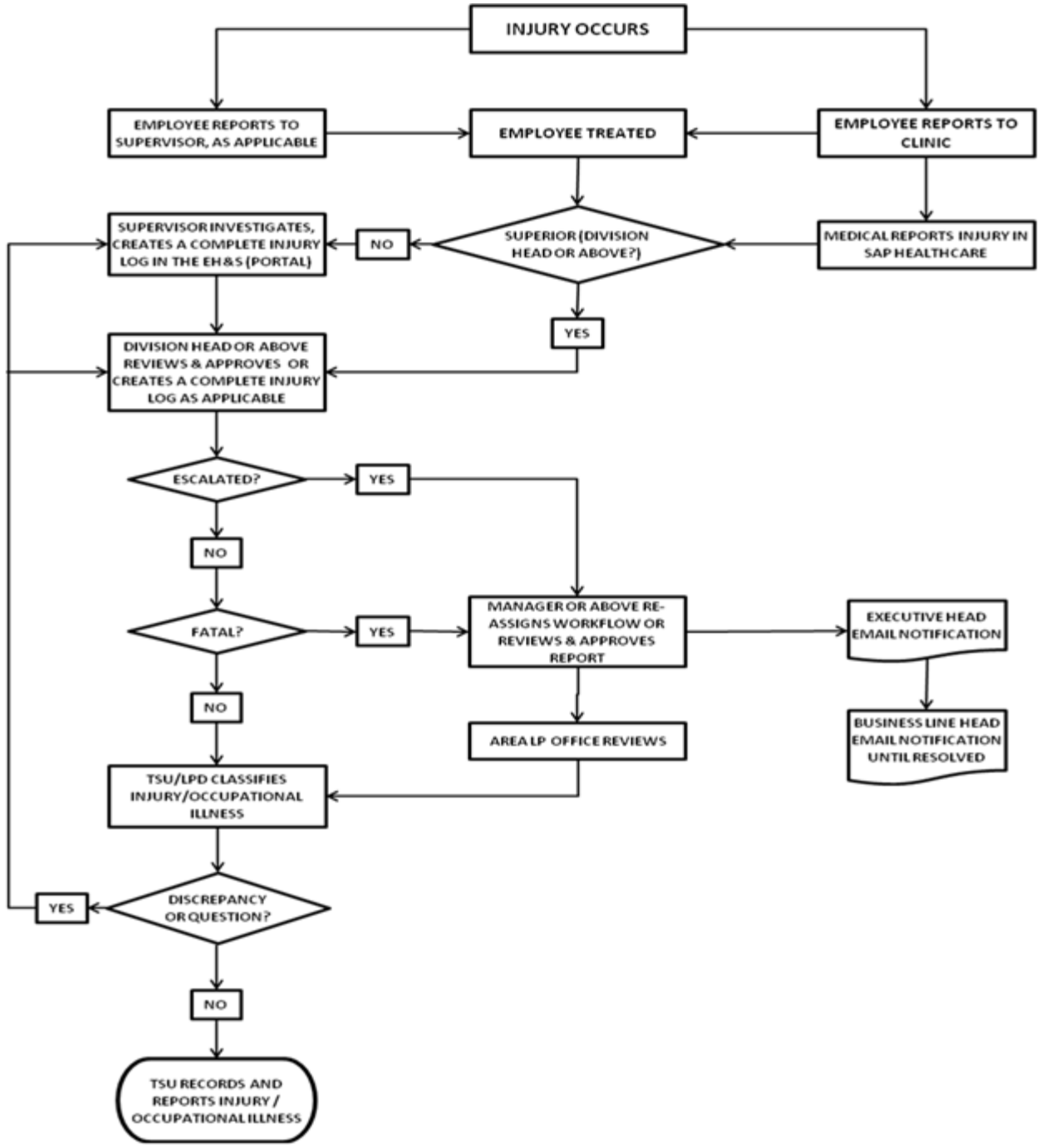
K1 - SMP Saudi 3-10
K2 - SMP Saudi 11+
V1 - SMP Eastern 3-10
V2 - SMP Eastern 11+
W1 – SMP Western 3-10
W2 - SMP Western 11+

★Supplement 6.005-2, SAP ENVIRONMENT, HEALTH & SAFETY (EH&S) INJURY REPORTING PROCEDURE

1. Log on to the "Corporate Portal".
2. Select "EH&S".
3. Select the type of action that you want to perform, i.e.
   - "Create New Incident" – to report an injury
   - "Search an Incident" - to search a saved but not yet submitted injury record for editing
4. Follow the footnoted steps to guide you.
5. If reporting an employee fatality, select the "Fatality" tab and complete the data fields.
6. To review and approve, mouse click or select the "APPROVE" button (for Next Level of Management, upon receipt of the injury record submitted by the supervisor.)

