

Sustainable Development Office

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| Subject | Safety Incident Information and Reporting | Revision | 4 |
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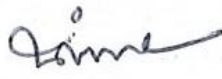


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0. Introduction

SCG visions to become a world-class company in occupational health and safety management as an integral part of sustainable business conduct.

Safety Vision
“Sustainable Injury and Illness Free”

Accidents are bound to happen occasionally despite the well designing of management system and the installation of safety equipment to prevent the occupational errors or accidents occurrence. To prevent an accident, Safety Incident Information and Reporting, cause and solution analysis, as well as repetitive incident prevention are one process not less significant than the previously mentioned management system designing and safety equipment installation.

Besides, Safety Incident Information and Reporting is a part of SCG's Sustainability Report to be disclosed to shareholders and general public.

Policy

SCG has announced the policy on Safety Incident Information and Reporting, being in alignment with international standards, to assure that the information has been obtained with the degree of accuracy, completeness, transparency and verifiability. Sustainable Development Office or SD Office-SCG has been assigned the duty to acquire such information from all companies under SCG's umbrella, and established the Standard of Safety Incident Information and Reporting for every company to practice in conformity with the Standard.

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1. Objective

The objectives of this Safety Incident Information and Reporting Standard are:

1. To be referred to as the Minimum Standard to guide all companies in SCG to create an approach for Safety Incident Information and Reporting to be moved forward in the same efficient direction
2. To serve as the provision for the person responsible for reporting and recording the index of fatality, injury, occupational illness and disease of the employees and contractors, including accidents and other impacts under the specified scope and in accordance with international standard. The standard's objectives are not to identify the wrong or right party from the accident, and contain no linkage to the examination of a compensation payment or other benefits
3. To use for tracking and reporting of performance data in monthly, quarterly, and annually basis to the management committee of each company, business, organization, and other related parties for the setup of the following year operating plan
4. To compare the results with designed targets or other manufacturers in the same industry for the performance measurement
5. To provide data with accuracy, completeness, transparency, reliability and alignment with international bodies such as Global Reporting Initiative (GRI), Occupational Safety and Health Administration (OSHA) and International Labour Organization (ILO), World Health Organization (WHO). The data shall be made available for public disclosure such as in Sustainability Report.

This Safety Incident Information and Reporting Standard serves as basic standard for each company to make record and report information to SD Office-SCG. Each company is entitled to extend the scope of report for the management of Occupational Health and Safety and Environment as deemed appropriate.

Timeline for Safety Incident Data Collection and Reporting

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| Criteria | Reporting Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| - Plant and Warehouse operated in Thailand - Office inside and outside of Bangsue Complex (Office) including all warehouses and companies that have never provided report | Since 2013 |
| - Plant, Warehouse and office operated oversea | Since 2014 |
| - For SCG's carriers (with and without SCG Logo Brand) | Since 2013 |
| - Greenfield projects both local and oversea | Starting in July of the 2 nd Calendar Year after commercializing |
| - Local and oversea companies that SCG underwent the mergers and acquisition | Starting in July of the 3 rd Calendar Year after SCG's management |

Starting count first calendar from the first year of commercial run of business with financial statement / the first calendar year following the merger and acquisition.

For example, in case of the first commercial run of new factory or merger or acquisition between January 1st to December 31st, 2000, start counting the year 2000 as the first calendar year. Then, following the following sample cases:

- For the newly established companies or plants (Green field), start reporting information in July 2001 (the month of July in the 2nd Calendar Year)
- For the domestic and international companies that SCG underwent the mergers and acquisition, starting reporting in July 2002 (the month of July in the 3rd Calendar Year)

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2. Scope

1. Companies that SCG holds more than or equal to 50% of the stocks and are under SCG's management or operational control or SCG's Subsidiaries including SD information from the plant and office
2. Companies that SCG holds more than 20% of the companies' stocks but less than 50%
 - 2.1 Companies that SCG manages or is entitled to operate or Subsidiaries and the Associates that SCG has a significant part in the management; for instance, the company's directors are nominated from SCG's executives.
 - 2.2 Associate that SCG has no significant part in the management, of which shall be determined by each Business Unit in their reasonable discretion

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

Note

- ✓ data is required to be collected, analyzed and reported.
- × data is not required to be collected, analyzed and reported.

In case of the change of companies' names within this scope, each Business Unit shall inform of the said change to SD Office-SCG.

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3. Definition

| Subject | Definition |
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| Incident | The occurrence of an unpleasant event that cause injury, illness, and disease (regardless of the severity) or fatality or damage to property including a near-miss incident |
| Near miss | The occurrence of an unpleasant event that has the potential to cause an accident, or nearly cause injury, illness, death or loss or damage to property or to working environment or public |
| Accident | An unpleasant event that may unintentionally, unplanned or uncontrollable occur but when it happens, it results in injury or illness or death or loss of property or damage to environment or public |
| Work-Related Injury | <p>The event that occurs and causes</p> <ol style="list-style-type: none"> 1. Injury to the employees or Under Supervision Contractor and 2. Injury, from an event or exposure in the work environment either caused or contributed to the injury or illness or significantly aggravated a pre-existing injury or illness and 3. Injury mentioned in No. 1 and 2 does not meet the "Exception of Work-Related Injury and Occupational Illness & Disease" |
| High consequence Work-related injury | <p>Work-related injury that results in cause the injured to the point of:</p> <ul style="list-style-type: none"> • Fatalities • Injuries from which the worker cannot recover such as Handicap, disabled, organ loss or cannot be recovered • Injuries from which the worker cannot, does not or is not expected to recover fully to pre-injury health status within 6 months (e.g., fracture with complications) <p>Note: the report of the rate of high consequence work-related injury excluded the fatalities' cases.</p> |

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| Occupational Illness & Disease | Occupational illness & disease is caused by the exposure to health hazards factors as diagnosed by an Occupational Medicine Physician based on the Diagnostic Criteria of Occupational Diseases by the Workmen's Compensation Fund, The Social Security Office under Ministry of Labour of Thailand* or generally accepted international standards and proven to be caused by Work-related factors |
| Work Environment | The <u>establishment</u> and other locations where one or more employees are working or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work. <u>Establishment</u> : an establishment is a single physical location where business is conducted or where services or industrial operations are performed. |
| Commute | To travel from home to work (or fix worksite) or from work (or fixed work site) to home 1 trip/day and including lunch trips In case the employees work at several places or travel to several fixed worksites within a day, the trip from home to the first fixed worksite and from the last worksites to home shall be considered a commute. Note : For the transport has been organized by the organization (vehicle with driver) will not be recognized as a commute |
| Exception of Work-Related Injury and Occupational Illness & Disease | In the following cases, an injury or illness occurring in the work environment that falls under one of the following exceptions is not work-related, and therefore is not recordable. 1. At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee such as the gathering, strike, protest, or a company's visit as the community's representative, etc. 2. The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment, such as an abuse, murder, exposure to external object or substance. |

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| | <p>3. The injury or illness results solely from voluntary participation in a wellness or health promotion or ,medical program such as blood donation, flu shot, fitness, or recreational activity in the provided area,</p> <p>4. The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related.</p> <p>Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.</p> <p>5. The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment and outside of the employee's assigned working hours. Such as employee getting injured from doing craftwork (unrelated to their employment) at the establishment (Workplace) after office hours won't be regarded as work-related However, if the injury or illness occurred at the establishment during break or lunch time, which is considered office hours, such injury and illness will not meet this exception.</p> <p>6. The injury or illness is solely the result of personal grooming such as hair-combing, nail clipping, shaving, tooth brushing, hair drying from personal dryer, self-medication (personal drug taking) for a non-work-related condition, or is intentionally self-inflicted.</p> <p>7. The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work. If the transportation is provided by the organization (car with driver), the injury or illness will not meet this exception.</p> <p>8. The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work or that illness related with work).</p> <p>9. The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.</p> |

