



Sustainable Development

Type of Document Guideline

Document Code SD-01-01-R02

Subject SCG Accident Data Information and Reporting
Guideline

No.	Issued Date	Effective Date	Total pages
1	March 24, 2011	April 1, 2011	15
2	August 15, 2013	August 1, 2013	20
Prepared by	Inspected by	Approved by	
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Topic	Collection and Reporting of Incident Data of SCG	No.	2
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Objective

SCG Accident Data Collection and Reporting Guidelines has been established in order to be a guidance of recording, collecting and reporting all data involved any accident, injury, illness and loss of life of the employees, contractors and third parties who are under the company's management or work in its premises, or involve in any activities of companies in SCG. These are to ensure that:-

1. A recording, collecting and reporting of accident data of companies/plants in SCG is complied with SCG's standard.
2. Such data shall be accuracy, completeness, transparency and accountability.
3. Such data shall be complied with a Sustainability Development Report or SD Report, World Business Council for Sustainable Development; Cement Sustainability Initiatives (WBCSD-CSI) and Global Reporting Initiatives (GRI) in which SCG has prepared a report annually.

In addition, all data will be monitored and the safety performance shall be reported to relevant parties, namely, SCG's management, SD Committee, Management, Safety Committee and other stakeholders. This data will be employed to compare the performance as well as to enhance the actual safety plan for further improvement.

This Guideline is a preliminary guidance for each company to prepare, collect and submit the data to CESD so that the summary report shall be prepared and reviewed by companies' managements. In addition, such data will be only employed in SD report. Each company may enhance its scope of data collecting in order to improve its Occupational Health and Safety performance as deems appropriate. (Each BU or company may consider a collection of near-miss data, any accident causing a loss of property, or first-aid case. In this case, it is not required to report to CESD).

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Data Collection Timeline and Data Recording

Criteria	Starting Date
- Plants and Warehouse operated in Thailand	July 1, 2013
- Offices both in and outside Bangsue premises including all warehouses and companies which have not prepared a report yet	October 1, 2013
- Plants, warehouses and offices operated in oversea	July 1, 2014
- Transport Contractors of SCG (report only a fatality case) <ul style="list-style-type: none"> ● Under SCG management (having/not having SCG Brand Logo) ● Not under SCG management but having SCG Brand Logo 	From July 1, 2012, the date of reporting will be determined
- Green field Projects both local and oversea projects	Start reporting in July of the second calendar year after the operation
- Local and oversea companies which are under SCG's merger and acquisition	Start reporting in July of the third calendar year after SCG start their management

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Boundary

1. Any company where SCG owns the ownership more than 50% of stocks and SCG's subsidiaries.
2. Any company where SCG owns the ownership more than 20% of stocks but not over 50%.
 - 2.2.1 Under SCG's management both subsidiary and associate companies
 - 2.2.2 Associate company which SCG do not manage depending upon each business' policy

	% Shareholding	Ownership	Management	SD Information
1	≥ 50%	Subsidiary	✓	✓
2	20-49.99%	Subsidiary	✓	✓
		Associate	✓	✓
		Associate	✗	✓ or ✗ (Depend on BU Policy)
3	< 20%	Joint Venture / Other Companies	-	✗

Remark: ✓ : a data is required to be collected, analyzed and reported.

✗ : a data is not required to be collected, analyzed and reported.

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Definition

- **Incident** is an event or chain of events which has caused or could have caused injury, illness and/or damage (loss) to property including a near-miss incident.
- **Accident** is an undesired event which may unintentionally, unplanned or uncontrollable occur but when it happens, it will result in personal injury, illness, death or damage to property, or to working environment and the public.
- **Work Related Accident** is an accident occurring while working or doing any activity as ordered for the benefit of the company. It also causes an injury, illness, loss of life and damage to the property no matter how such accident is happened. Whether it is during the normal working hours or off-duty hours within or outside normal working areas but it excludes a criminal violence, murder, robbery, natural disaster and suicide.
- **Fatality** is a death resulting from work-related accident where the victim is passed away suddenly or thereafter due to such accident. (Start recording on January 1, 2011)
- **Lost Time Injury (LTI)** is a work-related injury causing the absence of one or more working days (or shifts). This includes any work-related injury or illness which prevents that person from doing any work the day after the accident.
- **No Lost Time Injury (NLTI)** is a work-related injury but an injured person can resume his normal work the next day or shift. The accident can be divided into 2 levels which are:-
 - Restricted work case accident and
 - Medical treatment case accident

As for a first-aid accident, it is not defined as No Lost Time Injury (according to OSHA's definition)

- **Restricted Work Case Accident (RWC)** is a work-related injury preventing an injured person from performing his normal work the day or shift following an incident. Moreover, he is able to undertake a temporary job as assigned or change his duties to another temporary job.

