



APPENDIX No. 1

to Order of _____ 2022

No. _____

STANDARD
**FOR THE INVESTIGATION AND RECORDING OF LIFE-
AND HEALTH-RELATED ACCIDENTS INVOLVING
EMPLOYEES AT ILIM GROUP'S SITES**

It's about LIFE program
Ilim Group's Production System (GMS)

St. Petersburg
2022

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1. PURPOSE OF THE STANDARD

- 1.1. The Standard of Ilim Group (hereinafter, the **Company**) on the Investigation and Recording of Life- and Health-Related Accidents Involving Employees at Ilim Group's sites (hereinafter, the **Standard**) shall determine the Company's position with regard to the procedure for the investigation, communication, and recording of the accidents involving Company employees and other persons who carry out work/render services at the Company's sites.
- 1.2. The Standard was developed taking into account the requirements of the regulations of the Russian Federation and international occupational safety standards.
- 1.3. The Standard was developed with the purpose of reducing injury rate and cases of health damage through:
 - investigation of all accidents involving personnel;
 - identification and elimination of the causes of all life- and health-related accidents involving employees, including minor accidents, such as poisoning, near misses and minor injuries;
 - information to personnel about accidents and the results of their investigation at all Company branches; and
 - planning and implementation of measures aimed at eliminating accident causes.

2. AREA OF APPLICATION

- 2.1. The requirements of the Standard shall apply to all employees of the Company.
- 2.2. This Standard shall apply to all contractor personnel who has access to the Company's facilities by including requirements for its application in the terms and conditions of contracts and agreements with contractors. The employee responsible for monitoring occupational safety on the part of the contractor shall inform the branch/strategic investment project's Health and Safety Manager of all incidents involving personnel.
- 2.3. This Standard is recommended for adoption by the subsidiaries and affiliates of JSC Ilim Group. This Standard shall be adopted by the subsidiaries and affiliates through approval and implementation of corresponding internal regulations by their duly authorized management bodies.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

- 3.1. **Incident involving employees:** unplanned event that has caused or could have caused an accident or health damage to employees.
- 3.2. **In-house accident investigation committee** (hereinafter, the IIC Committee): working group made up of employees trained in investigation techniques. The members and head¹ of the IIC Committee shall be determined by Branch-wide Order. It is recommended to set up several IIC committees in the Branch by business-area (for energy facilities, main production area, maintenance, harvesting, transportation, etc.).
- 3.3. **AuditModern SW:** software implemented in the Company by Order of May 31, 2016 No. GD-269, which includes the Accident module enabling monthly mailing of accidents.
- 3.4. **SAP EHSM SW:** software implemented in Ilim Group's Koryazhma Branch in 2021 and planned to be implemented in the Bratsk and Bratsk District Branches, Ust-Ilimsk and Ust-Ilimsk District Branches. The software contains the Accident module enabling

¹The appointed head of the Committee shall be manager directly reporting to the Mill Manager.

monthly mailing of accidents, their classification, statistics analysis and monitoring progress.

- 3.5. **Lessons learned:** final findings based on the investigation of accidents involving employees which contain corrective actions and are formatted in Power Point (see sample in [Appendix 4](#) of the Standard). Lessons learned are drawn up for all accidents, as well as minor injuries and near misses with a high potential for getting LIFE category accidents, including employee poisoning.
- 3.6. **On-the-job accident:** event when an employee (or several employees) suffered a fatality or bodily damage (injuries) while performing their job duties. On-the-job accidents also include events when an employee is injured while driving in employer-provided transport to/from a business travel location.
- 3.7. **AIMS:** Action Implementation Monitoring System is part of AuditModern SW, SAP EHSW SW
- 3.8. **Sanitary Lab:** laboratory that measures production factors in accordance with the production control schedule developed at the branches. Can be part of the Branch or be a third party that carries out work under an agreement.
- 3.9. **EHS:** Environment, Health and Safety.
- 3.10. **OHS:** Occupational Health and Safety Service.
- 3.11. **EHS Director:** Director, Environmental, Health and Fire Safety.
- 3.12. **HO:** Head Office of JSC Ilim Group.
- 3.13. **Russia:** Russian Federation.

4. CLASSIFICATION OF ACCIDENTS INVOLVING EMPLOYEES IN JSC ILIM GROUP

- 4.1. In accordance with Russian legislation accidents are divided into the following categories:
 - **minor injuries** – bruises, blood stains, soft tissue bruises, superficial wounds and other injuries received by employees while performing their job duties or any work as instructed by the employer, which did not result in health damage or temporary disability;
 - **light accidents** – accidents causing health injuries referred to as "light" according to the classification adopted in the Russian Federation;
 - **severe accidents** – accidents causing health injuries referred to as "severe" according to the classification adopted in the Russian Federation;
 - **fatalities** – accidents resulting in fatal health injuries;
 - **group accidents** – accidents in which two or more employees were injured. For the purpose of accounting and keeping statistics, every affected employee is accounted for.
- 4.2. For the purpose of mitigating risk of employee exposure to industrial harms (gases, aerosols etc.), which can lead to a fatality, in accordance with Russian legislation, accidents involving employees shall be additionally recorded and investigated:
 - **Acute occupational disease** – a disease generally caused by a single-case (within no more than one working day or one working shift) influence of a hazardous production factor (factors) resulting in employee's temporary or permanent disability.
 - **Chronic occupational disease (poisoning)** – a disease caused by long exposure of a hazardous production factor (factors) resulting in the employee's temporary or permanent disability.

4.3. For in-house recording and in order to ensure the comparison of the Company's statistics with that of other pulp and paper mills, in-house classification of accidents involving employees was additionally implemented in JSC Ilim Group:

4.3.1. LIFE incidents: life changing injuries and fatalities.

LIFE accidents include:

- Fatalities;
- Amputation; when there is a limb loss or loss of bone tissue without which the person cannot return to his/her work which resulted in this injury;
- Fractures which required installation of permanent pins and/or plates, and/or resulted in loss of function, and/or required joint replacement;
- Eye injuries in case there is loss of vision in at least one eye;
- Second, third and fourth degree burns that result in scarring of exposed body parts or permanent hair loss, internal organs failure;
- Injuries that result in persistent lost days of work, employee transfer to light work, or assignment of a disability degree.

If the employee is fully healed and resumed his/her work without limitations, the accident category may be changed (accident re-classification from LIFE category as a recordable incident with lost days of work) and properly recorded in reports in accordance with the procedure outlined in par. 5.6. hereof.

4.3.2. Accidents with lost days of work – injuries classified as light or severe in accordance with the classification established by Russian laws.

4.3.3. Minor injuries – a minor injury when an employee has not suffered temporary disability and returned to work after receiving first aid, including cases of acute occupational poisoning which did not result in the employee's disability or injury, which would require employee's temporary transfer to carry out another type of work (light work).

4.3.4. Near misses – events (incidents) when no one was injured by a stroke of luck, including:

- Road traffic accidents without casualties. Investigated in accordance with the Road Traffic Safety Standard.
- Industrial safety and fire safety incidents and emergencies without casualties. They shall be investigated in accordance with the requirements of the Standard for Industrial Safety Incident Investigation in JSC Ilim Group.
- Exceeding maximum allowable concentrations of gases, aerosols, mists of chemically hazardous, explosion hazardous and toxic substances (hereinafter, gas accumulation).
- Examples of near misses:
 - a hammer broke off the handle during work but did not wound anyone;
 - a towing hook tore off during towing and flew off towards a towed vehicle, but now one was injured;
 - equipment breakdown involving scattering of fragments or parts of equipment;
 - falling of objects from a height, including construction debris, elements of building structures;
 - rupture of hoses containing dangerous media;
 - discharge of hazardous substances from pipelines and equipment during repair and preparation for repair;
 - pipeline holes involving steam or hazardous substance discharge;
 - breakage of lanyards during hoisting operations;
 - major and minor fires;
 - emergencies and incidents, etc.

- 4.3.5. **Potential LIFE incident** – major potentially hazardous situations, near misses, minor injuries or accidents that could lead to a LIFE incident.
- 4.3.6. **Off-the-job injuries** – injuries not related to the work of the injured that developed outside Ilim Group’s sites on the way to/from work, at home, in the garage, at a dacha house, in the street, etc.
- 4.3.7. Accidents in JSC Ilim Group shall be classified by severity based on diagnosis made at a medical facility.

5. REQUIREMENTS OF THE STANDARD

5.1. Timeframe and procedure for incident reporting:

5.1.1. Prompt reporting on incidents:

- Each Company and contractor employee shall Immediately notify his/her immediate supervisor or higher official of any known situation threatening human life and health, any known work-related accident and minor injury or deterioration of his/her health, including any signs of an occupational disease (poisoning);
- The manager receiving information of a threat to human life and health, an accident or a minor injury shall immediately ensure prevention of a hazardous situation, provision of first aid to the injured and reporting on the incident to head of the OHS service (department) of the relevant branch of the Company.