The training simulation (REPORTING AND PROCESSING INJURY/ILLNESS) is available on the LPD website at http://lp.aramco.com.sa under *Services, E-Learning, Safety Related Courses, Incident Management (E-Learning Simulations).*

★ Supplement 6.005-3, FLOWCHART OF REPORTING, INVESTIGATION AND RECORDING OF AN INJURY OCCUPATIONAL ILLNESS



SAUDI ARAMCO LOSS PREVENTION STATISTICS: DEFINITIONS

ABBREVIATIONS

FAT = Work-related fatality.

LTI = Lost Time Injury, an on-job injury or occupational illness that involves one or more days away from work beyond the day the injury or illness occurred, excluding fatalities.

RDI = Restricted Duty Injury, an on-job injury or occupational illness that results in restricted work or job transfer.

MTC = Medical Treatment Case, more serious on-job injury or any occupational illness requiring medical treatment.

TRC = Total Recordable Injury/Illness Case, includes on-job fatality, LTI, RDI and MTC.

FAI = First Aid Injury, minor on-job injury (not illness) requiring one-time treatment and subsequent observations, even if treatment is administered by a physician.

ODI = Off-job disabling injury, any injury suffered by an employee which does not arise out of and in the course of employment and which results in death or day(s) away from work.

MVA = Motor Vehicle Accident (Saudi Aramco fleet only).

Incident Rate (Frequency)

= Inc. Rate (i.e. number of injuries per 200,000 exposure manhours, or number of MVAs per one million kilometers driven).

KM = Kilometers

YTD = Year-to-date

INCIDENT RATES

$$\text{LTI Inc. Rate} = \frac{(No.ofLTIs)(200{,}000)}{On-jobManhours}$$

$$\text{RDI Inc. Rate} = \frac{(No.ofRDIs)(200{,}000)}{On-jobManhours}$$

$$\text{TRC Inc Rate} = \frac{(FAT+LTI+RDI+MTC)(200{,}000)}{On-jobManhours}$$

$$\text{ODI Inc. Rate} = \frac{(No.ofODIs)(200{,}000)}{Off-jobManhours}$$

$$\text{MVA Inc. Rate} = \frac{(No.ofMVAs)(1{,}000{,}000)}{KM-Driven}$$

Note:

1. On-job manhours include overtime.
2. Off-job manhours do not include non – exposure hours (sleeping: 8 hours per day).
3. Off-job manhours for an employee = No. of total days x 16 - on job manhours.
4. U-Drive MVAs are included only in the overall Saudi Aramco incident rate calculation. U-Drive MVAs are not included in any departmental, Admin. Area and B/L calculations.

THREE-YEAR INCIDENT RATE (TIR)

TIRs for a given year are calculated during October-November of the previous year, e.g., TIRs for 2005 were determined in November 2004 using 2002 data, 2003 data, and the YTD data through the 3rd quarter of 2004.
The general formulas are given below:

	No. of MVAs	KM ÷ 1,000,000	MVA (Inc. Rate)	No. of LTIs or RDIs or ODIs	Manhours ÷ 200,000	Injury Rate
Year 1	*a*	*x*	*a/x*	*a*	*x*	*a/x*
Year 2	*b*	*y*	*b/y*	*b*	*y*	*b/y*
3rd QTR (YTD) Year 3	*c*	*z*	*c/z*	*c*	*z*	*c/z*
Prorated Year 3	*4c/3*	*4z/3*	*c/z*	*4c/3*	*4z/3*	*c/z*

Assuming x, y and z are all non-zero values, the TIRs for Year 4 are calculated as:

(i) $\text{TIR} = \frac{(a+b+4c/3)}{(x+y+4z/3)}$ if a, b, c are non zero.

(ii) $\text{TIR} = \frac{(a+b)}{(x+y)}$ if a & b are non-zero and $c = 0$.

(iii) $\text{TIR} = (a/x)$ if a is non-zero and $b = c = 0$.

(iv) TIR = TIR of the next higher management level if $a = b = c = 0$.

(v) TIR of MVA = 15.0 if calculated TIR of MVA > 15.0

THREE-YEAR INCIDENT RATE (TIR)

Effective January 1, 2005, the Three-year Incident Rate (TIR) replaced the Upper Control Limit (UCL) to:

- Clarify that the company does not set a goal for an "acceptable" level of incidents. The corporate goal is to remain free of all incidents and injuries.
- Put an appropriate name to the term. Since it's the three-year incident rate, the new term is more descriptive.

UCL was the incident rate for the past three years, minus a 5% "improvement factor." The TIR that replaced it is also the three-year incident rate for each incident category, but without the 5% improvement factor.