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| Recordable Injury and Occupational Illness & Disease | <p>The occurrence of accident or event that results in work-related injury and Occupational illness & disease of employees or under supervision contractor with the following levels of severity</p> <ul style="list-style-type: none"> • Fatality • Lost Time Injury; LTI • Restricted Work Case; RWC • Medical Treatment Case; MTC |
| Employee | A full time employee according to an employment contract such as operational level employee, supervisory level employee, and managerial level employee including intern (Probationary Employee) and special contracted employee. |
| Contractor | A person who has been consented to work or provide service or benefit to the company apart from the company's employee as per the definition specified above |
| Under Supervision Contractor | <p>A contractor that works for the organization, and whose work and/or workplace is controlled by the organization</p> <ul style="list-style-type: none"> • Control of work means there are specifying the output, product or result to be accomplished by the person's work, the employer supervises the details, means, methods and processes by which the work is to be accomplished. • Control of workplace means that the organization has control over the physical aspects of the workplace (e.g., access to the workplace), and/or the type of activities that can be performed in the workplace. <p>Operation in such nature include</p> <ul style="list-style-type: none"> - Routine or permanent contractor job comprising office contractor or manufacturing or maintenance unit in the company, warehouse work. - Permanent driver, security officer, housekeeping, and gardening. - Outsourcing for piece work or service provider on the company's premises such as maintenance, machinery cleaning, tools and machineries modification, building and road renovation etc. - Works during annual shutdown / turnaround on the company's premises. - Installation of machineries and equipment on the company's premises. - Services providing in the company's health center or clinic. - In case of the purchase of chemical substances or color with an agreement to provide personnel for service work on the company's premises or in the unit such as color mixing unit, chemicals for water treatment unit etc. |

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| | <ul style="list-style-type: none"> - All types of projects such as new structure or factory work, or new company with no restriction from the previous works and no requirement for integration with the old system (Green Field), extension work or unit expansion in the company's area with restriction from the old structure and necessity of integration with previous system (Brown Field), modification work, etc. - Consulting services work on the company's premises. - Transportation services <ul style="list-style-type: none"> • For SCGL, SCG Express, CPAC or companies with their own transportation activities <ul style="list-style-type: none"> - All Carriers under operations. • For factories or products owners <ul style="list-style-type: none"> - Particularly during service providing by the carrier work on the company's premises. (Scope only carriers working on company's premises) - Water sample collecting for analysis inside the company by chemical substances suppliers, working environment inspection in the company by an external inspection company. - Legal inspection work on the company's premises such as crane, boiler, elevator system, equipment calibration work, etc. - After sale service for lease contracts or within warranty period such as photocopier, drinking water machine, air-conditioning work on the company's premises. - Site preparation for the company's activities such as stage setup, site preparation for activities in the controlled area of the company - Delivery of product and equipment under the company's order at the company's delivery point on the company's premises such as the supplier delivering or picking-up of raw materials, chemicals substances, drinking water, etc. - Other types of services work on the company's premises such as termite control and rodent control services. - Annual health check-up by health center or hospital on the company's premises. - Purchase or disposal of waste on the company's premises - Other works that the supplier, private contractors (Freelance), self-employer or other individuals providing for the company, of which the company control the process, control of work and/or control of workplace. |

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| Not Under Supervision Contractor | Contractors not being under supervision or control of the company both control of work and control of workplace include: <ul style="list-style-type: none"> - Outsourcing or service providing, which located outside the company's premises such as working from home or work on the contractor's premises - Bus driver or Spot Hiring not under the company approved vendor list referring to the work requested and work outside of the company's premises. - Goods transportation to the delivery point, performing outside the company's premises (for the product's owner company) |
| Third Party | Other people, not the employees and contractors, who are not working for the company such as <ul style="list-style-type: none"> - Customers - Inspection / office visit from external organizations such as office visit by the government private sectors, or communities. Factory inspection by government sector pursuant to the communities' complaints or the inspection for the factory license renewal, etc. - Services, maintenance of the vending machines which are not the company's property. - Site survey for designing or bidding, which are not yet included in the employment scope. - Student internship - Visitors - Other people who are not working with the company but joining activities on the company's premises where the company is the site facilitator or accommodator such as food stands, activities, parties, market event etc. - Other third parties |
| Off the Job Accident | Not work-related accident that occurs to the employee and causes injury. |

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| Injury Frequency Rate (IFR) | Total number of recordable work-related injury case (person) per 200,000 hours worked |
| Lost time Injury Frequency Rate (LTIFR) | Total number of recordable work-related lost time injury case (person) per 200,000 hours worked |
| Injury Severity Rate (ISR) | Total number of lost workday (day) from recordable work-related lost time injury per 200,000 hours worked |
| High-consequence work-related injuries Rate | Total number of recordable work-related injury case (person) at the severe level of impact (excluding fatality) per 200,000 hours worked (severe impact of organ loss or not expected to recover fully to pre-injury health status within 6 months after the incident) |
| No-Lost Time Injury Frequency Rate (NLTIFR) | Total number of recordable work-related injury case (person) at the level no lost workday (level of restricted work case and medical treatment case) per 200,000 hours worked |
| Occupational Illness & Disease Frequency Rate (OIFR) | Total number of recordable occupational illness & diseases case (person) per 200,000 hours worked |
| Occupational Illness & Disease Severity Rate (OISR) | Total number of lost workday (day) from recordable occupational illness & diseases under the diagnosis of occupational medicine physician per 200,000 hours worked |

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| Total recordable case rate | Total number of recordable work-related injury and occupational illness & disease case (person) per 200,000 hours worked |
| Total Lost time case rate | Total number of recordable work-related lost time injury and occupational illness & disease case (person) per 200,000 hours worked |
| Total lost workday rate | Total number of lost workdays (day) from recordable work-related lost time injury and occupational illness & disease per 200,000 hours worked |

* Diagnostic Criteria of Occupational Diseases Commemorative Edition of the Auspicious Occasion of His Majesty the King's 80th Birthday Anniversary on 5 December 2007, Workmen's Compensation Fund, The Social Security Office under Ministry of Labour of Thailand

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4. Responsibility

Responsibilities of related parties are categorized into 4 levels:

1. Individual
2. Company
3. Business Unit (BU)
4. Enterprise

Details of each level of responsibilities are as follows:

4.1 Responsibilities for Individual Level

4.1.1 Responsibilities of individual comprise

- Report of accident / near-miss that being encountered or involved pursuant to the company's regulations.
" Individual in SCG including employees of the contractors undertake the responsibilities to report in case of encountering or being involved in any level of the accidents and submit report to the supervisor or designated responsible person in their department."
- Cooperate without concealing in finding cause of the accident such as report details and provide the evidence that relating to work, etc.
- Resolve if there are the cases of violations or non-compliance with the company's regulations.

4.1.2 Responsibilities of supervisor comprise

- Inform the employees and create understanding relating to
 - Methods and requirements for accidents reporting, that relates to the employee's responsibilities.
 - Practices to comply with procedures and regulations in reporting accidents as part of safety measures, which is a condition of employment.
 - Practices to comply with procedures and regulations in reporting accidents as part of employee's responsibilities.
- Communicate and supervise non-employee, if being on the company's premises, to comply with the company's procedures and regulations in reporting accidents.
- Conduct regular audit to ensure that every member of their departments accurately comply with the company's procedures and regulations in reporting accidents

4.1.3 Responsibilities of area owner and job owner

Area owner and job owner or equivalent to the degree is directly responsible for the accident that occurs in their area or causes by work under the responsibilities of their departments as follows:

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- Use the company's accident reporting system to inform people who are in their responsible area to know and comply with the regulations.
- Collect and secure evidences to be in the original condition to be proceeded by the officers or the person responsible for the investigation.
- Report all types of accidents occurred in their responsible area or accidents caused by the employee under their supervision, to be in compliance with the regulations of their affiliated companies.
- Report the result of investigation, short-term corrective action, and recurrent incident prevention as per the company's investigation process.