5.1.2. In case of an accident or health damage² to five or more employees, information shall be provided in accordance with the Standard of JSC Ilim Group on Emergency Response at the Company's Locations using the pattern for urgent sending of information during the first hour following the incident to: Crisis@ilimgroup.ru

5.1.3. Information communication deadlines:

- on accident and potential LIFE incidents listed in Section 4 hereof: no later than 24 hour after the incident;
- on minor injuries: no later than 12 hours after the incident by providing information to Head of OHS of the Branch. Head of OHS of the Branch shall inform Head of OHS HO within 24 hours;
- near misses: no more than 72 hours after the incident, investigation and identification of causes and corrective actions.

5.1.4. Incident reporting in JSC Ilim Group shall be through sending information via:

- [SAP EHSM software](#), for Company units where SAP EHSM is implemented.
- [Audit Modern software](#), for Company units where SAP EHSM is not implemented.

5.1.5. If LIFE incidents and recordable accidents with lost days of work cannot be reported (due to lack of service) via AuditModern/SAP EHSM, information shall be e-mailed to safety.life@ilimgroup.ru as a report in the format of [Appendix 1](#) of the Standard.

5.1.6. If the results of minor injury and near miss investigation cannot be reported (due to lack of service) via AuditModern/SAP EHSM, information shall be emailed to accident.report@ilimgroup.ru

5.1.7. When generating information on incidents in AuditModern/SAP EHSM, the relevant element of It's about LIFE program related to the injury shall be selected (select from the It's about LIFE program element field). For all incidents involving contractors, Contractor Safety element shall be specified.

5.2. Accident investigation procedure

5.2.1. Accidents to be investigated in accordance with Russian law shall be investigated in accordance with the requirements of Russian regulations.

5.2.2. The Company’s structural units where SAP EHSM is implemented shall duly record all investigation stages in the relevant functional system block.

5.2.3. All accident casualties shall be tested for alcohol, narcotic or other intoxication.

²Industrial accident or poisoning with lost days of work

- 5.2.4. All accidents, without exception, are subject to internal investigation in JSC Ilim Group. Internal investigation shall be in accordance with [Appendix 2.](#)
- 5.2.5. For the purpose of investigating LIFE incidents as agreed with the HO's EHS Director, an investigation commission shall include an OHS employee from HO.
- 5.2.6. Internal investigation shall be started immediately after primary incident reporting. Information collection for internal investigation shall be started within 2 hours³ after primary reporting.
- 5.2.7. Internal investigation shall be conducted by the IIC Committee set up by a Branch-wide order.
- 5.2.8. The period for internal investigation shall not exceed 14 calendar days after the incident. If investigation within the specified timeframe is impossible or additional information needs to be clarified, the chairman of the IIC Committee shall agree on the extension of the investigation period with the HO's EHS Director.
- 5.2.9. When investigating fatalities, it is necessary to determine causes resulting in the employee's death (as a result of general disease, alcohol or other intoxication, illegal acts of third parties, etc. – are not job-related) or any other causes related to production operations or job function.
- 5.2.10. When investigating accidents, the following aspects shall be analyzed:
 - minor injuries, near misses, dangerous actions and conditions that were recorded in the structural unit earlier and could result in a similar accident and elimination of its causes.
 - Lessons learned in relation to previous similar accidents in the Company and related corrective actions.
 - When identifying accident causes and types, it is necessary to use a classifier provided in [Appendix 3.](#)
- 5.2.11. Internal investigation results and lessons learned shall be distributed to IIC Committee members to:
 - Mill Manager and EHS Director of Ilim Group's Branch where the accident occurred;
 - EHS Director in HO;
 - Head of Occupational Health and Safety in HO;
 - Relevant managers responsible for the development and improvement of occupational health and safety efficiency in HO;
 - Chief Occupational Health and Safety Subject-Matter Expert in HO.
- 5.2.12. In case of the unsatisfactory quality of investigation, incomplete facts and corrective actions, the managers specified in clause 5.2.11. of the Standard may, within 5 business days, submit lessons learned for additional investigation to the head of the IIC Committee.
- 5.2.13. After acceptance (endorsement) of lessons learned, the Chief Occupational Health and Safety Subject-Matter Expert in HO shall assign them a registration number and submit them to the Communications and Public Relations Department.
- 5.2.14. Lessons learned based on the results of internal investigation shall be sent to all Company employees by a responsible employee from the Communications and Public Relations Department.
- 5.2.15. Lessons learned and enclosed investigation materials shall be published on SAP EHSM network.
- 5.2.16. A Branch-wide order shall appoint employees responsible for the publication and update of lessons learned on information boards.
- 5.2.17. All lessons learned shall be discussed with reporting personnel at occupational health and safety meetings conducted in the production areas of the branches.
- 5.2.18. Head of the production structural unit, such as Head of Production Area/Production Line at a meeting with technical staff shall make decisions regarding the applicability

³ For remote harvesting workplaces, within 5 hours after incident reporting.

of the actions listed in lessons learned specifying periods and employees responsible for these actions.

- 5.2.19. A decision regarding the applicability of actions shall be documented by a record or an order with a copy sent to Head of the Occupational Service of the relevant Branch. and may be published at the Branch's network resource.
- 5.2.20. Period for meetings and decision-making regarding the applicability of corrective actions shall not exceed 10 business days after the distribution of lessons learned.
- 5.2.21. If the approved It's about LIFE program does not stipulate actions based on the results of lessons learned, the need to implement the following activities shall be considered:
 - compensation for the fines related to safety violations charged to contractors;
 - using the "Risk Mitigation" line in the Budget of the Technical Directorate of the Branch. Actions shall be taken against a memo from head of the structural unit endorsed by the EHS Director of the Branch.

If technical actions based on lessons learned cannot be taken, they shall be included in the It's about LIFE program's OPEX/CAPEX in the next year. In order to minimize the risk of similar incidents, organizational mitigation actions shall be identified and implemented.

- 5.2.22. Responsible employees shall be appointed in the Company's branches to take adopted actions based on lessons learned
 - in SAP EHS/PM for the structural units where the software is live;
 - in AuditModern for the structural units where SAP EHS/PM is not implemented.

Period for recording actions: no later than 7 business days after making a decision on the applicability of lessons learned.

- 5.2.23. The actions recorded based on lessons learned shall be recorded with their registration number. When recording actions based on lessons learned from LIFE accidents/potential LIFE accidents, Head of OHS of the Branch and HO and Chief Occupational Health and Safety Subject-Matter Expert in HO shall also be added as persons to inform.
- 5.2.24. Occupational Health and Safety Subject-Matter Experts shall monitor:
 - recording of actions to be implemented based on lessons learned in the software used at the Branches (SAP/Audit Modern) by coordinated Branch unit.
 - actual implementation of actions based on lessons learned within the established timeframe.

For the purpose of efficient control over the implementation of actions based on lessons learned, employees to be responsible for their timely implementation shall be appointed by an order of the EHS Department.

5.3. Procedure for the investigation of minor injuries and near misses

- 5.3.1. Investigation of minor injuries and near misses shall take place:
 - immediately before communicating information on the incident;
 - led by Head of Production Area/Production Line/Service of the employee affected by this incident;
 - using simple investigation methods, e.g., 5 Whys method;
 - subject to mandatory identification of indirect and regular causes for incidents and actions to prevent their recurrence.
- 5.3.2. The head of the unit may engage the following employees for the investigation of incidents with a high potential of accident occurrence:
 - employee of the Occupational Health and Safety Service,
 - employee of the OHS Incident Investigation and Prevention Team,
 - employee responsible for occupational health and safety,