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- **Medical Treatment Case Accident (MTC)** is a work-related injury which needs a medical treatment in order to tackle a disease or an abnormality, such as, stitching, casting, minor or major operation, physical rehabilitation, detoxification, gastric lavage, oxygen therapy, blood transfusion, drug prescription, and CPR. The following medical treatments are excluded:-
 1. Seeing a physician to check the symptom or seeking a medical advice
 2. Using the medical diagnosis such as x-ray, ultra-sound checking, blood testing, or medicine giving for diagnosis (such as using a mydriatic medicine for further diagnosis)
- **First Aid Case:** A work related minor injury or illness of an injured person who can be treated by first-aid treatment and he can resume his duty the next day or shift. The following are regarded as first-aid cases:-
 1. Using a non-prescription medication
 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, or Steri-Strips
 5. Using hot or cold therapy
 6. Using any non-rigid means of support
 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. Removing foreign bodies from the eye using only irrigation or a cotton swab
 10. Using eye patches
 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 to immobilize an injured finger
 13. Using massages (physical therapy) treatment
 14. Drinking fluids for reliefs of heat stress

Apart from above mentioned case, it will be regarded as a medical treatment case. (Ref. OSHA Recordkeeping handbook: 2005)

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- **Occupational Illness** is an illness or disease resulting from occupational injury which has been diagnosed by an occupational physician from a licensed health care of the company.
- **Job** is a specific work which the company monitors all working procedure or any activities performed as assigned for the benefit of the company.
- **Employee** is a full time employee according to an employment contract, which includes employees in operation, supervisors, and management level as well as trainees, and special contracted employees.
- **Contractor** is an individual who gets consent from the company to perform any job for its benefit but he is not the company's employee. Contractor shall be divided into 3 groups as follows:-
 - A routine contractor is a contractor who performs an assigned job regularly or on day-to-day basis and the company can establish the working procedure for him to perform. This includes a maintenance contractor or shutdown/turnaround contractor, etc. However, the routine contractor may sign a permanent or a piece work contract.
 - A non-routine contractor is a contractor who performs a specific job and the company does not specify the working procedure. Moreover, such job is required some expertise such as, a maintenance of copy machine, air-conditioning system, elevator system, crane and hoisting inspection, welding area inspection, kiln and stream boiler inspection, etc. (Additional details are in question no. 16 – 17)
 - A transport Contractor is a contractor under SCG's management (both with and without SCG Brand Logo) and those without SCG's management but having SCG Brand logo on the transport vehicles (These include a franchise and agent as agreed in the SDC Committee's Meeting No. 2/2011 which cover a routine and a non-routine transport contractor or a spot hire)
- **Third party** is any person not categorized as directly employed or contractors, such as business partners, advisors, visitors, trainees, customers, and other persons etc.

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- **Within SCG premise** is any area where SCG occupy or manage including office spaces, office buildings, production areas, parking space for product loading, canteens, fields, stadium and dormitory, etc. but excludes any roadway shared by plants and community.
- **SCG Brand Logo** is a logo under SCG, SCG Chemicals, SCG Paper, SCG Cement-Building Materials as well as product brands as identified in SCG Brand Portfolio as detailed in page 20.
- **Medical Expenses** include an in-patient room expense, and other therapy (such as expenses on medical, wound surgery, x-ray and laboratory, medical consult, obstetrician expense, nursing service charge, oxygen, physical therapy, occupational therapy, a special material used to support a broken bone, pacemaker generator, other expenses on medical instrument and medical treatment according to the company's policy) as well as a surgery treatment expense.
- **Death allowance** is an allowance given to a dead person or his/her family to ease the suffering and difficulty apart from the medical expenses, which includes a compensation allowance, funeral cost expense, and funeral allowance, etc.

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Scope of Recording and Reporting on Accident Case

Recording and reporting of work-related accident must be done when the accident involves employees and contractors of SCG within its premises. This includes any performed activities as ordered for the benefit of the Company outside SCG's premises both in domestic and oversea operations. The following cases must be recorded and reported; namely, a fatality case, a lost time injury case, no lost time injury case, medical treatment case, and restrict work case.

Only accident causing fatality of the third party within SCG's premises shall be recorded and reported. While, any traffic accident causing fatality outside SCG's premises must be recorded and reported only for any case in which SCG's employees and contractors are wrong parties. Scope of recording and reporting are detailed in the below table:-

Scope	Recording and Reporting		
	Fatality case		Working Hours/ LTI/ NLTI
Employees (all levels) and contracted employees	✓		✓
Routine contractors	✓		✓
Non-Routine contractors	✓		✗
Transport Contractors (including a franchise and agent)	SCG Brand Logo	SCG	
	having	Management	Non-management
	Not having	✓	✗
Every case of fatality of third parties within SCG's premises	✓		✗
Traffic accident of third parties only the case in which SCG's employees, contractors and transport contractors under SCG management are wrong parties	✓		✗

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Criteria of Reporting Fatality Case

It is recommended to consider and report a fatality case to relevant parties as follows:-

1. Reporting to Line Management

Each company must report a work-related accident causing fatality of employees, contractors and third parties occurring within SCG's premises or a death due to a traffic accident in which SCG is a wrong party as follows:-

1.1 A fatality of employees, contractors and third parties must be reported to Managing Director of the Company, President of Business, and President of SCG respectively within 24 hours. In addition, the Managing Director of the Company where the fatality takes place must prepare an analysis report and present to MDC-SCG during the meeting in the following month.

