

<b>SAUDI ARABIAN OIL COMPANY (Saudi Aramco)</b> <b>GENERAL INSTRUCTION MANUAL</b>		<b>G.I.NUMBER</b> <span style="color: blue;">Approved</span>  6.007	
		<b>ISSUING ORG.</b> LOSS PREVENTION DEPARTMENT	<b>ISSUE DATE</b> 07/01/2007
		<b>SUBJECT:</b> REPORTING OF CONTRACTOR ON-JOB INJURIES/OCCUPATIONAL ILLNESSES	<b>REPLACES</b> NEW  <b>PAGE NUMBER</b> 1 of 10

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### 1.0 PURPOSE

- 1.1 The purpose of this instruction is to establish a uniform process for reporting contractor on-job injuries to Saudi Aramco for statistical purposes. The recording of contractor injury data will allow the company to better analyze contractor injury experience and assist contractors in improving safety performance. The company will also be able to compare and benchmark Saudi Aramco's contractor injury statistics with other petroleum companies and similar industries.

### 2.0 SCOPE

- 2.1 This instruction applies to all contractor/sub-contractor (excluding Supplemental Manpower) employees exclusively engaged in providing services for Saudi Aramco on the company's worksites. This does not cover the reporting of Supplemental Manpower employee injuries, which is addressed in G.I. 6.005, "Reporting, Investigation and Recording of Injuries/Occupational Illnesses."

- **Includes:**

- ✓ Contractor employees engaged in providing services directly to Saudi Aramco, and working on Saudi Aramco premises, at corporate head office, field offices, on company leases, and at exploration and producing field operations (e.g. geophysical programs, drill site or platform, producing well, seismic vessel, diving support vessel or offshore construction vessel, janitorial services, gardening.)
- ✓ Contractor employees working at off-site locations where Saudi Aramco has primary control of the work site.
- ✓ Contractor employees working at off-site locations dedicated to Saudi Aramco's work, e.g. fabrication shop; or task is directly supervised by the company; or task is directly related and

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exclusive to the company, e.g. carrier hauling petroleum products to a company customer, transport vehicles.

- ✓ Contractor employees traveling in Saudi Aramco owned or contracted vehicles, vessels, or aircraft on Saudi Aramco business.
- ✓ Contractor employees in Saudi Aramco contracted operations such as dining facilities in Saudi Aramco Construction Camp.

- **Excludes:**

- ✗ Contractor worksites not exclusive to Saudi Aramco work.
- ✗ Contractor employees traveling on Saudi Aramco business but using spot charters or public carriers.
- ✗ Personnel working for independently operated commercial and retail services (concessionaires on company premises, dining halls, commissaries, banks, mail/courier, incidental delivery, garages, etc.)
- ✗ Personnel on personal service contracts (house helpers, drivers, etc.)
- ✗ Personnel on other type of contracts that are not paid directly by Saudi Aramco (car cleaners, self-directed group employees, etc.)

### 3.0 DEFINITIONS

- **Contractor Employees** - Personnel employed by contractor or sub-contractor exclusively engaged in providing services for Saudi Aramco on the company's worksites (described in the Scope.)
- **Company worksites** - includes Saudi Aramco-owned and directly managed properties; and contractor off-site locations dedicated to fulltime Saudi Aramco service, e.g. transport vehicles, fabrication yards.
- **Injuries** - On-job injuries and occupational illnesses no matter how slight (fatalities, lost time, restricted duty, medical treatment, and first aid as defined below.)

**Refer to Supplement 6.007-1 for detailed definitions of the terms below.**

- **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.

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- **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 (TRCs)** – Includes 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.)

#### 4.0 RESPONSIBILITIES

##### 4.1 Contractor employee

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

##### 4.2 Contractor company/supervisor

- 4.2.1 Contractor company ensures that the requirements of this GI are followed by all contractor personnel.
- 4.2.2 Contractor company reports to proponent department by the 4th of the month the previous month's headcount (count as of end of month) of their employees working for that particular proponent.
- 4.2.3 Supervisor ensures that injured employee gets proper medical treatment.
- 4.2.4 Supervisor immediately reports to Saudi Aramco proponent department all contractor/sub-contractor employee on-job injuries or occupational illnesses using form provided by the proponent (e.g. Supplement 6.007-2 or similar form.)