- technical subject-matter experts.
- When investigating such events, the Timeline и Fault Tree methods can be used.
- 5.3.3. The results of minor injury and near miss investigation shall be recorded by the manager of the employee affected by the incident in an incident report format in AuditModern or SAP EHSM with mandatory indication of causes and corrective actions within 72 hours.
 - 5.3.4. After receiving a minor injury or near miss report, OHS Incident Investigation and Prevention Team leaders of the Branches shall ensure feedback to the managers who investigated the case to identify causes and develop corrective actions.
 - 5.3.5. Properly investigated minor injuries and near misses with results containing incident causes and corrective actions shall be published in corporate mass media and employees will take part in the prize giveaway (promotional items) in the Branch.
 - 5.3.6. Ilim Group's/Branch management and heads of OHS services may initiate internal investigation of minor injuries and near misses engaging the IIC Committee of the Branch if this event had a high potential to become a LIFE injury. Such incidents shall be investigated in accordance with the investigation procedure for recordable injuries (clause 5.2 hereof).
- 5.4. Procedure for the investigation and accounting for maximum allowable concentrations of gases, aerosols, and mists of chemically hazardous, explosion hazardous and toxic substances.**
- 5.4.1. All gas accumulation cases shall be recorded and investigated. Recording and investigation shall be based on:
 - Activation of a stationary gas analyzer/gas alarm connected to the control panel of the structural unit, dispatcher services or identified during inspection rounds by personnel;
 - Measurements by a gas rescue team or sanitary and industrial laboratory called for by personnel;
 - Measurements by the sanitary and industrial laboratory shall be according to the production control schedule.
 - 5.4.2. The gas accumulation cases recorded by stationary gas analyzers/gas alarms shall be investigated in accordance with the requirements of the Standard for Industrial Safety Incident Investigation in JSC Ilim Group.
 - 5.4.3. The gas accumulation cases identified during production control and by dedicated personnel shall be investigated in accordance with the requirements outlined in clause 5.3. hereof.
 - 5.4.4. As per Company's internal statistics, gas accumulation cases shall be split into the events when:
 - there were no incidents involving employees - classified as near misses in the statistics.
 - there was an incident involving employees with:
 - A) recorded minor deterioration of health when the employee resumed his/her job duties after receiving first aid – classified as minor injuries in the statistics;
 - B) recorded acute occupational disease with lost days of work – classified depending on accident severity as LIFE or recordable incident in the statistics.
- 5.5. Procedure for analysis and recording of off-the-job injuries**
- 5.5.1. In order to reduce total injuries among Branch employees, off-the-job injuries involving Company employees shall be analyzed and recorded.
 - 5.5.2. In SSC HR Departments, employees are appointed to be responsible for the development and submission of information on recorded off-the-job injuries to heads of OHS of the relevant Branch. Information shall be sent every Monday for the previous week.
 - 5.5.3. Heads of OHS, jointly with employees from the Asset Protection Department of the Branch shall check the information received. If a sick leave is issued on the day when

the employee is physically located on the premises/Branch sites (confirmed by ACS data), the following actions shall be taken:

- Request the employee to provide an explanatory note with regard to the injury.
- Watch videos from surveillance cameras at the checkpoint and in the production area.
- Request the employee's manager to provide explanations regarding the nature of the work carried out by the employee on the day of injury.
- Other information needed to establish connection between the injury and production area.

Based on the review of the information received, a decision shall be made as to whether the injury can be/cannot be job-related. If following an additional survey, the employee acknowledges the injury to be job-related, the accident shall be investigated as requested by the injured and included in the Company's statistics at a later date.

5.5.4. The OHS service shall analyze off-the-job injuries for the previous period on an annual basis. Based on analysis results, occupational health and safety employees jointly with the Communications and Public Relations Department shall develop and implement actions to reduce off-the-job injuries.

5.6. Recording accidents involving employees and related reporting

5.6.1. All incidents involving employees that are recorded in the electronic incident report form in AuditModern/SAP EHSM shall be recorded in the Company's internal statistics.

JSC Ilim Group shall retain the right not to include incidents involving personnel at the Company's sites in internal statistics if:

- the injured took illegal actions;
- the injured was not acting in the Company's interests;
- the injured received an injury as a result of the illegal actions of other parties.

JSC Ilim Group may include the accident that occurred at the Company's site in its internal statistics if this was not mandatory in accordance with Russian legislation but the injured acted in the Company's interests.

5.6.2. All accidents classified as N-1 must be included in the state statistics.

5.6.3. Materials associated with all accidents involving employees, investigations shall be published in the network at [Z:\Безопасность труда\РЕГИСТРАЦИЯ\Несчастные случаи](#) by the employees assigned at the Company's Branches responsibility for the publication of information and reporting.⁴

5.6.4. During the investigation of a LIFE incident, investigation progress information shall be sent by the Head of the ICC Committee to the EHS Director in HO at least once every three days.

5.6.5. Final Lessons Learned distributed shall be uploaded by the Chief Subject-Matter Expert in HO to the network at [Z:\Безопасность труда\РЕГИСТРАЦИЯ\Извлеченные уроки](#).

5.6.6. In order to perform injury rate analysis in JSC Ilim Group, the following types of reports were introduced:

- Routing reporting on incidents involving personnel shall be sent automatically to AuditModern/SAP EHSM within the timeframe established by section 5.1.
- Preliminary LIFE incident reporting. A responsible employee from the Branch shall provide information on the slide describing incident circumstances, preliminary causes and urgent actions to prevent similar incidents within 24 hours after the provision of primary information.

⁴ After the production launch of SAP EHSM, materials are located in the system

- Final report on the investigation results – Lessons Learned as per [Appendix 4](#). A responsible employee from the Branch shall provide information on the slide describing incident circumstances, final causes and actions in accordance with the section.
- 5.6.7. Branch OHS shall monitor statistics for:
- accidents involving Branch employees,
 - accidents involving employees of the branch of Fintrans GL,
 - accidents involving contractor employees rendering services to the Branch that occurred at Branch sites,
 - off-the-job injuries.
- 5.6.8. Injury rate indicators stipulated by regulations of the Russian Federation:
- frequency ratio,
 - severity ratio,
 - disability ratio.
- 5.6.9. Additional injury rate indicators adopted by the Company:

- **Statistics of lost days of work :**

LWIR factor (Lost Workday Incident Rate) measures recordable accidents with lost days of work.

Fatalities, incidents without lost workdays and incidents which resulted in the employee's transfer to light duty work are not recorded in this category.

LWIR calculation formula:

$$LWIR = N * 200\ 000 / H$$

N⁵ is a number of accidents with lost days of work over the reporting period;

H is the number of man-hours worked by all employees over the reporting period;

200,000 is the number of man-hours worked per 100 employees in a year.

- **Overall statistics of accidents:**

TIR factor (Total Incidents Rate) measures general accident statistics: all recordable accidents in the Company's statistics.

TIR calculation formula:

$$TIR = (N + M) * 200\ 000 / H$$

N⁵ is the number of accidents with lost days of work over the reporting period (including LIFE incidents);

M⁵ is the number of minor injuries;

200,000 is the average number of man-hours worked per 100 employees in a year;

H is the number of man-hours worked by all employees over the reporting period;

Statistics of lost days of work, including temporary disability

DART factor (Days away, restricted or transferred) measures recordable accidents with lost days of work, including accidents with temporary disability (employee's transfer to light duty work).

6. RESPONSIBILITY

6.1. Mill/Forest Managers shall be responsible for:


⁵calculated without third party employees (namely, contractors and seconded employees).

- establishing and maintaining the work of the IIC committees;
 - procurement of resources to act on the results of lessons learned;
- 6.2.** Heads of the Company's structural units shall be responsible for:
- communication of the Standard to the employees;
 - ensuring compliance with the requirements of the Standard in their organizational units;
 - review and discussion of lessons learned with their direct reports, planning and implementation of actions aimed at accident prevention;
 - decision making and timely development of documents for the motivation of responsible employees who were responsible for the prevention of accidents, incidents, emergencies (stopping unsafe actions, reporting on near misses and their investigation), and when employees submit proposals aimed at accident and emergency prevention subject to action implementation. The decision shall be coordinated with the EHS Director of the Branch.
- 6.3.** The Head of the Internal Incident Investigation Committee shall be responsible for the reliability, timeliness and completeness of information during internal investigation and its results.
- 6.4.** Heads of Occupational Health and Safety shall be responsible for:
- conducting self-audits to check compliance with the requirements of this Standard in the structural units using the checklist provided in [Appendix 5](#). Based on self-audits results, a plan for the implementation of the Standard shall be drafted;
 - monthly analysis of occupational injury indicators and analysis of the causes of repeated accidents involving employees (accidents, minor injuries, near misses).
- 6.5.** Control over compliance with the requirements of the Standard shall be exercised by the EHS Directors of the Company's Branches.
- 6.6.** Should an accident be concealed by employees (the injured or eyewitness) and/or by their managers, they shall be subject to disciplinary action for default on their obligation to immediately inform about an accident or minor injury. Should an accident be concealed by contractor employees and/or by their managers, this contractor shall be charged penalties and suspended from work.
- 6.7.** Disciplinary and financial actions shall be taken by the manager unconditionally if investigation results reveal occupational safety violations in their area of responsibility, including by direct reports and contractors.
- 6.8.** It is prohibited to take disciplinary or financial actions against the employees and managers who:
- reported a minor injury or near miss,
 - reported an accident.
- 6.9.** Disciplinary actions against employees may be imposed if accident investigation results revealed violation of the occupational health rules and regulations.
- 6.10.** Regional HR Center Directors shall be responsible for implementing Branch incentive programs, budgeting and payouts to employees for accident prevention and special achievements pertaining to industrial safety, and special one-off bonuses to all Branch and ROP employees for zero LIFE incidents in the Branch during 1,000, 2,000, 3,000, 4,000 and 5,000 days.