1.2 A fatality of employee occurring outside normal working hours must be reported to the Managing Director of the Company within 24 hours. Whether to report to the President of Business and the President of SCG depends on the decision of Company's Managing Director as deems appropriate.

2. Reporting in Data Recording System

The Company must report a work-related fatality case of employees, contractors and any third parties occurring in SCG's premises or a fatality due to a traffic accident in which SCG is a wrong party to SOD/SD Manager/Director of the Business, and the Manager of SD of CESD within 24 hours by sending SMS or email. This will be later reported to the Chairman of SDC and Director of CCO.

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Fatality Case		Department	MD Company	BU President	SCG President	SOD/SD-Mgr./Director & CESD
Report Period		Immediately	24 hr.	24 hr.	24 hr.	24 hr.
Work-related accident	Employee	✓	✓	✓	✓	✓
	Contractor	✓	✓	✓	✓	✓
Accident within SCG's premises /traffic accident in which SCG is a wrong party	Third parties	✓	✓	✓	✓	✓
Accident occurring outside normal working hours	Employee	✓	✓	Depend on BU's policy		✗

Report Period

- Immediately: it is a preliminary report to inform/alert all relevant parties and shall be done as soon as possible by sending SMS or email.

- 24 hours: It is a detailed report which must be reported within 24 hours for any fatality case by sending SMS or email.

In this regard, CESD will collect a data on fatality case and prepare a report to be presented in the Management Committee of SCG within day 10th of the following month.

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Guideline on Recording and Reporting Accident Case

1. In case of Lost Time Injury (LTI), the following must be done:-
 - 1.1 Record and report the numbers of injured persons, such as employees and routine contractors
 - 1.2 Record and report LTI by counting the number of lost days and the continuous day-off, including any holidays as mentioned as a Calendar day. (Please see detail of counting number of holiday in page 15)
 - 1.3 Record and report Lost Time Injury Frequency Rate or LTIFR by calculating the number of LTI case per 200,000 man-hours.

$$\text{LTIFR} = \frac{\text{No. of LTI (case)} \times 200,000}{\text{No. of working hours (man-hours)}}$$
 - 1.4 Record and report Lost Time Injury Severity Rate or LTISR by calculating the severity or the number of lost time injury from accident per 200,000 man-hours.

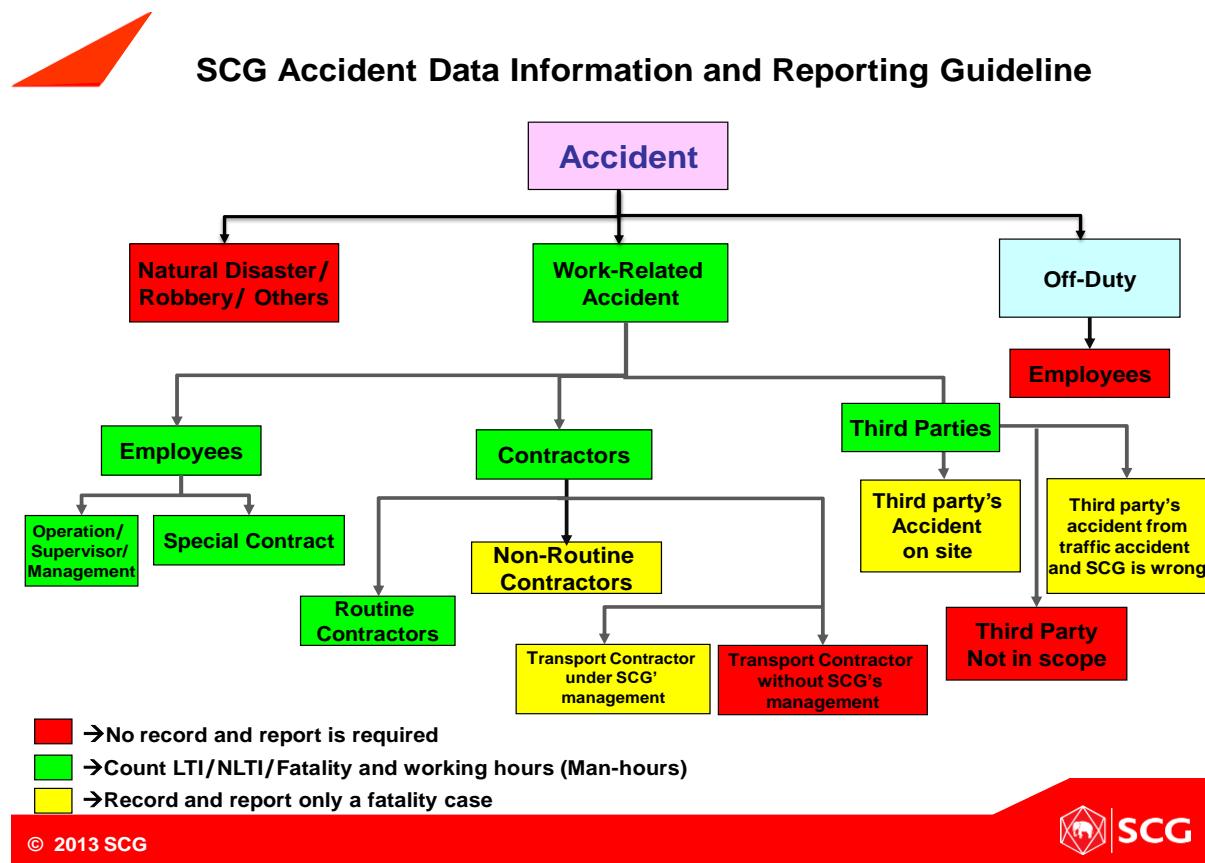
$$\text{LTISR} = \frac{\text{No. of LTI (day)} \times 200,000}{\text{Working Hours (man - hours)}}$$
2. As for the No Lost Time Injury, the number of injury of the employees and contractors must be recorded and reported only for two cases; which are, any accident required medical treatment case and a restrict work case.
3. An occupational illness must be collected when an occupational physician of a licensed health care gives a diagnosis. (The record and report of such data will be done in the next step)
4. Working hours of employees and contractors must be reported monthly. (Details of calculation will be in page 15)