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4.2 Responsibilities for Company Level

The companies under SCG umbrella including the contractor's companies within the scope of the duty must proceed or assign responsible personnel to perform the following functions:

4.2.1 Establish the Internal Incidents Reporting Procedures

- Assign the person responsible for the company's management system and internal Incident Reporting Procedure.
- Establish the procedure and regulations for the internal Incident Reporting Procedure for the individuals in the company and the related contractors to effectively perform the assigned duties as previously specified in item 4.1

4.2.2 Establish the Internal Incident Investigation Procedure

- Set up the procedure for reporting and investigating incident for all departments in the company to comply and proceed in conformity
- Review to reassure that the company's Incident Investigation Reporting is in accordance with the standard of their Business Unit

4.2.3 Provide Incident Reporting to Business Unit and Enterprise Level

- The company is required to submit the Incidents Reporting in alignment with the specified scope providing complete details in the prescribed form and time period to Business Unit and SD office-SCG.
- Conduct the review and validation of data collection system as well as the designed form to be in line with the form specified by SCG such as the complete data and time frame to be reported, units to be used, etc.
- The company must assign a responsible person to communicate causes of incidents and share the lessons learned to other companies such as the committee of the company, Business Units, and within SCG, etc.
- The company must provide evidences to verify data accuracy and allow the external agencies or their representatives to perform the audit.

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4.3 Responsibilities for Business Unit Level

SD Office of each Business Unit (SD Office-BU) shall perform their role as a designated centralized office to establish standardized framework, which shall be regarding as the minimum standard that all companies in their Business Unit must conform to, in order to effectively implementing follow the guidelines in occupational health and safety for all companies in the same directions. The responsibilities in continuity with the company level are:

- 4.3.1 Set up the management system and accident reporting standard
 - Assign the responsible person for management system and accident reporting standard.
 - Establish the Incident Information and Reporting Standard for all companies within the Business Unit and the related contractor companies to efficiently perform the responsible duties pursuant to the above-mentioned specification in item 4.2
- 4.3.2 Provide the Incident Reporting from the company level as previously stated in item 4.2.3
- 4.3.3 Analyze and collect data from the Company level into the summary report of the Business Unit level and further submit to Enterprise level.
- 4.3.4 Present details from the analyzed report in item 4.3.3 to Sustainable Development Committee of the Business Unit and Enterprise level.
- 4.3.5 Review the companies list within the reporting scope periodically. The updates of information shall be report to SD Office-SCG.
- 4.3.6 Coordinate between companies and authorized external agencies. For instance, to conduct the audit of information and evidence to assure accuracy and transparency of information (Data Assurance)
- 4.3.7 Summarize to benchmark data against the world's leading companies in the similar or related industries such as Petroleum-Petrochemical industry, paper and packaging industry or within the cement manufacturing industry, etc. for the development and enhancement of action plan to strive for the World Class excellence.

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4.4 Responsibilities for Enterprise Level

SD Office-SCG is the designated centralized office to set up the standards, which shall be refer to as the minimum standard for all Business Units to comply with, in order to effectively implementing follow the guidelines in occupational health and safety for all Business Units in the same direction. The responsibilities to collect the accidents data in view of enterprise information, in continuity with the Business Unit level comprise:

- 4.4.1 Set up the SCG Safety Incident Information and Reporting Standard.
- 4.4.2 Set up the SCG Safety Information Reporting system.
- 4.4.3 Consolidate related safety information such as accidents data, hours worked data, and other incidents information into the report to be presenting to SCG's Management Committee including the information that disclosed to public.
- 4.4.4 Analyze, consolidate and summarize data on Enterprise Safety Information
- 4.4.5 Gather the list of companies with the reporting scope requiring the submission of the update from Business Unit.
- 4.4.6 Coordinate with authorized external agencies to perform audit of information and evidence to assure the accuracy and transparency of information (Data Assurance) of the organization.

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5. Key Elements

5.1 Injury and Occupational Illness & Disease

The injury, occupational illness and disease that affects the workers, namely the employees and Under Supervision Contractors.

Such injury, occupational illness and disease cause one of the following conditions; First Aid Case (FAC), Medical Treatment Case (MTC), Restricted Work Case (RWC), Lost Time Injury (LTI) case, or Fatality Case. The severity of conditions shall be classified as per details in item 5.1.2 regarding severity classification.

5.1.1 Location of accident

- Cover all locations and work-related activities or the places where being instructed to perform duties.
- Illness that might abruptly affect the person for short duration (Acute) or develop slowly and persist for a long period of time (Chronic)

5.1.2 Severity Classification

Level of Personal Injury and Occupational Illness & Disease Severity

| Topic | Details |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fatality Case | Work-related injury, occupational illness and disease result in fatality regardless of suddenly death or suffering the consequences and dying later |
| Lost Time Injury (LTI) | Work-related injury, occupational illness and disease that cause the injured the absence from work on the next working day or the following shift, as well as the case that such injury, occupational illness & disease leads to the leave of absence as the person being incapable of returning to work after the incident. Such days off shall be recorded as Lost Workday in accordance with the Calendar Day starting from the next day after the injury or illness occurred. The days count shall be based on the criteria in Appendix 1. Lost Workday |
| Restricted Work Case (RWC) | Work-related injury, occupational illness and disease that cause the injured person is being able to return to work on the next working day or the following shift without a day off but unable to work full-time and could not perform all their pre-injury duties. The injured person needs to be transferred to work in other functions, temporarily or permanently. The number of days for job transfer shall be recorded as Restricted Workday in accordance with the Calendar Day starting from the next day after the accident until the day returning to the previous work. The days count shall be based upon the same criteria as Lost Time Injury (LTI) case mentioned above. |

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| Topic | Details |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical Treatment Case (MTC) | <p>Work-related injury, occupational illness and disease that the injured person or patient is being able to return to work on the next working day or the following shift without a day off. However, the severity of the injury and illness still requires the injured or the patient to receive Medical Treatment that is more serious than the general First Aid case such as wound stitching, casting or splint, surgery (minor or major), physical rehabilitation (recovery for the body condition to return to normal stage), detoxification, gastric lavage, oxygenation or oxygen therapy, saline drip, blood transfusion, medication on the list that require doctor's prescription, CPR, etc.,</p> <p>Medical treatment does not include :</p> <ol style="list-style-type: none"> 1. Visits to a doctor or other licensed health care professional solely for observation or counseling such as a doctor recommend the overnight observation to observe the symptom in conjunction with the doctor's diagnosis. Apart from this, it won't be considered as observation. 2. The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes not for treatment (e.g., eye drops to dilate pupils). 3. "First Aid" as defined in First Aid Case. |
| First Aid Case (FAC) | <p>Work-related injury, occupational illness & disease that the injured person or patient is being able to return to work on the next working day or the following shift without a day off. The injured or patient receive the minor impact and can be treat with the first aid treatment. First aid means the following:</p> <ol style="list-style-type: none"> 1. Using a non-prescription medication, Medications that required Prescription pursuant to the Notification of the Ministry of Public Health on specially controlled drug as per details in Appendix 3. (use a non-prescription medication at prescription strength is considered medical treatment) 2. Administering tetanus immunization (other immunizations such as Hepatitis B vaccine, Rabies vaccine, are considered the medical treatment.) 3. Cleaning, flushing or soaking wounds on the surface of the skin 4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples for medical use, liquid topical skin adhesives, etc., are considered medical treatment) |