##### 4.3 Proponent department manager

- 4.3.1 Analyzes incident and works with contractors to prevent recurrence.
- 4.3.2 Ensures that the requirements of this GI are implemented by all contractor personnel.
- 4.3.3 Ensures all additional incident reporting and investigation requirements are addressed, such as preliminary and regular reporting requirements in G.I. 6.001, "Notification Requirements for Incidents (Including Fires)," and G.I. 6.003, "Guides for Committees Investigating Major Incidents and Engineering Reviews of Other Incidents."

<b>SAUDI ARABIAN OIL COMPANY (Saudi Aramco)</b> <b>GENERAL INSTRUCTION MANUAL</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"> <b>G.I.NUMBER</b> <span style="color: blue;">Approved</span>   6.007 </td> </tr> <tr> <td style="width: 50%; padding: 2px;"> <b>ISSUE DATE</b> 07/01/2007 </td> <td style="width: 50%; padding: 2px;"> <b>REPLACES</b> NEW </td> </tr> <tr> <td style="padding: 2px;"> <b>APPROVAL</b> KAF </td> <td style="padding: 2px;"> <b>PAGE NUMBER</b> 4 of 10 </td> </tr> </table>	<b>G.I.NUMBER</b> <span style="color: blue;">Approved</span>  6.007		<b>ISSUE DATE</b> 07/01/2007	<b>REPLACES</b> NEW	<b>APPROVAL</b> KAF	<b>PAGE NUMBER</b> 4 of 10
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4.3.4 Collates and reports contractor injuries and monthly headcount to their administrative area.

4.4 Proponent administrative area head

4.4.1 Ensures that the requirements of this GI are implemented by all organizations and departments that report to the administrative area.

4.4.2 Provides, by the 8th of each month, the previous month's contractor headcount and injury details (by organization and department) to the Technical Services Unit/Loss Prevention Department (see Supplement 6.007-3).

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

4.5.1 Maintains records of all contractor injuries and headcount as provided by Saudi Aramco organizations.

4.6 Loss Prevention Area Office

4.6.1 Provides guidance in the investigation of on-job injuries or occupational illnesses when requested by the proponent.

4.6.2 Follows-up unresolved or ambiguous issues of concern with proponents when requested by TSU/LPD.

RECOMMENDED: \_\_\_\_\_

MANAGER  
Loss Prevention Department

DATE: \_\_\_\_\_

CONCURRED: \_\_\_\_\_

VICE PRESIDENT  
Project Management

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

SR. VICE PRESIDENT  
Industrial Relations

DATE: \_\_\_\_\_

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### Supplement 6.007-1, 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<sub>2</sub>S 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.)
- **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.)

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7) Removing splinters from the eye with tweezers and other complex means.

- **Total Recordable Injury/Illness Cases (TRCs)** – TRCs 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 non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
  - 7) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.)
  - 8) Drilling of 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.

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**Supplement 6.007-2A, SAMPLE SAUDI ARAMCO CONTRACTOR ON-JOB  
INJURY/OCCUPATIONAL ILLNESS REPORT FORM (FRONT)**

**Saudi Aramco Contractor Injury Report Form\***

<b>Injured Person Information</b>		
Injured Person Name	Badge No./ Passport or Iqama number	
Supervisor Name	Company Name	
<b>Proponent Organization Information</b>		
Organization Name	Representative	
<b>Injury information</b>		
Injury Classification (Check one; refer to GI 6.007 for details.)	No. of Lost Days	No. of Restricted Duty Days
<input type="checkbox"/> On-job Fatality <input type="checkbox"/> Lost Time Injury <input type="checkbox"/> Restricted Duty Injury <input type="checkbox"/> Medical Treatment Case <input type="checkbox"/> First Aid Injury	Injury Description (In addition, also fill in the "Body Parts" and "Nature of Injuries" on the reverse side of this form.)	
<b>Incident Information</b>		
Incident Location	Incident Date	
Incident Details		