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Procedure of Recording and Reporting the Accident Case

When an accident occurs, the following flow chart will be considered whether such accident must be recorded and reported or not:-



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Responsible Person to Record and Report

1. A safety officer or a responsible person is required to collect and record the data in monthly basis. The required data are, for example, number of accident cases, number of working hours (man-hours) of employees and contractors, etc. The data must be recorded on the day 10th of the following month. The Safety officer must keep all document and source of data until the following year for further reference.
2. As for an incident case, a safety officer is required to record an accident report through CESD's website system within 7 working days after the incident takes place.

Lost Time Counting and Working Hours Calculation

1. Counting Number of Lost Time Injury
 - 1.1 A day when the accident is occurred is not countable. A count will start on the following day until an injured person resumes his normal work. Though the following day is his day-off, it will be countable. (Counting according to the Calendar day)
 - 1.2 In case the following day is a holiday and the injured person could not resume his work in a working day or next shift, the number of lost days will be counted from his normal holiday. (If the injured person is able to work the next day or shift, it will not be regarded as a lost time injury case)

Sample of calculation: the counting according to calendar day

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29	30	31	1

An employee works on Monday – Friday and his day-off is on Saturday and Sunday. If the accident occurs on Thursday 23rd and he cannot work on Friday, this will be regarded as a lost time injury case and Friday 24th will be the first day of his lost day.

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- In case the employee is able to resume his work on Monday 27th, the number of lost time injury will be 3 days (Counting from Friday 24th and continuous day-off on Saturday 25th and Sunday 26th)
- In case the employee resumes his work on Tuesday 28th, the number of lost time injury will be 4 days. (The number of lost time injury will be counted from Friday 24th until Monday 27th)

In case the accident occurs on Friday 24th and he can resume his work on Monday 27th, this will not be regarded as a lost time injury case.

- 1.3 In case a lost time injury is not occurred immediately after the accident or an injury gets more severe and a lost day is needed, the number of lost time injury will be counted starting on the day when the physician orders the day-off as the first day until he resumes his normal work.
- 1.4 In case of loss of organ (some parts) or loss of functioning competency of organ, or handicap, the lost time injury will be counted according to the actual numbers of his day-off.
- 1.5 In case the lost time injury is in between a month or a year, the number of lost days will be counted until the end of each month and year. If the injured person has not been able to perform his work, the number of lost days will be counted until the end of month or year and continuously count the day-off of next month or year. (This is for a reference since it is a data processing system)

Sample of calculation: the counting according to calendar day

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
27	28	29	30	31	1	2	3	4	5

An employee works on Monday – Friday and his day-off is on Saturday and Sunday. The accident took place on Monday 27th and he cannot work on Tuesday 28th (day-off). He resumed his work on Wednesday 5th of the following month.

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- In the same month when the accident takes place, the number of lost days is 4 days will be counted until Friday 31st of this month. (28th, 29th, 30th, and 31st)
- In the following month, the number of lost day is also 4 days (1st, 2nd, 3rd, and 4th). However, the accident case will be not countable.
- To sum up, in this case, the lost days in this month when the accident takes place are 4 days and there is one accident. The lost day of the following month will be 4 days but the accident case will be none.

1.6 In case there is a lost time injury case and the employee or contractor cannot resume his works because he is discharged from the employment, or cannot be reached, the actual number of lost time injury which can be checked will be counted. Or the number of lost time injuries will be counted as mentioned in a medical certificate or until the termination of employment date.