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| Topic | Details |
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| | <ol style="list-style-type: none"> 5. Using hot or cold therapy. 6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays, hard cast or other systems designed to immobilize parts of the body are considered medical treatment) 7. Using temporary immobilization devices while transporting injured patient such as splints, slings, neck collars, back boards, etc. 8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister. 9. Using eye patches to cover the eyes. 10. Removing foreign bodies from the eye using only irrigation or a cotton swab. 11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means. 12. Using finger guards to prevent the movement of injured fingers. 13. Using massages (physical therapy or chiropractic treatment are considered medical treatment). 14. Drinking of mineral water or other fluids for reliefs of heat stress. |

5.1.3 Criteria for Determination

5.1.3.1 Work-Related Injury

The criteria to determine if the type of injury is work-related is to base the element of the accidents on the following conditions:

1. The injured person is with the status of Employee or Under Supervision Contractor; and
2. Injury is caused by an event or exposure in the work environment either caused or contributed to the injury or significantly aggravated a pre-existing injury, within the scene as mentioned above; and
3. The injury as stated in no. 1 and 2 does not meet the "Exception of Work-Related Injury and Occupational Illness & Disease"

For the company with transportation activities, an accident from transport must be reporting (Reportable) on SCG Data on web (S&E KPI) under the subject Distribution (ticking the box "Transportation") and record (Recordable) as statistic in compliance with Good transportation Safety Standard.

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In Cases of Injury or Illness while being on Travelling Status

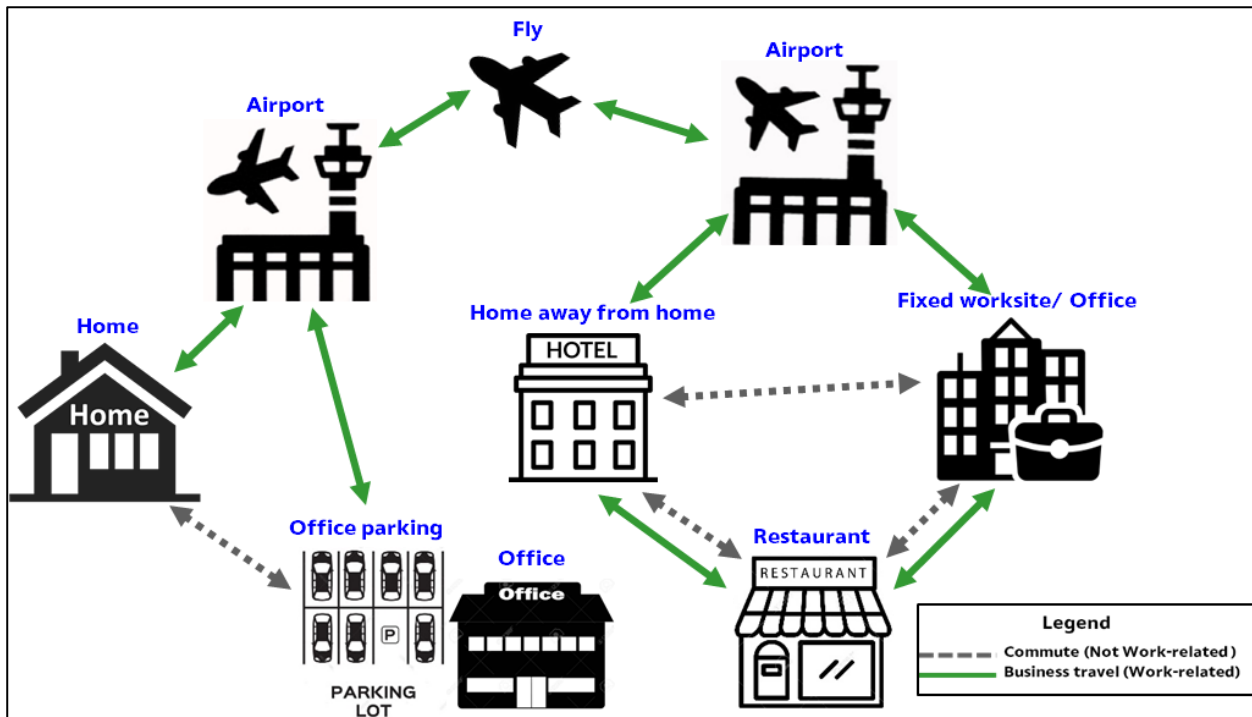
The case of injury or illness while being on business travel or non-routine route will be treated as work-related illness/injury if at the time of the injury or illness, the employee (employee or under supervision contractor) was engaged in work activities "in the interest of the employer." Examples of such activities include, travel to and from customer contacts, conducting job tasks, the trip to the airport, the trip on a vehicle to work and entertaining or being entertained to transact, discuss, or promote business (work-related entertainment includes only entertainment activities being engaged in at the direction of the employer).

Injuries or illnesses that occur when the employee is on travel status do not have to be recorded (Not considered work-related) if they meet one of the exceptions listed below.

1. When a traveling employee checks into a hotel, motel, or into an others temporary residence, he or she establishes a **"home away from home."** You must evaluate the employee's activities after he or she checks into the hotel, motel, or other temporary residence for their work-relatedness in the same manner as you evaluate the activities of a non-traveling employee. When the employee checks into the temporary residence, he or she is considered to have left the work environment. When the employee begins work each day, he or she re-enters the work environment. If the employee has established a "home away from home"

2. On travelling status, If the employee has established a "home away from home" and is reporting to a fixed worksite each day, you also do not consider injuries or illnesses work-related if they occur while the employee is "commuting" between the temporary residence and the job location. Any activities occurring during such trip including injury or illness and disease will be not consider work-related **except** if the trip that the company provided the vehicle and driver for the employee this will be considered work-related.

3. If the employee makes the personal detours while being on travelling status, the occurrence of injury, illness, and disease during such detours shall not be considered as work-related injury, occupational illness and disease, such as the extended stay for travelling, visiting relatives, has taken a side trip for personal reasons or other personal reasons.



Example of commute and business travel

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5.1.3.2 Occupational Illness and Disease

Occupational Illness and Disease is an illness and disease of the employee or Under Supervision Contractor, which is caused by the exposure to health hazards related with employment as diagnosed by an Occupational Medicine Physician based on the Diagnostic Criteria of Occupational Diseases by the Workmen's Compensation Fund, the Social Security Office under Ministry of Labour of Thailand or generally accepted International Standards that result in

1. Poisoning
2. Respiratory Conditions
3. Skin diseases or disorders
4. Hearing Loss
5. Occupational Cancer
6. Musculoskeletal disorders
7. Mental Health
8. Others

The criteria to determine Occupational illness and disease are according to the following conditions:

1. Type of illness and disease meets the above specifications;
2. Scene or location of the accident is within the scope specified in 5.1.1, Location of accident
3. Person with illness and disease is employee or Under Supervision Contractor as stated earlier.
4. Illness or disease is caused by work-related factors according to the definition, which might have an indication of occupational illness and disease as follows:
 - 1) Notification or report from the workers.
 - 2) OPD Card from the company's health center or other medical facilities pursuant to the definition in the Medical Facilities Act B.E. 1998 indicate that illness or disease that is being treated might relate to or with possibility to be caused from work.
 - 3) Result of annual health check-up that are related with the health risk factors, and found that the abnormality might be caused by work-related that must diagnosis and proven by the Occupational Medicine Physician
 - 4) Result of an Industrial Hygiene Measurement by Personal Sampling that exceed the Legal or international standards.