\* For the latest version of this form please go to <http://lp/applications/CIRS/injuryForm.doc>

★ CHANGE

★★ ADDITION

NEW INSTRUCTION ☒COMPLETE REVISION ☐



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**Supplement 6.007-2B, SAMPLE SAUDI ARAMCO CONTRACTOR ON-JOB  
INJURY/OCCUPATIONAL ILLNESS REPORT FORM (REVERSE)**

**Reverse**

**Encircle the appropriate codes for both "Body Parts" and "Nature of Injuries":**

CODE	BODY PARTS
0266	General
0267	Right, Head, Brow
0268	Right, Head, Ear
0269	Right, Head, Eye
0270	Right, Head, Head
0271	Right, Head, Mouth
0272	Right, Head, Neck
0273	Right, Head, Nose
0274	Right, Head, Teeth
0275	Right, Head, Throat
0276	Left, Head, Brow
0277	Left, Head, Ear
0278	Left, Head, Eye
0279	Left, Head, Head
0280	Left, Head, Mouth
0281	Left, Head, Neck
0282	Left, Head, Nose
0283	Left, Head, Teeth
0284	Left, Head, Throat
0285	Right, Upper Extremities, Arm
0286	Right, Upper Extremities, Elbow
0287	Right, Upper Extremities, Finger
0288	Right, Upper Extremities, Forearm
0289	Right, Upper Extremities, Hand
0290	Right, Upper Extremities, Muscle/Tendon
0291	Right, Upper Extremities, Palm
0292	Right, Upper Extremities, Thumb
0293	Right, Upper Extremities, Wrist
0294	Left, Upper Extremities, Arm
0295	Left, Upper Extremities, Elbow
0296	Left, Upper Extremities, Finger
0297	Left, Upper Extremities, Forearm
0298	Left, Upper Extremities, Hand
0299	Left, Upper Extremities, Muscle/Tendon
0300	Left, Upper Extremities, Palm
0301	Left, Upper Extremities, Thumb
0302	Left, Upper Extremities, Wrist
0303	Right, Trunk, Abdomen
0304	Right, Trunk, Back

0305	Right, Trunk, Chest
0306	Right, Trunk, Hip
0307	Right, Trunk, Rib
0308	Right, Trunk, Waist
0309	Right, Trunk, Muscle
0310	Right, Trunk, Clavic Bone
0311	Right, Trunk, Groin
0312	Right, Trunk, Pelvis
0313	Right, Trunk, Shoulder
0314	Left, Trunk, Abdomen
0315	Left, Trunk, Back
0316	Left, Trunk, Chest
0317	Left, Trunk, Hip
0318	Left, Trunk, Rib
0319	Left, Trunk, Waist
0320	Left, Trunk, Muscle
0321	Left, Trunk, Clavic Bone
0322	Left, Trunk, Groin
0323	Left, Trunk, Pelvis
0324	Left, Trunk, Shoulder
0325	Right, Lower Extremities, Ankle
0326	Right, Lower Extremities, Feet
0327	Right, Lower Extremities, Knee
0328	Right, Lower Extremities, Leg
0329	Right, Lower Extremities, Toe
0330	Right, Lower Extremities, Thigh
0331	Right, Lower Extremities, Muscle/Tendon
0332	Left, Lower Extremities, Ankle
0333	Left, Lower Extremities, Feet
0334	Left, Lower Extremities, Knee
0335	Left, Lower Extremities, Leg
0336	Left, Lower Extremities, Toe
0337	Left, Lower Extremities, Thigh
0338	Left, Lower Extremities, Muscle/Tendon
0339	Others
7939	Upper Extremities, Multiple Parts
7940	Lower Extremities, Multiple Parts
7941	Trunk, Multiple Parts
7942	Right, Head, Face
7943	Left, Head, Face