2. The Calculation of Working Hours (Man-Hours)

To calculate the man-hours of employees and contractors, the following data shall be referred respectively: -

1. It is recommended to use the data from clock-in system or HR database system of the company/plants, for example, a time attendance card in monthly basis.
2. In case the companies/plants do not have a clock-in system or HR database, the following formula shall be employed in order to estimate the approximate man-hours. This is excluded the holidays and leave days of employees.
 - Calculation formula of man-hours for supervisors and management

Calculation: (Man-hours) = [total no. of employees* X total no. of working days X normal working hours per day (8 hr.)]**

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- Calculation formula of man-hours for operation staff and contractors

Calculation: (Man-hours) = [total no. of employees and contractors* X total no. of working days X normal working hours per day] + total no. of OT (OT)*****

Remark:

- * the actual numbers of employees or contractors as of the end of each month
- ** the working day is the total number of working days deducting a week-end and company's holiday (excluded holiday and business leaves of the employees)
- *** the number of OT (if any) shall be calculated from the OT Approval Form of employees or contractors in each month

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Data Reporting System

The companies/plants are required to record the data into the Accident Reporting System through SCG's website which is under CESD's management within the day 10th of the following month. (In case the day 10th is a holiday, the record shall be done the next working day). The recorded data will be reviewed and processed in the next working day of every month so that the companies/plants shall apply such data for further reference.

The following table is a summary of data which is required to be recorded into the Accident Reporting System

Scope	Recorded and Reported Data
• Full time employees (Management, Supervisors, and operation)	• Total Man-hours • Fatality accident (no. of case)
• Special Contract	• LTI accident (case) and total no. of LTI (days)
• Routine Contractors	• NLTI accident (RWC & MTC (cases))
• General Contractors	• Fatality accident (case)
• Transport Contractors	• Fatality accident (case)
• A fatality of third parties in SCG's premises or death from a traffic accident in which SCG's employees or contractors are wrong parties	• Fatality accident (case)

For more information, please contact

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SCG Brand Portfolio

Corporate Logo



Product Logo



ปูมสោ

ปูม ตราช้าง

CPAC®

idea

COTTO
THE RIGHT SOLUTION

ตราช้าง

SCG
TRADING

HOME MART

SCG
LOGISTICS

SCG
HEIM

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Frequent Asked Questions

1. Q: In case there is an accident to an employee or contractor of Eco Plant Services (or SCG Cement- Building Materials) or to REPCO (SCG Chemicals) which is contracted to perform a maintenance job for SCG's plant, how do we record the case?
A: In such case, you are required to record and report the case to CESD that it is the accident case happened to Eco Plant Services or REPCO. However, should the accident causes a fatality, MD of Eco Plant Services or REPCO is required to report to MDC SCG's meeting.

2. Q: In case there is a LTI case of a contractor and he resigns from the company, how do we record the number of his lost time?
A: Firstly, try to check and follow up the lost time of such contractor from his company or his direct supervisor. If he cannot be reached, the number of lost time will be recorded from the first day-off until his employment termination.

3. Q: In case there is an accident to a rental car of management (or Perk car) or a personal car used in the company's business, do we have to record and report the accident case or not?
A: Firstly, consider the objective of travelling and his destination, for instance:-
 - In case the employee normally drives to work to the office/ plant (in the morning and in the evening) and he has an accident during the travelling, it is not required to record and report the case. (In this regard, the normal workplace is a workplace as mentioned in the employment contract between the employee and the company or any places where employee normally performs his work). This case is not categorized as a "work-related accident".

 - However, if the employee travels from his home or company to work at another province or plant and has an accident during his travelling; it will be regarded as a work-related accident. Then, consider whether such accident causes a LTI or not so that it will be recorded and reported in the system.

 - In case such accident causes a fatality of the third party and the employee or contractor of SCG is a wrong party, it must be recorded and reported in the system.

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- In case the employee travels to another place to do his personal business and has an accident, we have to consider how far the distance is (For example, he travels to another Amphor (district) or drive further from the workplace for more than 10 kilometers), it will not be considered as a work-related accident. However, if the distance is not too far, it may be considered as a work-related accident. This will depend on the reason given and discretion of Investigation Committee of each company.

4. Q: What is a medical treatment case?

A: Medical treatment case is a work-related injury which needs a medical treatment in order to tackle a disease or an abnormality, such as, stitching, casting, minor or major operation, physical rehabilitation, detoxification, gastric lavage, oxygen therapy, blood transfusion, drug prescription, and CPR. However, such treatment is not necessary to be done by physicians and nurses only.