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- 5) The patient may the acute symptom during normal working hours or during job assignment period. The symptom might appear afterwards must be or proved that caused by work-related. For instance, the employee goes to work in the mine concession (forest zone) and later shows sign of malaria infection, except the entering the forest zone is the forest activities voluntarily arranged by the employees, etc.
- 6) The Occupational Medicines Physician of company's health center / certified hospital of company jointly diagnosed together with the company and found that the symptom is occupational illness and disease.
- 7) The work-related occupational illness and disease that was proven by the Occupational Medicine Physician and advised the take a leave and resulting in a Lost Time Injury. Number of lost working day will be recorded as Lost Workday and will be recorded in accordance with the Calendar day. The count will start on the following day per the Occupational Medicine Physician advice, under the same counting criteria as the accident injury case. (See Appendix1)
- 8) The Severity are classified same as the Personal Injury and Occupational Illness & Disease that mentioned above. And the occupational illness and disease at the severity level from medical treatment and above must held the investigation.
- 9) Reporting and recording new cases of occupational illness and disease that is not the same or chronic disease. The consideration example are as follows:
 - a) The employee has not previously experienced a recorded illness or having a record of illness with proof of cure completely but being exposed to the health hazardous at workplace and getting sick again. The case will record the illness as New Case.
 - b) In case of illness with ongoing symptom even without the exposure to health hazardous at workplace again, record such illness as one case, not consider as a New Case. For example, occupational cancer, Asbestosis, Byssinosis, Silicosis, etc.
 - c) In case there is an indication of illness or disease, that resulting from previous exposure and cure completely but recurring again because of the health hazardous in workplace, the case will record as new case. For instance, the exposure to simulate factor at workplace causes the recurrence of exacerbation or occupational asthma, which was previously cured.
 - d) In case of those who suffer from occupational illness and disease at severity level from lost time and above, the company must organize the investigation team led by at least the Occupational Health and Safety Staff, supervisors, human resources, and occupational medicine physician.
- 10) Exceptions of occupational illness and disease are in accordance with the definition of "Exception of Work-Related Injury and Occupational Illness & Disease" in Item No. 3, Definition.

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5.1.4 Guideline on Calculating Injury, Occupational Illness & Disease

1. Injury Frequency Rate, IFR

Total number of recordable work-related injury case (person) per 200,000 hours worked

$$\text{IFR} = \frac{\text{Total No. of recordable work-related injury case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

2. Lost time Injury Frequency Rate, LTIFR

Total number of recordable work-related lost time injury case (person) per 200,000 hours worked

$$\text{LTIFR} = \frac{\text{Total No. of recordable work-related lost time injury case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

3. Injury Severity Rate, ISR

Total number of lost workday (day) from recordable work-related lost time injury per 200,000 hours worked

$$\text{LTISR} = \frac{\text{Total No. of lost workday (day) from recordable work-related lost time injury} \times 200,000}{\text{Total number of hours worked (hours)}}$$

4. High-consequence work-related injuries Rate

Total number of recordable work-related injury case (person) at the severe level of impact (**excluding fatality**) per 200,000 hours worked
(severe impact of organ loss or not expected to recover fully to pre-injury health status within 6 months after the incident)

$$\text{High-consequence work-related injuries Rate} = \frac{\text{Total No. of high-consequence work-related injury case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

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5. No-Lost Time Injury Frequency Rate, NLTIFR

Total number of recordable work-related injury case (person) at the level no lost workday (level of restricted work case and medical treatment case) per 200,000 hours worked

$$\text{NLTIFR} = \frac{\text{Total No. Of work-related injured at the level no lost time case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

6. Occupational Illness & Disease Frequency Rate (OIFR)

Total number of recordable occupational illness & diseases case (person) per 200,000 hours worked

$$\text{OIFR} = \frac{\text{Total No. of recordable occupational illness \& diseases case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

7. Occupational Illness & Disease Severity Rate (OISR)

Total number of lost workday (day) from recordable occupational illness & diseases under the diagnosis of occupational medicine physician per 200,000 hours worked

$$\text{OISR} = \frac{\text{Total No. of lost workday (day) from recordable occupational illness \& diseases} \times 200,000}{\text{Total number of hours worked (hours)}}$$

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8. Total Recordable Case Rate

Total number of recordable work-related injury and occupational illness & disease case (person) per 200,000 hours worked

$$\text{Total Recordable Case Rate} = \frac{\text{Total No. of recordable work-related injury and occupational illness \& disease case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

9. Total Lost Time Case Rate

Total number of recordable work-related lost time injury and occupational illness & disease case (person) per 200,000 hours worked

$$\text{Total Lost Time Case Rate} = \frac{\text{Total No. of recordable work-related lost time injury and occupational illness \& disease case (person)} \times 200,000}{\text{Total number of hours worked (hours)}}$$

10. Total Lost Workday Rate

Total number of lost workdays (day) from recordable work-related lost time injury and occupational illness & disease per 200,000 hours worked

$$\text{Total Lost Workday Rate} = \frac{\text{Total No. of lost workdays (day) from recordable work-related injury, occupational illness \& disease} \times 200,000}{\text{Total number of hours worked (hours)}}$$

| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total hours worked | <p>= Number of actual working hours of the employees and under supervision contractors of the company</p> <p>In case of being unable to record the actual working hours, base the assessment on the fact that one employee works for 40 hours per week and 50 weeks per year totaling 2,000 hours per person per year</p> <p>Note: Calculation method from Appendix 2</p> |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The rates can be calculated based on 200,000 or 1,000,000 hours worked.

A rate based on 200,000 hours worked indicates the number of work-related injuries per 100 full-time workers over a one-year timeframe based on the assumption that one full-time worker works 2,000 hours per year.

A rate based on 1,000,000 hours worked indicates the number of work-related injuries per 500 full-time workers over a one-year timeframe.

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5.2 Off the Job Accident

Off the Job Accident is the not work-related accident that occurs to employees and special contracted employees.

- Since the subject of Off the Job Accident is new, the company may begin recording only Off the Job Accident that the company can easily acquire information and track down the details, such as sick leave and injury with medical expense reimbursement or another information from HR system.
- Open communication with the employee to come to understanding that the company has good intention to ensure the employees' safety, as well as accident prevention and mitigation even after working hours. The measures are not to find faults but to collect data for analysis and organize event to raise awareness for the reduction of Off the Job accident.

5.2.1 Location of Accident

The above-mentioned accidents are not limited to a specific location, can occur anywhere, only if such injury or illness is not a work-related accident.

5.2.2 Severity Classification

The severity classification of Off the Job Accident shall be in reference to Item 5.1.2, Severity Classification, as mentioned above.

5.2.3 Accident Criteria

1. It is the accident that occur with the employees (employee and special contract employee), and
2. It is the not work-related accident, and
3. It is the injury at the severity level from LTI level and higher, such as fatality, organ loss, and lost time injury.

5.2.4 Calculation Method for Off the job Accident

Off the job Accident can be considered from number of injured persons from the case of accident without the use of any calculating formula.

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Table of Reporting and Recordable of Injury and Occupational Illness & Disease including other injuries that need to be report.

| | Reporting Injury and Occupational Illness & Disease through SCG Data on web (S&E KPI) | | Recordable Injury and Occupational Illness & Disease |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------|
| | All Injury and Occupational Illness & Disease (From First Aid and higher) | Hours worked | Injury and Occupational Illness & Disease from Medical Treatment and higher (Excluding First Aid) |
| Work-Related Injury and Occupational Illness & Disease | | | |
| Employee and Special Contract Employee | ✓ | ✓ | ✓ |
| Under Supervision Contractor | ✓ | ✓ | ✓ |
| <u>For Transportation Companies or service</u> - Employee and Carrier in Transport Business | ✓ | ✗ | ✗ |
| Third-party who got injured from work-related traffic accident (driving for work or transport goods) only the cases that occur outside the company's premises and the driver or the company's operator are the wrong parties. | ✓ | ✗ | ✗ |
| Not Work-Related Injury and Occupational Illness & Disease | | | |
| Not Under Supervision Contractor | ✗ | ✗ | ✗ |
| Third Party that experience accident or injury in the Company's premises | ✓ | ✗ | ✗ |
| <u>For Products' Owner or Factory:</u> Carrier that has accident outside the company | ✓ | ✗ | ✗ |
| Off the job | | | |
| Not work-related accident that occurs to employees and Special Contract Employee at the severity level from LTI level and higher | ✓ | ✗ | ✗ |
| Not work-related accident that occurs to the contractors | ✗ | ✗ | ✗ |

For the accidents from transportation activities and the use of vehicles for company's operations, the reference will be based on criteria set forth in Goods Transportation Safety Standard and Road Safety Corporate Standard.