CODE	NATURE OF INJURIES
0340	General
0341	Abrasion or Scratch
0342	Amputation
0343	Asphyxia, strangulation
0344	Avulsion
0345	Blister, Mechanical
0346	Burn (Chemical)
0347	Burn, Thermal
0348	Concussion
0349	Conjunctivitis
0350	Contagious Disease
0351	Contusion, Bruise, Hematoma
0352	Dermatitis
0353	Dislocation
0354	Electric Shock injury
0355	Foreign Body
0356	Fracture
0357	Hearing Impairment
0358	Heat Effects Illness
0359	Hernia
0360	Inhalation injury
0361	Injury other
0362	Laceration
0363	Multiple Injuries
0364	Needle Stick/Puncture
0365	Sliver, Splinter
0366	Radiation Effects Injury
0367	Strain, Sprain
0368	Occup. Disease other
0369	Poisoning
7944	INTERNAL INJURY (TRAUMATIC ONLY)
7945	LOSS OR FRACTURE OF TEETH
7946	INSECT, REPTILE OR ANIMAL BITE
7947	SWELLING, TENDERNESS
7948	PNEMOCONIOSES
7949	ASBESTOSIS
7950	DEGENERATIVE
7951	INFECTED INSECT, REPTILE OR ANIMAL BITE
7952	SWELLING, TENDERNESS
7953	FATAL NO DATA
7954	FATAL INTERNAL INJURY (TRAUMATIC ONLY)
7955	Rupture
7956	Twist



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### Supplement 6.007-3, CONTRACTOR MONTHLY INJURY & HEADCOUNT REPORT

(Sample Only)

## Contractor Injury Reporting System

[Home](#) | [Access](#) | [Responsibility / Procedure](#)

Data Entry

[Headcounts & Injury Total](#)  
[Enter New Injury Log](#)  
[View/Edit Injury](#)

Reports

[Current Month Summary](#)  
[Previous Months Summary](#)  
[Injury Audit Trails](#)

Tools

[Delegate Data Entry](#)  
[Request Data](#)

Related

[General Instruction 6.005](#)  
[General Instruction 6.007](#)  
[Injury Form](#)

### Contractor Headcounts & Injury Total

Please enter manpower counts and number of injures for each organization listed below:

**Organization:** SAFETY & INDUSTRIAL SECURITY (30002963)  
**Month:** January 2007

Organization Name	Headcounts	No of Injuries
PLNG&ADMIN STAFF SAFTY&IND SEC (30001763)	<input type="text" value="0"/>	<input type="text" value="1"/>
CORPORATE SECURITY SVCS DIV (30001764)	<input type="text" value="4"/>	<input type="text" value="1"/>
INDUSTRIAL SECURITY OPERATIONS (30001768)	<input type="text" value="0"/>	<input type="text" value="0"/>
PLANNING & ADMIN STAFF (30005615)	<input type="text" value="0"/>	<input type="text" value="0"/>
DH AREA IND SEC OPERATIONS DPT (30001769)	<input type="text" value="0"/>	<input type="text" value="0"/>
RT AREA IND SEC OPS DEPT (30001790)	<input type="text" value="13"/>	<input type="text" value="0"/>
ABQ AREA IND SEC OPS DEPT (30001814)	<input type="text" value="0"/>	<input type="text" value="1"/>
IND SEC PLNG & SUPPORT DEPT (30001829)	<input type="text" value="0"/>	<input type="text" value="0"/>
JEDDAH AREA IND SEC OPS DEPT (30001900)	<input type="text" value="0"/>	<input type="text" value="0"/>
RIYADH AREA IND SEC OPS DEPT (30001932)	<input type="text" value="0"/>	<input type="text" value="0"/>
FIRE PROTECTION DEPT (30001853)	<input type="text" value="0"/>	<input type="text" value="0"/>
LOSS PREVENTION DEPARTMENT (30001886)	<input type="text" value="3"/>	<input type="text" value="0"/>

*Note: Admin Area Representative must submit headcounts and injury total summary data by the 8th of this month.*