5. Q: How do we consider which an injury is a first-aid case or medical treatment case?

A: When an accident causes an injury, you must consider how an injured person and his wound have been treated as follows:-

- When the injured person has been treated by one of 14 first-aid treatments as mentioned above, it would be regarded as a first-aid treatment. In this case, the report to CESD is not required.
- When the injured person needs a treatment more than those of 14 first-aid treatment, it will be regarded as a medical treatment case and it will be recorded and reported to CESD.
- In case the injured person meets a physician to seek his diagnosis and advice, or has the physical checked-up by doing x-ray, ultrasound, blood test and receiving a medication for further diagnosis, such as a mydriatic medicine for eye examination, it will not be regarded as a medical treatment and no record and report is required.

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6. Q: What are the criteria of considering and assessing a licensed health care which will be responsible for a diagnosis of an occupation illness?

A: A licensed health care is any health care where the company has contract with. It is also necessary to have an occupational physician to diagnose the case so that he is able to determine whether it is an occupational illness or not.

CESD do not set any criteria of considering and assessing clearly since we are aware that every company has its own health care where you usually contact with. In addition, such health care might be big enough (or a private one) to have an occupational physician stationed. Though, the company might not have a contract with some health care, we believe that our Business Units are able to seek any solution on this matter.

7. Q: Why do we have to calculate a ratio of accident at 200,000 man-hours or 1,000,000 man-hours?

A: 200,000 represent how many hours would be worked by 100 employees, each putting in 40 hours per week over 50 weeks in a year. Therefore, each year, the total number of working hours for 100 employees is 40 hours/day X 50 weeks/year X 100 persons = 200,000 man-hours.

As for 1,000,000 man-hours, the calculation will be based on the number of 500 employees which is a big organization.

8. Q: In case a transport contractor has an accident at a customer's premises, how do we count an accident case?

A: In such case, please consider the following:-

- In case of fatality case of a transport contractor (as mentioned in page XX), it is required to report in the system.
- In case of non-fatality case, it is not required to report the case which is not mentioned in the scope. However, you are recommended to consider the following issues in order to seek any preventive measures to avoid repeated accidents:-

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- Check how Scope of work or Working Instruction in transporting the product is mentioned (how such contract or agreement in the transportation has specified)
- Check whether such contractor complies with WI or not
- Check whether such accident occurs because the contractor complies with the WI or he has done on his own purpose not with what the company assigned him to do (for example, he is requested by a customer to help on something which is not mentioned in Working Instruction)

In case the contractor has complied with Scope of Work and Working Instruction (WI) as specified and the accident occurs while he is performing his work, it will be assumed that he works under the company's supervision (but the method or equipment of the company may not be appropriate for his work and lead to the accident). In this regard, we should find a preventive measure to avoid another accident.

However, if the accident occurs because the contractor performs his work apart from what is mentioned in WI or he is requested by the customer to do so, it will not be recorded as an accident case. In addition, it should be considered whether it is a responsibility of the contractor to perform such job or not. Should it be a must, then the Scope of works and WI should be reviewed. If not, the contractor should inform the customer to do by himself and the company should remind the contractor to strictly comply with WI of the company.

9. Q: If the company or plant has a service contract with Company "A" and Company "B" is a sub-contractor of Company "A", when the accident occurs, how do we record?

A: If the company or plant has a service contractor with Company "A" and Company "A" distributes some tasks to contractor (Company "B") which have more expertise on this task. We will regard Company "B" as the contractor (since the company acknowledges and permits Company "B" to work in the plant though we do not pay the cost to Company "B" directly). This case is viewed as a sub-contractor case.

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10. Q: If the employee or contractor of the oversea company has an accident, is he required to comply with this Guideline on collection and reporting of incident data or not?
- A: In case there is an accident case, especially a fatality case of employees or contractors in oversea operation, the record system will be started on July 1, 2014. As for the case that an employee has been assigned to work in oversea and unfortunately, the accident occurs to him, it is required to report the case according to the Guideline on collection, and reporting on an incident data of SCG.
11. Q: In case a truck of SCG Logistics' contractor accidentally hit a car of SCG's contractor and there is a fatality case, how do we report the case?
- A: In case of a fatality case between a transport contractor of SCG Logistics (a truck with SCG's Brand Logo) which hits a car of plant's contractor, it should be considered which premise the accident is taken place. The owner of such premise is responsible to report the case. Except that a transport contractor of SCG Logistics is a wrong party, SCG Logistics is required to report the case. To have a better understanding, the following case studies are shown below:-
1. If the accident occurs in the premise of the plant or during the working hours, please consider which party is wrong
 - a. In case a truck of SCG Logistics is a wrong party (for example, exceeding a speed limit or violating traffic rules, etc), this will be recorded as an accident case of a contractor of SCG Logistics and it is required to report and record according to this Guideline. However, SCG Logistics and the owner of premise should work together to establish any preventive measures.
 - b. In case a car of plant's contractor is a wrong party (such as, exceeding a speed limit, overtaking a lane suddenly, violating traffic rules, etc.), it will be recorded as an accident case of the plant's contractor. Therefore, the premise's owner and SCG Logistics should work together to establish any preventive measures.