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6. Incident Reporting

6.1 Requirement on Accident Reporting Methods

The following requirements serves as the framework of minimum requirements for reporting of accidents in SCG. Reporting of accidents must be done in a prompt immediate manner to the attention of the Supervisor and Area owner.

Accident cases including the injury and occupational illness & disease to the level of fatality, loss of organ, lost workdays, restricted work or job transfer, medical treatment, first aid, as well as Off the Job accidents must be reported through SCG Data on web (S&E KPI) within 7 working days after the incidents. For the fatality cases, there are additional processes to be handled as follows:

For the fatality case from injury or illness, the responsible party must provide report on the fatalities of employee, under supervision contractor, and third party occurring in SCG's premises or from traffic accident, particularly the third party case that SCG is the wrong party by:

- 1) In case such accidents cause the fatalities of employee, under supervision contractor, and third party occurring in SCG's premises or from traffic accidents that SCG is the wrong party, SD Manager/Director of the Business Unit and Director of Sustainable Development Office send the short message (SMS) or e-mail to report to the Chairman of Sustainable Development Committee (SDC), Managing Director, President of Business Unit that the fatalities occur, as well as President of SCG within 24 hours. Accident analysis report must be provided and presented to the Management Development Committee (MDC-SCG) in the next month meeting.
- 2) The fatality from Off the Job accident must be report to the Managing Director of such company, President of Business Unit, and President of SCG within 24 hours. The Managing Director of the company where the Off the Job accident occurs must provide the accident analysis report and present to MDC-SCG in the next month meeting.

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Fatality Case Reporting Table

| Fatality Case | | Responsible Parties (Department) | MD Company | BU President | SCG President | SD-Mgr./Director & SD Office-SCG |
|--------------------------------------------------------------------|-------------|----------------------------------|------------|--------------|---------------|----------------------------------|
| Report Period | | Immediately | 24 hrs. | | | Next Meeting |
| Work-related Accident | Employee | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Contractor | ✓ | ✓ | ✓ | ✓ | ✓ |
| Accident in the SCG's premises/traffic that SCG is the wrong party | Third Party | ✓ | ✓ | ✓ | ✓ | ✓ |
| Off the Job Accident | Employee | ✓ | ✓ | ✓ | ✓ | ✓ |

Report Period

- **Immediately:** A preliminary report to inform/alert all relevant parties, which shall be done as soon as possible by sending SMS or e-Mail
- **24 hrs.:** A detailed report that must be reported to all related parties within 24 hours in the event of any fatality case by sending SMS or e-Mail
- A report of fatality case through SCG Data on web (S&E KPI) must be completed within 7 working days after the incidents.

In this regard, SD Office-SCG will collect a data on fatality case and prepare a report to be further presented in the Management Committee Meeting of SCG within the 10th day of the next month.

Practice to ensure Data Accuracy

- To ensure the accuracy of the reporting data, all departments must possess the monitoring and approval systems by the supervisor of each department before submitting such data to the next department. For instance, data from the Human Resources Department must be monitored and approved by the Director of the Human Resources Department while data from the Safety Department must be monitored and approved by the Head of the Safety Department.
- For measures of monitoring accuracy, conduct the monitoring against the supporting documents and consider the tendency of data anomalies, compare data with those of the same period of the previous year, with the capacity expansion or reduction plan, or with the company's operating results, etc.
- Source of data must be retained as monitoring reference for at least 1 year such as evidence of e-mail submission, proof of approval, or proof of data delivery and receipt, etc.
- Upon completing data reporting in the system, do not edit, add on, alter any information after a period of 1 month after the specified record date. For example, do not modify data of December 2013 after February 10, 2014. Amend, add or revise in any information must be informed to SD office-SCG.
- In case of accidents, which are the co-accident or involving more than one company under SCG:
 - 1) Reportable accidents: The Company of employee or the company that direct contract with contractor or which the injured person belongs are responsible for the reporting of the co-accidents by clearly identifying in the report the name of the companies under SCG or Business Units that involving in the co-accident.
 - 2) Recordable accidents: To be used for the calculation of a ratio of accident. All companies that the injured person are under control separately record the accident ratio.

Examples:

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- 1) For the case that SKIC hires LMO to manage warehouses within SKIC's premises, and LMO has subcontracted out to SCGL to handle goods transportation, the driver from SCGL has the recordable injury while operating in the warehouse's area. The works are supervised by 3 companies under 2 Business Units (SCGL under CBM, LMO and SKIC under Packaging).
 - Reporting on SCG Data on web (S&E KPI): SCGL must report the injury of the contractor as the contract owner (direct contract with injured person) and identifying in the report that the incident is a co-accident with contractor of LMO and contractor of SKIC under Packaging Business Units.
 - Recordable accident will be used to calculate the accident ratio which can be categorized into 3 levels:
 1. Company level: SCGL, LMO, and SKIC separately record each of the injury case of the contractor.
 2. Consolidated information in Business Unit level: Each Business Unit separately record the injury in accordance with the control model: that CBM records one case of injury with SCGL's contractor; and PKG records one case of the injury with LMO's contractor. (For Packaging the contractor is direct contract or belong to LMO)
 3. Consolidated information in SCG level: The injury of SCGL's contractor will be recorded as one case of injury of SCG's contractor. (For SCG the contractor is direct contract or belong to SCGL)
- 2) In case that Company A directly hires transport carrier (not through SCGL) and the accident occurs during the transportation activities with carrier contractor, Company A must report such accident on SCG Data on web (S&E KPI) under the subject of Distribution accident and identify the name of the company that is the goods' owner.
- 3) For the case that Company B hires SCGL to transport their goods and the accident occurs during the transportation activities, SCGL as the direct contract of contractor who has an accident, must reporting the incident on SCG Data on web (S&E KPI) under the subject of Distribution and identify the name of the company that owns the goods. (Co-accident or involving more than one company under SCG)

Responsible Person to record and report

1. A safety officer or a responsible person is required to collect and record the hours worked data of employee and under supervision contractor on a monthly basis. Calculation method will be in accordance with Appendix 2. All document and source of data must be kept until the following year for further reference (1 year reference). The data must be recorded through SCG Data on web (S&E KPI) within 7th date of the second month after the scheduled cut-off date. For example, January data must be recorded and approved in the Company level within 7th date of March, etc. (website <https://shekpi.scg.com/SafetyManHour>)
2. As for an incident case, a safety officer is required to record an accident report through SCG Data on web (S&E KPI) within 7 working days after the incidents. (Website <https://shekpi.scg.com/SafetyIncidentsReport>)

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APPENDIX

Appendix 1 Counting of Lost Workday and Restricted Workday

1. Counting the Number of Lost Days

- 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 | Number of Lost Workday |
|----|----------|----------|----------------|----------------|----------------|----------------|------------------------|
| | 23 | 24 | 25 | 26 | 27 | 28 | |
| 1) | Accident | Absence | Normal weekend | Normal weekend | Return to Work | | 3 |
| 2) | Accident | Absence | Normal weekend | Normal weekend | Absence | Return to Work | 4 |
| 3) | | Accident | Normal weekend | Normal weekend | Return to Work | | No Lost workday |
| 4) | | Accident | Normal weekend | Normal weekend | Absence | Return to Work | 3 |

An employee works on Monday – Friday and the weekend is on Saturday and Sunday. If the accident occurs on Thursday 23th and the person 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.