7. REVISION PROCEDURE


- 7.1.** The Standard shall be approved by the Company's Chief Executive Officer.
- 7.2.** This Standard may be amended or supplemented by an Order of the Company's Chief Executive Officer.

8. APPENDIX 1: ACCIDENT REPORTING FORM**REPORTING FORM FOR INCIDENTS INVOLVING EMPLOYEES (if reported via SAP EHSM, excluding near misses)****ОПЕРАТИВНАЯ ИНФОРМАЦИЯ О ПРОИСШЕСТВИИ**

ДАТА ОТПРАВКИ ОТЧЕТА:	08.08.2022	БИЗНЕС ОБЛАСТЬ:	Охрана труда
ИНФОРМАЦИЯ О ПРОИСШЕСТВИИ:			
Филиал:	Лесной филиал АО "Группа "Илим" в г. Коряжме	СП Филиала:	ОСП ЛЗУ "Ленский"
Место:	Технологическая дорога	Подрядная организация:	
Дата:	07.08.2022	Время:	13:01
ИНФОРМАЦИЯ О СООБЩИВШЕМ:			
Должность/СП:	Ведущий инженер по охране труда и промышленной безопасности/Дирекция по охране труда, промышленной и экологической безопасности	ФИО:	Юганова Ю. А.
ОПИСАНИЕ ПРОИСШЕСТВИЯ:		ФОТО МЕСТА ПРОИСШЕСТВИЯ:	
<p>07.08.2022г в 13.01ч водитель автомобиля (самосвал) ОСП ЛЗУ Ленский гос.№ М014РМ при движении груженным по технологической дороге в левом пологом повороте не справился с управлением и допустил опрокидывание а/м на правую сторону. При падении водитель получил травму колена. Водитель доставлен в Коряжемскую городскую больницу. Предварительный диагноз – ушиб колена правой ноги. Транспортное средство получило механические повреждения. Дорожные условия: гравийная дорога с бетонным колесопроемом. Погодные условия: светлое время суток, без осадков.</p>			
ОПЕРАТИВНЫЕ МЕРОПРИЯТИЯ:		ОТВЕТСТВЕННЫЙ:	СРОК:
1) Провести внутреннее расследование		Румянцев Д. В.	21.08.2022
ДЕТАЛИ ПРОИСШЕСТВИЯ С ПЕРСОНАЛОМ:			
НАПРАВЛЕНИЕ ПРОГРАММЫ «БЕРЕГИ ЖИЗНЬ»:		КЛАССИФИКАЦИЯ:	
Безопасность водителей		Регистрируемый НС с потерей трудоспособности, Транспортные происшествия на наземном транспорте, Индивидуальный	
ИНФОРМАЦИЯ О ПОСТРАДАВШЕМ:			
Должность:	Водитель автомобиля (самосвала) 5 р.		
СП филиала:	Урдомская бригада по содержанию дорог		
Подрядная организация:			

NEAR MISS REPORTING FORM (if reported via SAP EHSM)

ОПЕРАТИВНАЯ ИНФОРМАЦИЯ О ПРЕДПОСЫЛКЕ К НЕСЧАСТНОМУ СЛУЧАЮ

ДАТА ОТПРАВКИ:		16 августа 2022 года	
ИНФОРМАЦИЯ О ПРЕДПОСЫЛКЕ К НЕСЧАСТНОМУ СЛУЧАЮ:			
Филиал:	Филиал АО "Группа "Илим" в г. Коряжме	СП Филиала:	ДБП
Место:	40-й ЖД путь, напротив узла выгрузки хвойной щепы.	Подрядная организация:	
Дата:	16.08.2022	Время:	17:00
ИНФОРМАЦИЯ О СООБЩИВШЕМ:			
ФИО:	Мокиевский А. В.	Должность/СП:	Начальник смены/Бригада сменного персонала
ОПИСАНИЕ ПРЕДПОСЫЛКИ К НЕСЧАСТНОМУ СЛУЧАЮ (обстоятельства происшествия, результаты расследования и причины):		ФОТО МЕСТА ПРОИСШЕСТВИЯ:	
<p>Контролер, во время осмотра вагонов с балансами на 40-м ЖД пути, споткнулся о железнодорожные костыли. Работник сумел удержать равновесие, травмы удалось избежать.</p>			
МЕРОПРИЯТИЯ ПО РЕЗУЛЬТАТАМ РАССЛЕДОВАНИЯ:		ОТВЕТСТВЕННЫЙ:	СРОК:
1) Произведен осмотр 40-ого ЖД пути. Обнаружено множество строительного мусора, оставленного после ремонта ЖД полотна. Работники СПУЛ были проинформированы о наличии на данном участке опасного условия.			Выполнено
2) Необходимо организовать работу по уборке оставленного строительного мусора(костыли, пружинные ЖД противоугоны)		Романенко А. П.	23.08.2022
НАПРАВЛЕНИЕ ПРОГРАММЫ «БЕРЕГИ ЖИЗНЬ»		Защита от падений	

REPORTING FORM FOR INCIDENTS INVOLVING EMPLOYEES (if reported without using Audit Modern and SAP EHSM)

INCIDENT DETAILS		DETAILS OF THE PERSON REPORTING THE INCIDENT			DETAILS OF THE INJURED	
Full name:		Optional (for employees)			For recordable injuries only	
POSITION:						
COMPANY (for contractors):						
Branch:		Incident date:		Time:		Place of incident:
INJURED PART OF THE BODY:						
<input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Head <input type="checkbox"/> Body <input type="checkbox"/> Eye <input type="checkbox"/> Internal organs <input type="checkbox"/> Skin <input type="checkbox"/> Other						
CLASSIFICATION:						
<input type="checkbox"/> Near miss <input type="checkbox"/> Minor injury or first aid <input type="checkbox"/> Recordable incident without lost days of work <input type="checkbox"/> Recordable incident with lost days of work <input type="checkbox"/> LIFE incident						
ELEMENT OF IT'S ABOUT LIFE PROGRAM THE INJURY PERTAINS TO						
<input type="checkbox"/> Contractor Safety <input type="checkbox"/> Hazardous Substances and Agents <input type="checkbox"/> Driver Safety <input type="checkbox"/> Motorized Equipment <input type="checkbox"/> Fall Protection <input type="checkbox"/> Machines and Mechanisms Guarding/Zero Energy <input type="checkbox"/> Not related to It's about LIFE program element						
INCIDENT DESCRIPTION					PICTURES OF THE ACCIDENT SCENE (for LIFE and recordable lost time incidents)	
					<div style="border: 1px dashed gray; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> PHOTO </div>	
CORRECTIVE ACTIONS					RESPONSIBLE EMPLOYEE	DEADLINE
REPORT SENT ON:						

9. APPENDIX 2: INCIDENT INVESTIGATION METHODOLOGY

Methodological guidelines for internal investigation of recordable injuries and potential LIFE incidents

Introduction

The target of the internal investigation of incidents is to identify their regular (root) causes. The identification of regular causes, which contribute to incidents, is required to adjust these systems across the company and also to prevent their recurrence.

1. Types of incident causes

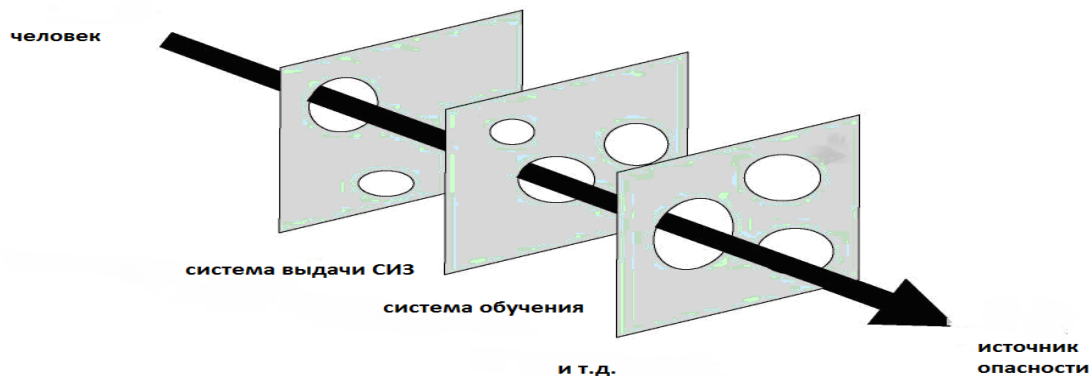
1.1. Human factor (actions): incident causes related to behavior or actions, which led to adverse consequences or could not help to prevent adverse consequences. They happen as a result of equipment operation, maintenance, construction, installation, etc.