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- c. In case a policeman views that both parties are wrong, it is recommended to investigate the case and find the wrongdoer who causes the accident. Such person is required to report and record the case according to this Guideline.
2. In case there is an off-site or off-duty accident, you should consider the followings:-
- a. In case a truck of SCG Logistics is a wrong party (such as, exceeding speed limit or violating traffic rules), it will be recorded as an accident case of a third party of SCG Logistics and it is required to report and record according to this Guideline. However, SCG Logistics and the owner of premise should work together to establish any preventive measures.
 - b. In case a contractor's car is a wrong party (for example, exceeding speed limit, overtaking a lane suddenly or violating traffic rule), it will be regarded as an accident case of the contractor of the plant. Though, you are not required to report and record the case, SCG Logistics and the owner of premise should join hands to find any preventive measures.
12. Q: In case of a fatality case of a transport contractor, which cases are not required to report?
- A: The following cases are not required to report:-
1. A truck of a transport contractor which is not a wrong party,
 2. A truck of a transport contractor with SCG's Brand Logo but not on-duty to deliver products for SCG, for example, while traveling to a garage for maintenance, parking at a stop-over area, traveling with empty container for a destination which is not assigned by SCG etc,
 3. A truck of a transport contractor with SCG Brand Logo but using a truck as a personal business purpose or doing other job which SCG do not assign.

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13. Q: In case of a fatality case of employees and contractors while traveling with a service car provided by the Company, how do we record the case?
A: If the fatality case of employees and contractors occur while they travel back to their homes by a transport service provided by the Company (either by car, van or bus), it is not required to report the accident case and not regarded as a work-related accident. (Legally, it is regarded as a transport allowance for the employees and not a work-related accident)
14. Q: What is a meaning of natural disaster causing a fatality case of employees and contractors?
A: A natural disaster is a danger arising from the changing of nature, either an earthquake, storm, eruption of volcano, landslide or flood. Some natural disaster cannot be predicted or planned in advance, while some circumstance can be forecasted and planned for a preventive measure. Normally, a death from natural disaster is not required to report according to this Guideline.

However, after an investigation and analysis is done and it is found that the cause of death comes from a consent or a permission to let the employees or contractors perform their work (such as, working at height or moving the equipment) while there is a natural disaster (for example, thunder storm, heavy wind, flash flood or flood, etc) and results in the fatality case, this will be recorded as a work-related accident and reported in the system.

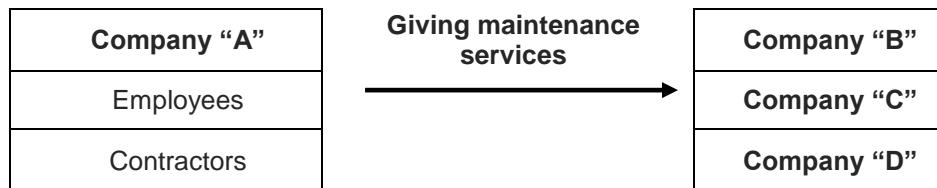
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15. Q: The following are the sample cases in which there are many parties involved:-

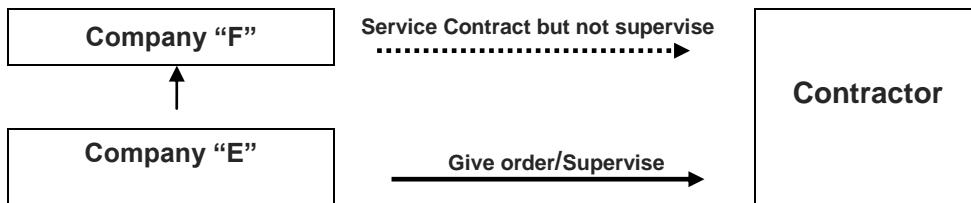
A: For a case that have many parties involved or a complexity of employment, the main focus will be emphasized on an order and supervision. It can be divided as follows:-

Case No. 1: Scopes of work for Company “A” are to perform a maintenance work for machinery and other services for its subsidiary companies. Company “A” has its own employees and contractors (Company “A” is an employer)



If there is a work-related accident occurring to employees or contractors of Company “A”, the number of accident cases and working hours will be recorded in Company “A”.

Case No. 2: Scopes of Work of Company “E” are to supervise an IT System of Company “F” (which is in SCG Group). However, Company “E” does not have its own employees and contractors. As a result, Company “E” signs a service contract through Company “F”. (It seems that Company “F” is an employer) and Company “E” acts an advisor or supervisor.

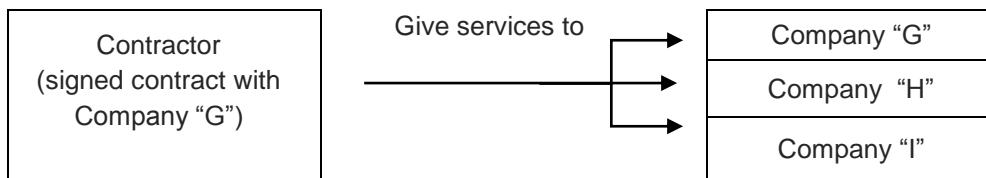


If there is a work-related accident occurring to the contractors, the numbers of accident cases and the number of working hours will be recorded in Company “E” since it supervises and monitors the work performance.