- 1) In case the accident occurred on Thursday 23rd, employee is unable to perform the work on Friday 24th and being able to resume normal work on Monday 27th, the number of lost time injury will be 3 days (Counting lost workday from Friday 24th and continuous on Saturday 25th and Sunday 26th)
- 2) In case the accident occurred on Thursday 23rd, employee is unable to perform the work on Friday 24th and being able to resume normal work on Tuesday 28th, the number of lost workday will be 4 days (Counting lost workday from Friday 24th and continuous until Monday 27th)
- 3) In case the accident occurred on Friday 24th and employee resume their work on Monday 27th, this will not be regarded as a lost time injury case. (No lost workday)
- 4) In case the accident occurred on Friday 24th and employee resume their work on Tuesday 28th, the number of lost workday will be 3 days (Counting lost workday from Saturday 25th, Sunday 26th and Monday 27th)

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- 1.3 In case of organ loss or loss of functioning competency of organ, or handicap, the lost time injury will be counted according to the actual numbers of employee's lost workday in Item 1.1, 1.2, and 1.3.
- 1.4 In case a lost time injury does not occur immediately after the accident or an injury gets more severe and a lost day is needed as advised by the physician, the number of lost workday will be counted starting on the day that the physician orders the day-off as the first day.
- 1.5 Calculation and the Count of Calendar Day in case of the Cross-Month Lost Time Injury

In case the lost time injury is in between a month or a year, the number of lost workdays will be counted until the end of each month and year. If the injured person has not been able to perform his work until the next year, the number of lost workdays will be estimated and continuously counted for annual statistic calculation purpose. The actual lost workdays, if later known, can be modify and recorded in the Report after know the actual of lost workday.

| December 2017 | | | | | January 2018 | | | | |
|---------------|---------|---------|---------|---------|----------------|----------------|---------|---------|----------------|
| Mon | Tue | Wed | Thurs | Fri | Sat | Sun | Mon | Tue | Wed |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| Accident | Absence | Absence | Absence | Absence | Normal Weekend | Normal Weekend | Absence | Absence | Return to Work |

An employee works on Monday – Friday and his normal weekend are on Saturday and Sunday. The accident occurred on Monday, December 27th, 2017 and he cannot work on Tuesday 28th (Absence). He resumed his work on Wednesday, January 5th, 2018.

- Counting the number of injured person who are absent from work and number of lost workdays for the month or year that the incident occurred.
 - In case of compiling data for monthly or annual report before acknowledging the actual lost workdays, use the estimated lost workdays for the case in the report.
 - Modify the report once with the actual lost workdays for this incident are up-to-date.
 - In this case, recorded 1 case of Lost Time Injury with total 8 lost workdays in December 2017. No Lost Time Injury case and lost workdays will be recorded in January 2018.
- 1.6 In case there is a lost time injury case and the employee or contractor cannot resume his works due to the employment discharge and inability to be reached, the number of lost time injuries will be counted as mentioned in a medical certificate or until the termination of employment date or the resignation date from the company or contractor's companies, underlying also that the termination does not relate to the accident. However, in the event that the employee is terminated from injury or occupational illness, the estimated lost days will be recorded.

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2. Counting the Number of Restricted Workday requirement is as follows:

- 2.1 In the occurrence of an accident at the level of Restricted Work Case (RWC), under the same rule's requirements for the recording of Lost Workday cases, the recording of Restricted Workday is required by counting the calendar days for the actual numbers of job transfer days.

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Appendix 2 The Count of Hours worked and Reporting

To calculate the hours worked of employees and Under Supervision Contractors, the following criteria shall be referred to, in the respective manner: -

1. To use the actual data from clock-in system or HR database system of the company/plants on a monthly basis, for example, a time attendance card
 2. To use data from the work-hour sheet such as working hour specified in the work permit, or the company's time sheet record, etc.
 3. In case the company/plant do not have the actual data from clock-in system, HR database system, or any other documents, the following formula shall be employed in order to estimate the approximate hours worked. This is excluded the holidays and leave days of employees.
- Calculation formula of total hours worked for supervisors and management

Calculation: (hours worked) = [total no. of employees* x total no. of working days** x normal working hours per day (8 hrs.)]

- Calculation formula of total hours worked for operation staff and under supervision contractors

Calculation: (hours worked) = [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 weekend and company's holiday (excluding annual leave, business leaves, and all types of 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

4. In case the company cannot calculate or estimate the hours worked due to non-routine work, occasional work, or job not being paid by working hours, leave the data blank without reporting as per the Hours Worked Calculation Table for Each Type of Contractors.

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Hours Worked Calculation Table for Each Type of Contractors

| Types of Contractors | Sample Hours Worked Calculation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Routine or permanent contractor job comprising office contractor or manufacturing or maintenance unit in the company, warehouse work | With reference to Appendix 2, the count of hours worked and reporting, Method no. 1 – 3 |
| Permanent driver, security officer, housekeeping, and gardening | |
| Outsourcing for piece work or service provider on the company's premises such as maintenance, machinery cleaning, tools and machineries modification, building and road renovation etc. | <ul style="list-style-type: none"> - Use the actual numbers of working hours such as real time signing and punching in and out of work, fingers scan, work details specified in work permit, etc. - Use the calculation method, based on each company's specification. |
| Works during annual shutdown / turnaround on the company's premises | Numbers of contractors working in the site x numbers of working hours per day. |
| Installation of machineries and equipment on the company's premises longer than 1 week | <ul style="list-style-type: none"> - Use the actual numbers of working hours such as real time punching in and out of work, fingers scan, work permit record, etc. - Use the calculation method, based on each company's specification |
| Services providing in the company's health center or clinic. | Workday in the employment contract x hours worked per day as specified in contract |
| In case of the purchase of chemical substances or color with an agreement to provide personnel for service work on the company's premises or in the unit such as color mixing unit, chemicals for water treatment unit etc. | Workday in the employment contract x working hours per day as specified in contract. |
| Green field, Brown field projects, modification works for related departments that control the projects. | numbers of contractors working in the site x numbers of working hours per day |

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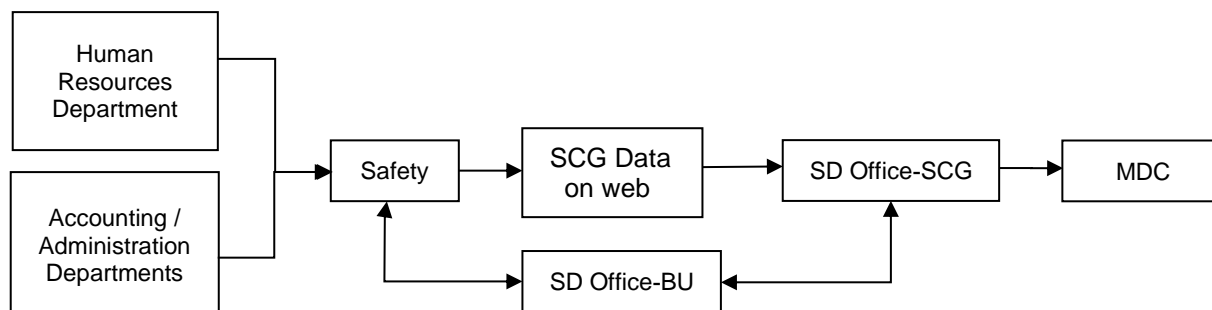
| Types of Contractors | Sample of Hours Worked Calculation |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>For other temporary works such as</p> <ul style="list-style-type: none"> - Transportation services for factories or products owners particularly during service providing by the carrier work on the company's premises. - Consulting services work on the company's premises. - Water sample collecting for analysis inside the company by chemical substances suppliers, working environment inspection working on the company's premises by an external inspection company. - Legal inspection working on the company's premises such as crane, boiler, elevator system, equipment calibration work, etc. - After sale service for lease contracts or within warranty period such as photocopier, drinking water machine, air-conditioning work on the company's premises. - Site preparation for the company's activities such as stage setup, site preparation for activities in the controlled area of the company. - Delivery of product and equipment under the company's order at the company's delivery point on the company's premises such as the supplier delivering or picking-up of raw materials, chemicals substances, drinking water, etc. - Other types of services work on the company's premises such as termite control and rodent control services. - Annual health check-up by health center or hospital on the company's premises. - Purchase or disposal of waste on the company's premises - Other works that the supplier, private contractors (Freelance), self-employer or other individuals providing for the company, of which the company control the process, control of work and/or control of workplace. | <p>In case the company does not have system for working hours recording or relevant data, for these types of contractors, leave the data blank without reporting for the time being.</p> |