Example: the employee did not replace the bearing on the equipment.

1.2. Physical reason (conditions): incident cause which reflects a change in equipment or environment condition. Can be tied to physical, electrical, mechanical, and other impact on the equipment.

Example: jammed bearing, short circuit, etc.

1.3. Regular (root) cause: deficiency in the company's control system aimed at eliminating accidents. These are "barrier" deficiencies which the company shall align for incident prevention purposes.



Example of a systematic cause: training system did not contain briefing on explosive substances.

2. Accident investigation methods

The following methods are used in Ilim Group for in-house investigation of incidents:

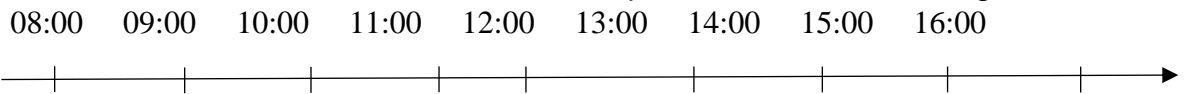
- Timeline
- 5 Whys
- Fault tree

2.1. Timeline is a method of incident investigation aimed at finding root causes of the incident.

Timeline is a thread of events and conditions in the chronological order

2.1.1. How to build the timeline.

Set the timeframe which is related to the incident and plot facts in the chronological order.



Facts on the timeline are placed as blocks

2.1.2. Facts building blocks.

Condition fact: conditions related to the events, which are being investigated during a specific time interval.

Example: it was dark in the production area; it was raining, etc.

Event fact: actions (during a specific time interval) performed by employees directly involved in the accident.

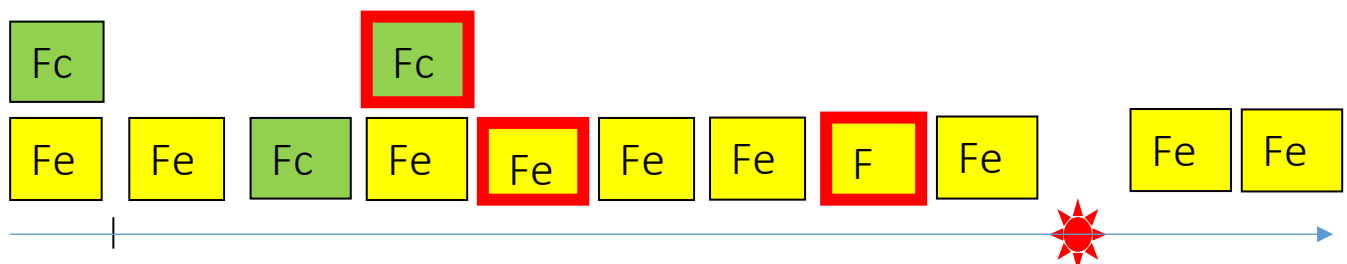
Example: employees came to the warehouse; an operator pressed the button, etc.

Critical facts (immediate causes): facts of events and conditions which contributed or could have contributed to the incident (which non-occurrence could have prevented the incident or greatly reduced the severity of consequences).

Facts are identified from incident data (incident report, explanatory statements, interviews, etc.)

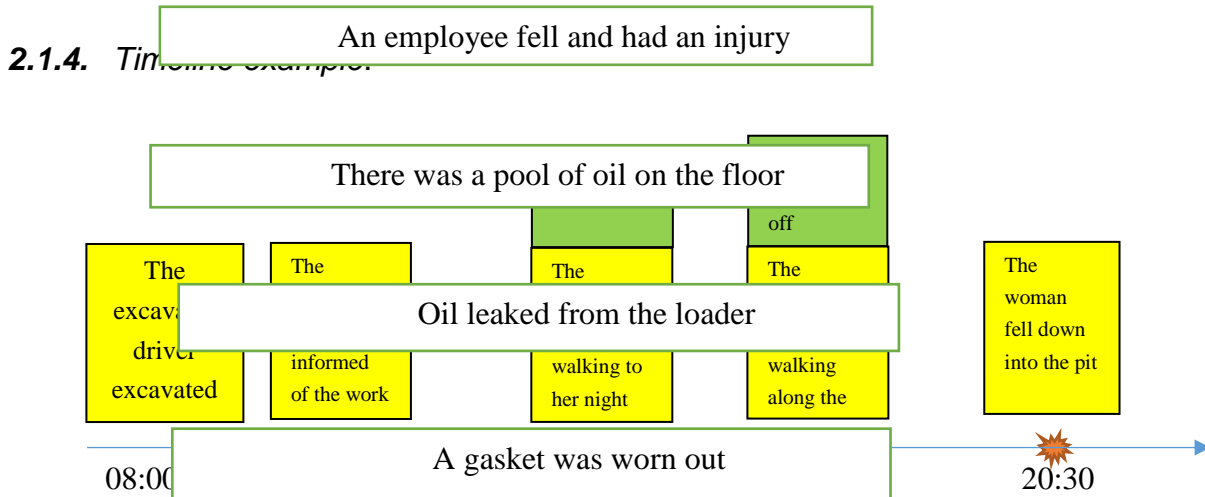
!!! Key block building principle implies that one block shall contain only one fact.

2.1.3. Timeline benefits: allows to demonstrate detailed conditions, employee actions for further detailed analysis of regular (root) incident causes.



Time / specific fact period (year, month, day, hour, shift etc.)

- * Generally, a timeline is plotted before the incident, but in certain cases (as requested by a supervisor), it is plotted up to the certain moment after the incident in order to evaluate the employees' actions during the incident.



2.2. **5 Whys method** is a method of incident investigation aimed at the identification of one or multiple incident root causes.

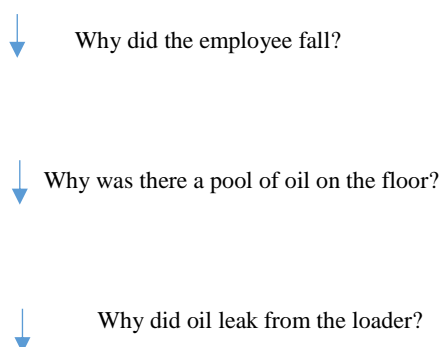
2.2.1. *5 Whys* implies gradual identification of regular (root) causes of the incident by asking the question “why?”

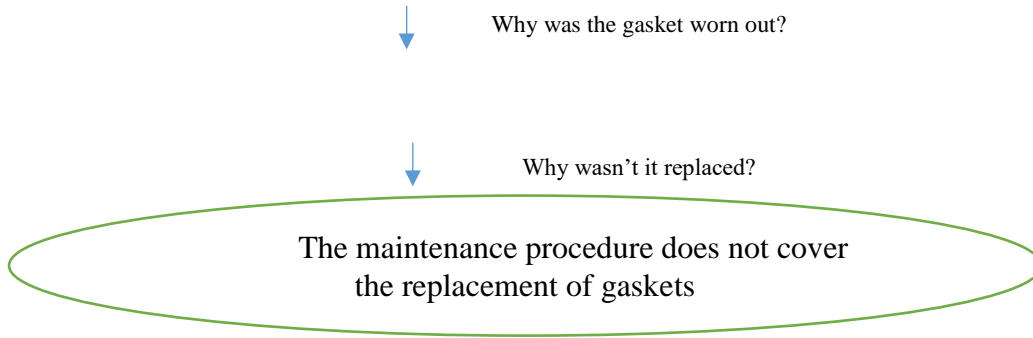
2.2.2. *The principles of 5 Whys.*

- Only one cause/result is recorded in building blocks
- The question “why” is asked with regard to the previous block
- For each block, we determine if the result is a regular cause
- After finding the root cause, the question is no longer asked
- The block with the root cause is marked with an oval