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Case No. 3: A contractor performs many jobs for many companies (in the same Group) but has signed a service contract with only one company.



If there is a work-related accident with the contractors, it should be considered which company he works for or who the supervisor is. Then, count the numbers of accident cases of the Company in which the contractors work for. (For example, an employee of Company “G” works for Company “H”, the case will be recorded in Company “H”)

16. Q: Why do we have to define the meaning of contractor differently?
A: According to the definition of contractor as mentioned on page XX, it shows that there are three different meanings, namely, a transport contractor, a routine contractor and a non-routine contractor. It is on the purpose that the company will be able to find a proper measure to manage, supervise and monitor an occupational health and safety measures of the contractor who performs many tasks and activities for the company. Moreover, the company is able to collect the actual data of contractor’s work performance, such as working hours and statistics of accident.

However, sometimes, it is quite difficult to differentiate the activities of some contractors whether it is a routine or non-routine contractor. In this regard, we have to consider the nature of performance of such contractor whether it is required a specialist/expertise or not. If SCG cannot identify the working procedure, this contractor will be regarded as a non-routine contractor.

For any contractor who performs a shutdown/turnaround job, it will be viewed as a “routine contractor” since SCG is able to establish a working procedure and monitor its performance as needed, though the contractor performs its task once or twice a year.

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For instance, a contractor comes to inspect the cement kiln. Though, it is a part of shutdown/turnaround job, the nature of performance is required a specialist/expertise. This contractor will be regarded as a non-routine contractor. Or another case which the contractors perform the scaffolding job for maintenance, though a scaffold building during the shutdown/turnaround period will be a normal task of SCG Chemicals (and this contractor is already a routine contractor), if this contractor works in another business which he does not have an expertise, this scaffolding contractor might be a non-routine contractor. This is because the company is not able to set the working procedure.

As for a contractor which is responsible for machinery installation or construction, if it is the same service contract with the same contractor, it can be regarded as a routine contractor. The company, then, collects and records the accident cases and working hours. If it is a new contractor which is contracted to work on a construction and machinery installation only, the company should consider whether it can establish the working procedure and monitor the contractor's performance as needed by SCG or not. If yes, this contractor will be a routine contractor. Nonetheless, if SCG cannot set the working procedure or have to deliver the area to such contractor for his own supervision and the company does not monitor its performance, this contractor will be a general contractor.

In case the contractor works the same tasks for different companies, Company "A" may regard the contractor as a routine contractor, while Company "B" may view it as a non-routine contractor. However, though, it is a non-routine contractor, it can turn to be a routine contractor if the company views that it is necessary to monitor and supervise the performance closely. But when it is a routine contractor, the Company cannot give an exemption or turn the contractor back to a non-routine contractor.

To calculate the working hours of "shutdown/turnaround" task, it can be done by multiplying the numbers of contractors working in the site on daily basis with the numbers of working hours (8 hours). If the service contract specifies the number of working hours differently, use the actual numbers of working hours as mentioned in the contract as a multiplier and it will make a working hour of contractors. (Please see detail of definition on pageXX)

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17. Q: In case of a severe injury causing a lot of LTI (more than one month or a year), how do we count a LTI?

A: In this case, please see the sample of LTI for better understanding:-

LTI over months/years	No. of day-offs	November 2011	December 2011	January 2012
Accident occurred in Nov.	60 days	20 days	31 days	9 days

From the above sample, a responsible person will record and report the data as follows:-

1. There is one LTI case in November 2011 and the record shows that there are 20 days-off. Then in December, there is none LTI case but the numbers of LTI is 31 days. In January 2012, there is no LTI case but the number of LTI is 9 days.
2. The counting of LTI is done according to the actual number of day-offs including weekends and holidays.

18. Q: In case a supplier delivers product to the plant and the accident occurs, how do we record the data?

A: As defined in this Guideline, a supplier of business partner of the company will be regarded as a third party. If there is a fatality case occurring in the premises of SCG (except the traffic accident happened with the third party, it will be recorded and reported only for an employee or contractor who is a wrong party), it will be recorded and reported in the system as mentioned in this Guideline. However, the premise's owner should analyze and investigate the root cause of accident in order to avoid a repeated accident or to protect any severity of the accident if there is no proper preventive measure.

Another issue to be concerned is a scope of responsibility of each party which is needed to prevent any accident. In order to ensure that both SCG and business partners have a proper preventive measure to avoid any accident which may occur during the product delivery, such as chemical transportation, every plant must establish a Safety procedure for business partner's compliance. At the same time, the business partners should also establish their transporting procedure properly to avoid any accident, for example, deleting a scope of service for a valve of chemical at the plant.