

## Guidelines

Regular Members are required to submit their annual health, safety, and environmental statistics to IPLOCA, such that aggregate statistics for the industry can be monitored. These guidelines provide help to complete the relevant form.

### General:

The returns should cover pipeline construction sites or offshore operations and all infrastructure related facilities.

Please note that Main Construction and EPC Contractors and EPCM Contractors should report all accidents, incidents and near misses, including (in the column on the right) those related to their subcontractors. In case of integrated JVs, the Leader should report the the totality of the hours as well as totality of the JV incidents (not pro-rata).

The accidents, incidents and near misses taken into account for questions 9 & 10 are those that happen within the jobsite perimeter, or when travelling from camp (not home) to jobsite or during any other work-related transportation.

Please indicate if figures are not available or include other information.

Heading	Description
1. Total number of hours worked inclusive of overtime	Number of hours worked during which the employee is present in the work environment (pipeline activities and associated facilities) as a condition of his or her employment, plus the extra hours put in as overtime.
2. Total number of First Aid Cases ( <b>FAC</b> )	Number of work-related injuries (scratches, cuts, burns, etc...) that did not result in a Medical Treatment Case (MTC)
3. Total number of medical treatment cases ( <b>MTC</b> )	Number of work related injuries requiring medical treatment beyond first aid by a physician or other licensed health care professional; or illnesses diagnosed as work related by a Physician or other licensed health care professional; exclusive of any resulting in a Fatality or those meeting the definitions of an LWI or RWC.
4. Total number of restricted work cases ( <b>RWC</b> )	Number of Restricted Work Case resulting from any work injury, which results in a work assignment, after the incident occurred, that does not include all the normal duties of the person's regular job.
5. Reported number of Lost Workday Injuries ( <b>LWI</b> )	Number of Lost Workday Injuries resulting from the sum of fatalities, permanent total disabilities, permanent partial disabilities and lost workday injuries. <b>Note:</b> if in a single incident 20 personnel receive Lost Time Injuries, then it is accounted for corporate reporting purposes as 20 LWIs (not 1 LWI).
6. Lost Workdays ( <b>LWD</b> )	Number of calendar days lost as a result of a work-related accident.
7. Split of <b>LWI /FTL</b> (Should add up to the total <b>LWI</b> shown in item 5 and 8)	<ul style="list-style-type: none"> <li>• Transportation / Vehicle accident: Accidents involving one or more moving vehicles which results in death or injury.</li> <li>• Lifting operations: Accidents resulting of the use of a lifting machine, including but not limited to falling object, collision with obstacles, breaking of machinery, etc...</li> <li>• Work at height / scaffolding Accidents as a direct result of working at height (higher than waist level above the surrounding grade level or surface), on cranes, scaffolding, ladders etc.</li> <li>• Hand Tools Accidents as a direct result of the use of hand tools and portable</li> </ul>

	<p>hand held equipment including but not limited to the use of all powered or non-powered hand held tools, e.g. screw driver, wrench, grinder, hammer, chisel, welding tools, saw, drill machine, blow torch, etc.</p> <ul style="list-style-type: none"> <li>• Involving slips, and falls Accidents as a direct result of a fall due to a slip or loss of stability.</li> <li>• Excavation/earth collapse Accidents as a direct result of any kind of earth moving operation, be it by hand or with machines or explosives.</li> <li>• Confined spaces Accidents resulting of a limited working space.</li> <li>• Impact with construction equipment Accidents as a direct result of operating a piece of construction equipment or machinery including, but not limited to, pumps, compressors, mixers, turbines, boilers, cranes, earth moving equipment, etc.</li> <li>• Welding Operations Accidents occurring as a consequence of welding operations, including but not limited to arc burns.</li> <li>• Hazardous substances Accidents occurring when processing, handling, storage or transportation of a hazardous or toxic substance.</li> <li>• Other Accidents that cannot be logically classified under any category above.</li> </ul>
8. Fatality (FTL)	<p>A fatality is a death resulting from a work injury or occupational illness, regardless of the time intervening between injury or illness and death.</p> <p><b>Provide an investigation report as detailed as possible, for each incident involving a fatality as to the root cause(s)</b></p>
9. Road traffic incidents and accidents	Number of road traffic incidents or accidents involving one or more moving vehicles which result in injuries and/or damage to property, vehicle(s) or loads being moved or carried by vehicles.
10. Total number of kilometres driven	Total work-related kilometres driven in assigned vehicles (owned, leased, fleeted, or rented) during work related activities.
11. Near misses	<p>A Near Miss is an unplanned event that did not result in injury or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.</p> <p><b>Note:</b> An incident where no ill health, injury, damage or other loss occurs is also referred to as a “near-miss.”</p>
12. High Potential Near Misses (HIPO)	Near misses which could have resulted in severe injury or fatality.
13. Occupational illnesses	Occupational illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.
14. Environmental incidents	Please refer to the threshold guidelines for Major & Minor Incidents <a href="#">here</a> .
15. Fuel consumption (in thousand litres)	Quantity of fuel, both diesel and gasoline, consumed by owned and rented equipment, all engines and vehicles used during the year.
16. HSE training	Number of hours spent by personnel to get trained to HSE standards. (includes all the hours spent by all the personnel to get trained)
17. Certified Management System	Detail of ISO, OHSAS and any other HSE certified accreditations obtained or in process.