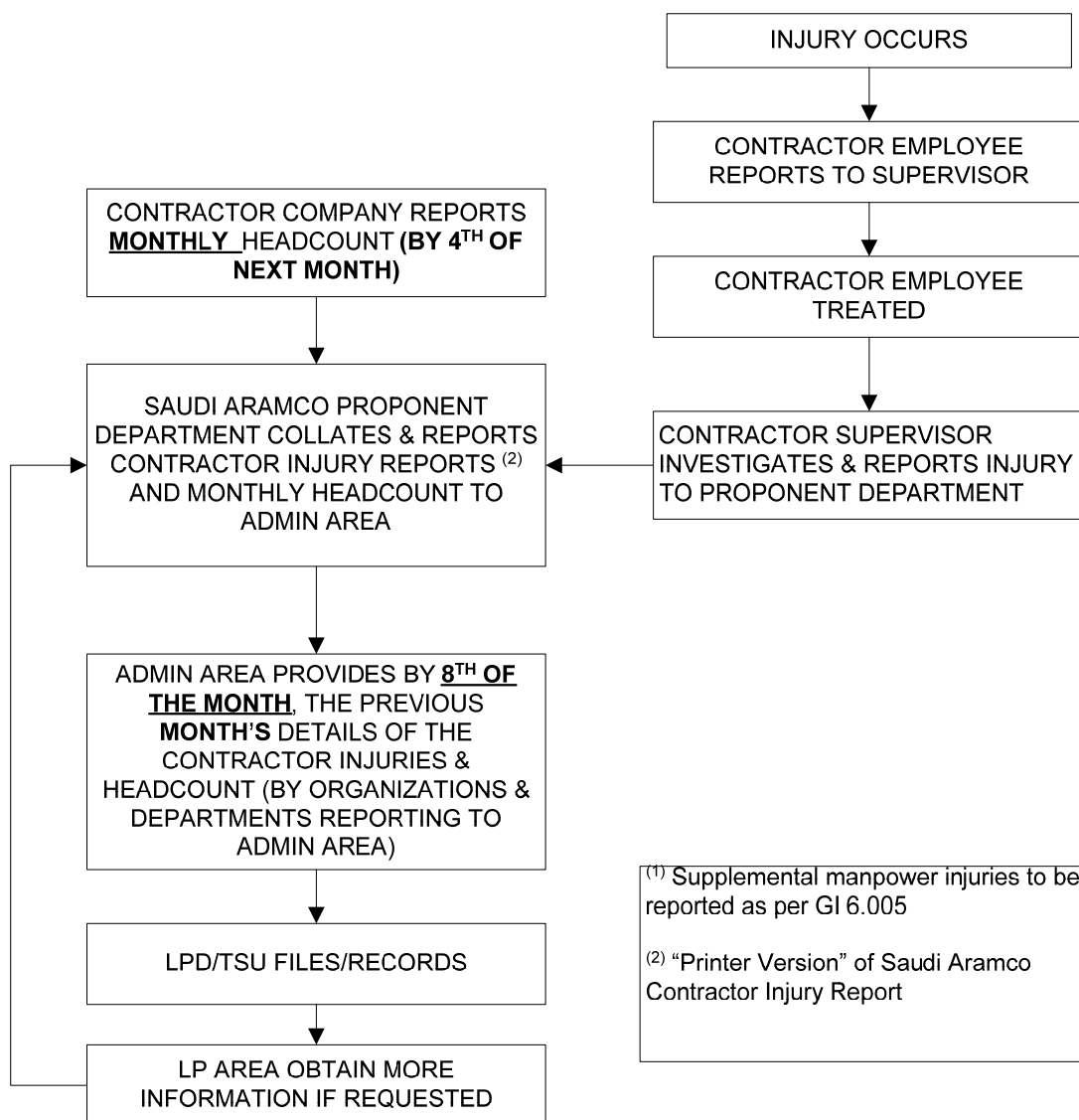
Save

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Supplement 6.007-4,

## FLOWCHART OF CONTRACTOR INJURY AND HEADCOUNT REPORTING

For contractors and sub-contractors (excluding supplemental manpower) <sup>(1)</sup>



<sup>(1)</sup> Supplemental manpower injuries to be reported as per GI 6.005

<sup>(2)</sup> "Printer Version" of Saudi Aramco Contractor Injury Report