2.2.3. After identifying the root cause, corrective actions are developed.

2.2.4. *Example of investigations using the 5 Whys method*

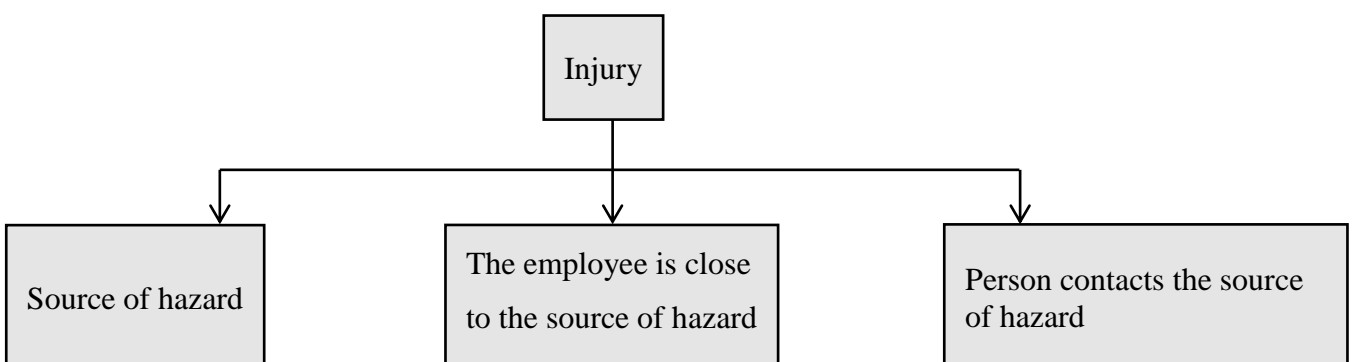




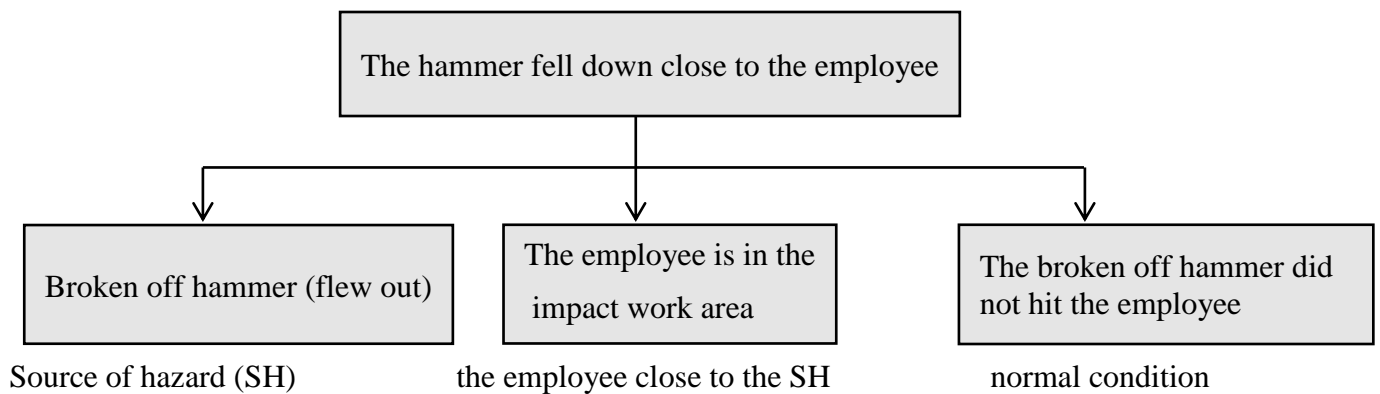
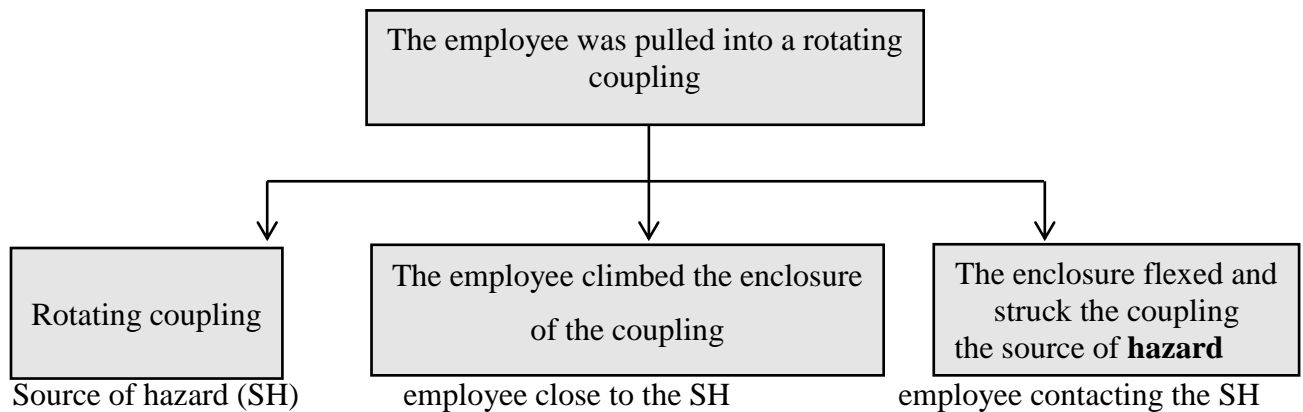
2.3. Fault tree method is a method for identifying all incident root causes (based on the 5 Whys method)

2.3.1. Building blocks.

- Because The gasket was not replaced during to be investigated fits clearly (step 1)
 - Recoding of an injury component: the source of hazard, person close to the source of hazard, contact with the source of hazard (step 2).
- * While investigating near misses, contact of a person with the source of hazard is minimum to none.
- Continuing to build the fault tree by asking the question “why” with regard to each block (step 2) separately.

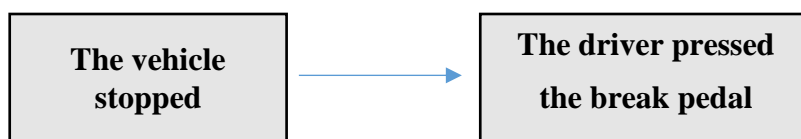


For example:

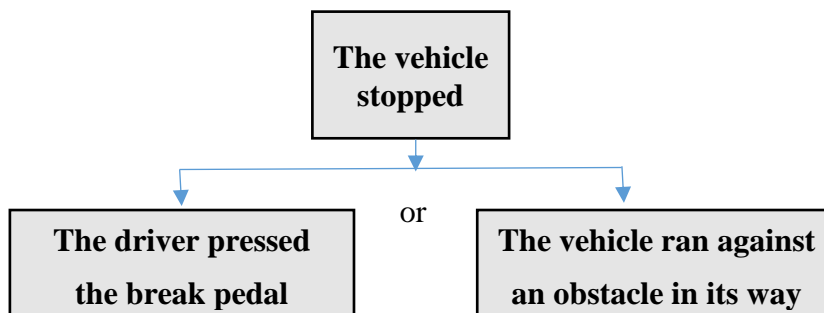


2.3.2. Principles of building the fault tree:

- While building the fault tree, the easy logic of reasons and effect is used:



- Only write one reason/effect in the fault tree block
- The fault tree block cannot contain statements (if ..., then)
- Shall be reviewed: whether one reason is enough



- The step is not supposed to be too long

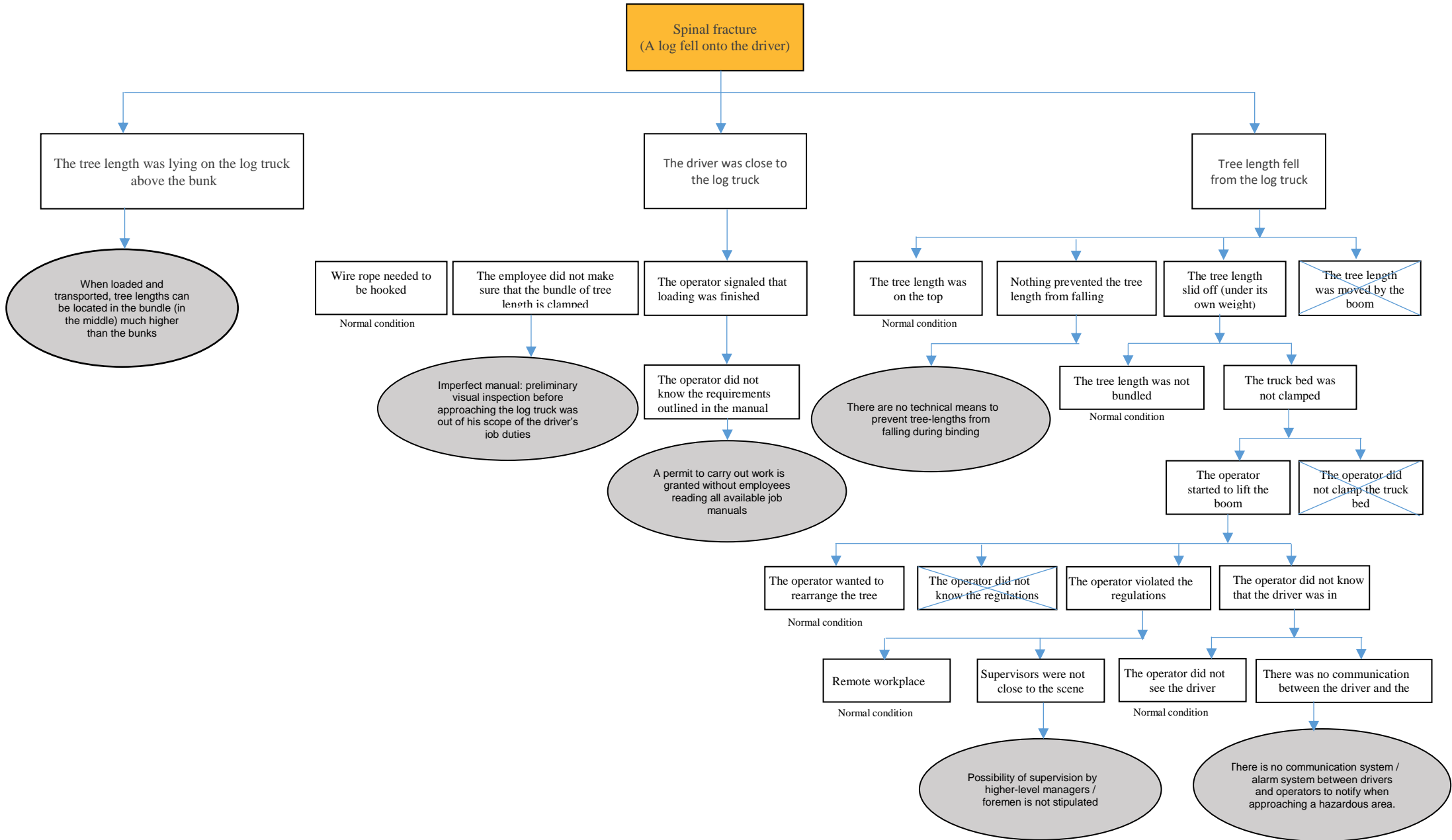
- The causes in blocks shall be tangible, i.e. there shall be a possibility to check them.
- Each fault tree block needs to be checked for confirmation of expected causes (survey, data, minutes, etc.)
- After finding a regular cause, the question “why?” is not asked

2.3.3. Example of accident investigation using the fault tree method:

At 16:00 on February 18, 2014, the driver of the log truck P. arrived in the tree lengths loading area Guided by the relevant signal of the harvester operator K., he placed the vehicle in the loading area. He put on his hard hat, high-visibility vest and safety goggles, moved at least 50 meters away from the hazardous area and gave the relevant signal to the loader driver K. to leave the hazardous area. The loader driver started loading tree lengths and when he finished loading, he gave the sound alarm to the driver P, to show that he finished loading. Then the loader operator K. put the clamp on the tree lengths bundle but did not clamp it. The log truck driver visually made sure that the truck bed did not have hanging tree lengths and came up to the clamp to place the binding device therein. At this moment, the tree length fell down from the truck bed and onto the driver P. and pinned him down. The loader operator did not see when the tree length fell. Having lifted the clamp, he saw that the binding device was missing, then the loader operator noticed the top of a stem lying on the bunk protruding up and lowered the clamp, picked up the fallen tree length and put it back into the truck bed. The loader driver did not see the log truck driver. Having removed the fallen tree length, the log truck driver crawled away from the place when the tree length had fallen into the clearance between the cabin and truck bed, and started waving the stick for the driver to draw his attention. When the loader operator K. saw the log truck driver, he exited the loader, walked around it, and found the log truck driver lying on the floor.

In this accident, the log truck driver P. received a spinal fracture.

Example of building the fault tree



10. APPENDIX 3: Classifier of types and causes of occupational accidents

Code	Type of accident
01	Road traffic accidents
	including:
01.a	rail transport
01.a.1	including rolling stock runover
01.b	water transport
01.c	air transport
01.d	overland transport
	resulting from item 01:
01.1	on the way to work (from work) when driving an employer vehicle (or an external organization under a contract with the employer)
01.2	during work-related journeys (including business trip transit) in public transport
01.3	during work-related journeys in a personal vehicle
01.4	when walking during the work
01.5	when driving
02	The injured fell from height
	including:
02.1	falling from different levels of height (from trees, furniture, steps, ladders, scaffolds, buildings, equipment, vehicles and others)
02.2	falling to a depth (mines, pits, sinkholes and others)
03	falling onto the even ground of the same level
	including:
03.1	falling to a slippery surface, including a snow- or ice-covered surface
03.2	falling to the even ground of the same level due to slipping, misstep or tripping
04	fall, collapse, falling objects, materials, soil and other
	including:
04.1	collapse and slides of terrains, cliffs, rocks, snow and others
04.2	fall of buildings, walls, scaffoldings, ladders, stored materials (products) and other
04.3	impacts from falling objects and parts (including their shards and particles) while working (handling) with them
04.4	impacts from random falling objects
05	impact of moving, scattering, rotating objects, parts, vehicles and others

	including:
05.1	impacts (bruises) after collision with moving objects, parts and vehicles (excluding falling objects and parts), also as the result of an explosion
05.2	impacts (bruises) after collision with immobile objects, parts and vehicles, also as the result of an explosion
05.3	jamming between immobile and moving objects, parts and vehicles (or between them)
05.4	jamming between immobile and moving objects, parts and vehicle (excluding flying and falling objects, parts and vehicles)
05.5	other collision with objects, parts and vehicles (excluding impacts (bruises) from falling objects)
06	Ingress of foreign matter
	including:
06.1	through the body's natural ostium
06.2	through the skin (edge or fragment of other object, splinter and others)
06.3	inhaling and swallowing food or foreign object which leads to obstruction of the respiratory tract
07	Physical stress and physical exertion
	including:
07.1	excessive physical efforts when picking up objects and parts
07.2	excessive physical efforts when pushing or dismantling objects and parts
07.3	excessive physical efforts when carrying or throwing objects
08	Exposure to electric shock
	including:
08.1	touching overhead line when it was live or a line break
08.2	exposure to the electric arc
08.3	atmospheric electricity (lightning)
09	Exposure to radiation (ionizing and non-ionizing)
10	Exposure to extreme temperatures and other natural factors
	including:
10.1	exposure to high ambient or workplace temperature
10.2	exposure to low ambient or workplace temperature
10.3	contact with hot or burning hot equipment parts, objects or materials, including exposure to steam and hot water
10.4	contact with abnormally cold equipment parts, objects and materials
10.5	exposure to high or low atmospheric pressure

11	Exposure to smoke, fire and flames
	including:
11.1	exposure to uncontrollable burning (fire) in the building or structure
11.2	exposure to uncontrollable burning (fire) outside the building or structure, including flame from the bonfire
11.3	exposure to uncontrollable burning in the building or structure (fire in the furnace, fireplace and others)
11.4	damages caused by fires of combustible substances and clothes
12	Exposure to hazardous substances
	including:
12.1	exposure to hazardous substances through inhaling, ingestion or absorption, caused by incorrect application or handling
12.2	exposure to hazardous substances (including alcohol, drugs, toxic or other psychoactive agents) caused by overdosage or abuse
13	Damages caused by neuropsychological stress and temporary deprivation (long absence of meals, water, etc.)
14	Damages caused by plants, animals, insects, arachnids and reptiles
	including:
14.1	bites, impacts and other damage caused by animals or reptiles
14.2	bites (sting) of venomous animals, insects, arachnids and reptiles
14.3	damages caused by thorns and spikes of throned and venomous plants
15	Drowning and submersion in water
	including:
15.1	when staying in a natural or man-made water body
15.2	as a result of a fall into a natural or man-made water body
16	Damages caused by illegal actions of other parties
17	Damages caused by intended self-harm actions (self-inflicted damage and suicide)
18	Damages during natural, industrial and other emergencies
	including:
18.1	as a result of earthquakes, volcanic eruptions, avalanches, landslides, storms, floods and others
18.2	as a result of emergencies, explosions and industrial accidents
18.3	as a result of explosions and destructions caused by criminal activities
18.4	when eliminating consequences of natural disasters, emergencies and other emergencies caused by natural, industrial, criminal and other emergencies

19	Damages during the operation of hazardous manufacturing facilities and hydraulic engineering facilities
19.1	as a result of an uncontrollable explosion
19.2	as a result of the emissions of hazardous substances
19.3	as a result of the demolition of structures
19.4	as a result of the demolition of technical devices
19.5	as a result of an emergency on a hydraulic engineering facility
19.6	as a result of a loss of explosive materials of industrial purpose
20	Exposure to other unclassified injury factors
Code	Name of the occupational accident cause
01	Design faults and poor reliability of machinery, mechanisms and equipment
	including:
01.1	specialized and non-specialized vehicles, self-propelled machines and mechanisms
01.2	process equipment, mechanisms, staircases, fences, management systems, process control and emergency protection
01.3	auxiliary equipment (stepladders, scaffolding platforms, portable access ladders and others)
01.4	tools (including pneumatic and electric tools) and appliances
02	Imperfect production process
	including:
02.1	no process chart or other technical documentation for performed works
02.2	deficiencies in provided safety requirements in process documentation
03	Operation of faulty machines, mechanisms and equipment
03.1	operation of faulty machines, mechanisms and equipment for their intended purpose
03.2	installation (dismantling) of faulty machines, mechanisms and equipment
03.3	maintenance of faulty machines, mechanisms and equipment
03.4	storage of faulty machines, mechanisms and equipment
03.5	disposal of faulty machines, mechanisms and equipment
04	Unsatisfactory technical condition of the buildings, facilities, area
	including:
04.1	unsatisfactory condition of the area and passageways (entries) in buildings
04.2	unsatisfactory condition of floors in the buildings, premises and staircases, building structures and roof
04.3	unsatisfactory condition of building structures and facilities designed for technological processes, storage of raw materials and products, movement of people and cargoes, containment of and response to emergency consequences
05	Process deviations
	including:

05.1	use of equipment, tools and materials which do not comply with the technology and type of performed work
05.2	improper use of equipment and tools
05.3	non-compliance with the requirements outlined in the method statement and/or requirements outlined in the installation and/or operation manual of the machine, mechanism and equipment manufacturer
06	Violation of vehicle operation safety requirements
07	Violation of the Traffic Rules
	including:
07.1	by the injured employee
07.2	third party employee
07.3	other road users
08	Unsatisfactory organization of operations
	including:
08.1	no proper control from the managers and subject-matter experts supervising work, labor discipline monitoring
08.2	violation of a permit to carry out high-risk work
08.3	lack of coordination between contractors, lack of interaction between services and structural units
08.4	failure to automate heavy, hazardous and harmful work
08.05	failure to provide employees with required process and auxiliary equipment, materials, tools, premises and others
08.6	no proper control over self-propelled mechanisms and specialized vehicles (regarding prevention of unauthorized people from controlling them)
08.7	no proper control over the condition of the area, process and auxiliary equipment through timely scheduled preventive repair works and inspection, equipment, tools and premises maintenance
08.8	no (lack of) technical inspection of buildings, facilities, equipment and other, when placed into service or conducting start-up tests
08.9	violation of work and rest requirements
08.10	deficiencies in developing and ensuring the operation of the occupational safety management system
08.10.1	deficiencies in developing and ensuring the operation of a manufacturing control system at a hazardous industrial facility
09	Unsatisfactory maintenance and poor organization of workplaces
10	Inadequate occupational health and safety trainings for employees
	including:
10.1	occupational health and safety induction training
10.2	failure to conduct OHS trainings and proficiency tests
10.3	lack of OHS manuals and induction trainings, deficiencies in the description of safety requirements in OHS manuals
11	The employee's failure to use PPE
	including:

11.1	the employer's failure to provide necessary PPE
12	Failure to use collective protective equipment
	including:
12.1	due to mechanical factors
12.2	due to electric shock
12.3	due to fall from heights
13	Employee's violation of the labor regulations and labor discipline
	including:
13.1	the injured was under alcohol, drug or other toxic influence
14	The injured was used to carry out work he/she is not qualified in
15	Other causes qualified based on accidents investigation reports
	including:
15.1	negligence, carelessness, haste
15.2	fatigue, physical exertion
15.3	unexpected sickness of the injured (dizziness and other)
15.4	harm caused to life and health due to wrongful doings by third parties
15.5	harm caused to life and health due to natural, industrial or other emergencies
02	Classifier by time of the day at the moment of the accident
02.1	00:01 to 8:00
02.02	08:01 to 16:00
02.3	16:01 to 24:00
03	Classifier by time from the start of work
03.1	less than 1 hour
03.2	1 to 4 hours
03.3	4 to 8 hours
03.4	more than 8 hours
06.1	up to 18 years (inclusive)
06.2	19 to 24 years
06.3	25 to 34 years
06.4	35 to 54 years
06.5	55 to 64 years
06.6	65 years and more
07	Classification of work experience based on the position (profession) of the injured
07.1	less than 1 month
07.2	1 month to 1 year
07.3	1 year to 3 years
07.4	3 to 5 years
07.5	5 to 10 years


07.6	10 years and more
08	Classifier by certain class of working conditions
08.1	1
08.2	2
08.3	3
08.3.1	3.1
08.3.2	37.2
08.3.3	3.3
08.3.4.	3.4
08.4	4
08.5	A certain class of working conditions is not set (special assessment of working conditions is not conducted or less than 12 months passed from the time of creating a workplace)

LESSONS LEARNED.

Per. №

ИЗВЛЕЧЁННЫЕ УРОКИ из регистрируемого НС (филиала.....)

Основная причина:

Описание	Факты
 <p>фото</p>	
Проблемы	Уроки

ВНИМАНИЮ руководителей производственных подразделений!
При получении этой информации необходимо разработать и направить в службу ОТ филиалов ГКМ для недопущения подобных происшествий. Все мероприятия должны быть внесены в систему Аудит МодернSAP EHSM в соответствии со Стандартом по внутреннему расследованию происшествий на объектах АО «Группа «Илим»

12. APPENDIX 5: CHECKLIST FOR IMPLEMENTING THE STANDARD

Checklist of the Standard on the Investigation And Recording of Life- and Health-Related Accidents Involving Employees at Ilim Group's sites		Document No.		
<p>The Standard requirements that shall be implemented and continuously followed by all structural units, subsidiaries and contractors are listed below.</p> <p>Use the drop-down list with score from 1 to 3, if the score is 1 or 2 the comments/activities column shall be filled in.</p> <p>The assessment shall be carried out for each unit (production area) by competent employees with full knowledge of information, able to assess the situation professionally and impartially, as well as to ensure continued compliance with the requirements after the implementation of the Standard.</p> <p>Scoring criteria:</p> <p>0 - if absolutely non-compliant with the requirement, corrective actions are necessary.</p> <p>1 - if partially compliant with the requirement, corrective actions are necessary.</p> <p>2 - if fully compliant with the requirements.</p>				
Mill/department/project:			Filled by (Name):	
Basis for assessment			date:	
Item No.	The requirements of the Standard to be implemented/criteria:	Score: (Drop down list)	Remarks/actions	
1.	The manager and in-house accident investigation committee is determined by a Branch-wide order			
2.	Reporting on incidents is conducted on a timely basis			
3.	In-house investigation is conducted in accordance with the Standard (timeline, fault tree, 5 Whys or RCFA analysis)			
4.	In-house accident investigation of minor injuries and near misses is conducted within the timeframe established by the Standard			
5.	In-house investigation of gas accumulation cases is conducted within the timeframe established by the Standard			
6.	During accident investigation, the analysis of repeated circumstances and causes (near misses, minor injuries, hazardous situations) and analysis of similar accidents in the Company are conducted			
7.	Accident causes are listen only once.			
8.	For each Lesson Learned, a meeting is held in the units. Results are documented with a report on taken action with timeframes and responsible persons			
9.	Technical actions are included in It's about LIFE program			
10.	Employees are appointed to be responsible for uploading all actions from the Lessons Learned to Audit Modern / SAP EHSM, COBM tab			
11.	Actions from the Lessons Learned are timely uploaded in Audit Modern / SAP EHSM, COBM tab			
12.	Actions from the Lessons Learned are taken within the established timeframe.			
13.	Employees responsible for taking actions based on Lessons Learned were appointed.			
14.	Lessons Learned are displayed on information boards			
15.	Off-the-job injuries involving employees shall be analyzed and recorded Actions aimed at the reduction of off-the-job injuries are being developed and implemented.			

16.	Employees who prevent accidents and submit proposals on how to reduce the risks of accidents and emergencies are incentivized.		
17.	Requirements for prohibiting any disciplinary action against the employees who reported on accidents, minor injuries and near misses to their managers are complied with.		
	Overall score:		Number of scores: 0
Overall scoring criteria:			
The Standard is implemented and well maintained:			(<i>>95% and no 0 score</i>)
In order to implement the Standard, an action plan needs to be developed:			(<i>70 to 94 % and no more than one 0 score</i>)
The Standard has not been implemented, <u>urgent action</u> is required:			(<i><= 69 % or more than one 0 score</i>)
General comments/confirmation of the scores:			
I hereby confirm the performance of the assessment and the accuracy and reliability of the data.			
Full name/position:		Signature/date:	
Full name/position:		Signature/date:	
Full name/position:		Signature/date:	
Approved by (name/position)		Signature/date:	