For the accidents from transportation activities and the use of vehicles for company's operations, the reference will be based on criteria set forth in Goods Transportation Safety Standard and Road Safety Corporate Standard.

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Hours worked Reporting



Managerial and Supervisory Level Employee Information

- Use the total number of employees **at the end of the month** from Human Resources Department x (multiply) total workdays for that month x (multiply) 8 hours (no deduction of sick leave, personal leave, and annual leave, business leaves, and all types of leaves)

Example of hours worked reporting in January is that number of employees as at January 31, 2014 totaling 20 persons multiply by 22 working days in January multiply by 8 working hours/day. Calculation of the total hours worked will be $20 \times 22 \times 8 = 3,520$ hours.

- If the employees of the same level with different working hours such as supervisory office staffs will be on a two-day off schedule on Saturday and Sunday while production lines staffs will also work on Saturday, the calculation shall be separated as follows:
 - 10 office staffs with Saturday and Sunday off and 22 workdays, calculation method is $10 \times 22 \times 8 = 1,760$ hours
 - 10 production staffs with only Saturday off and 26 workdays, calculation method is $10 \times 26 \times 8 = 2,080$ hours
 - Number of hours worked report of Supervisory Level Employee totals 3,840 hours.

To fill in data on SCG Data on web (S&E KPI) is to summarize numbers of hours worked by separating information into employee and contractors and then, fill in data.

[ABOUT](#) [DATABASE](#) [DATABASE BU](#) [TARGET SETTING](#) [CURRENT FACTORY](#) [CURRENT BU](#) [ENVIRONMENT](#) [ENV REPORT](#) [SAFETY](#)

SAFETY MAN-HOURS : INDEX

Select Company/Plant : (Others) -- THE SIAM CEMENT PUBLIC COMPANY LIMITED

Select Year : 2019

Select

THE SIAM CEMENT PUBLIC COMPANY LIMITED : 2019

| Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | O |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|
| Employee | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contractor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Remark (หมายเหตุ) | | | | | | | | | | |

* If the field is Red, Please give the reason in the Remark Field

* ถ้ามีสีแดงเป็นสีแดง แสดงว่ามีความผิดปกติ ต้องระบุหมายเหตุด้วยทุกครั้ง

Save

BACK TO SAFETY ACTUAL

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Operational Level Employee Information

- Use data for time recording retrieving from the Human Resources Department. The required data are number of employees, number of normal working hours, actual number of approved overtimes (if the overtimes are approved or modified after the record, the responsible person is required to correct the data in the system, accordingly).

Contractors Information

- Information relating to the Under Supervision Contractors are required to be collected.
- Use data for wages payment retrieving from the Accounting Department or from the department that has relevant record on the hours worked of the contractors. The required data to be collected includes number of workers, number of normal working hours, number of overtimes.
- Report the total hours worked data on SCG Data on web (S&E KPI) within the 7th date of the second month after the scheduled cut-off date. For example, January data must be reported and approved in the Company level within 7th date of March, etc.

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Appendix 3 Controlled Drugs that require Prescription

Pursuant to the Notification of the Ministry of Public Health on specially Controlled Drug No. 52 dated May 29, 2019 regarding the types of drugs with high toxicity that require prescription and doctor's supervision (<http://www.fda.moph.go.th/sites/drug/SitePages/Law03-03.aspx>). The list of Special Controlled Drug are as follows:

- (1) Acetanilide, except those for stabilizing purpose (Stabilizers), at the amount less than 0.025%
- (2) N – Methylacetanilide
- (3) Meta – Methylacetanilide
- (4) Ortho – Methylacetanilide
- (5) Para – Methylacetanilide
- (6) Aminopyrine for children age lower than 6 years old
- (7) Anti – neoplastics
- (8) Apiol
- (9) Arsenical compounds
- (10) Barbiturates, except those being classified as Psychotropic substances
- (11) Bromisovalum
- (12) Carbromal
- (13) Acetylcarbromal
- (14) Ectylurea
- (15) Cantharides
- (16) Cantharidin
- (17) Chlorals, excluding
 - (a) Topical medication
 - (b) Chlorobutanol, classified as dangerous drug
- (18) Cinchophen
- (19) Neocinchophen
- (20) Croton seed
- (21) Croton oil
- (22) Hydrocyanic acid and Salts of Hydrocyanic acid
- (23) Bitter Almond oil
- (24) Bitter Apricot oil
- (25) Potassium Thiocyanate, except those for stabilizing purpose (Stabilizers) at the amount less than 0.025%
- (26) Sodium Thiocyanate, except those for stabilizing purpose (Stabilizers) at the amount less than 0.025%
- (27) Oil of Savin
- (28) Psychotomimetic drugs) except those being classified as Psychotropic substances
- (29) Radio Pharmaceuticals
- (30) Sulfanilamide, only those administered orally

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- (31) Sulfonmethane
- (32) Sulfonethylmethane
- (33) General Anesthetics
- (34) Corticosteroids, from nature or synthesis, except those being classified as dangerous drug
- (35) Phenylbutazone, Salts of Phenylbutazone for skin application
- (36) Oxyphenbutazone except those for skin application
- (37) Clofibrate
- (38) Fenfluramine and Dexfenfluramine, including those with other names but having the same chemical formula, salts and any esters deriving from the said drug, as well as any ready-made drug with the ingredient of the said substance
- (39) Chloramphenicol, Salts of Chloramphenicol for children
- (40) Anabolic steroid, single formula
- (41) Anabolic steroid and Vitamins or Anabolic steroid and Cyproheptadine) or Anabolic steroid and Vitamins and Cyproheptadine
- (42) Drug combination for asthma treatment containing Steroid, spray type
- (43) Nicotine or nicotine compounds for quitting smoking (recently change the classification to dangerous drug)
- (44) Retinoid, except those being classified as dangerous drugs
- (45) Glafenine and Floctafenine
- (46) Erythropoietin, all types
- (47) Ganciclovir
- (48) Anti – HIV AIDS
- (49) Ethamivan, single formula injection, Oral Solution, Drug combination formula comprising Ethamivan, Etofylline and Hexobendine dihydrochloride
- (50) Dipyrone
- (51) Clozapine
- (52) Immunomodulators
- (53) Diagnostic agents, for direct usage on human and animal bodies
- (54) Erectile dysfunction which act by inhibiting Phosphodiesterase-5 (Phosphodiesterase-5 Inhibitors)
- (55) Cisapride
- (56) Misoprostol
- (57) Neuromuscular Blocking Agents
- (58) Conventional medicine, for human consumption (new drug) with conditions
- (59) Drug with the mixture of Loratadine in an immediate release and Pseudoephedrine or Salt of Pseudoephedrine in a Sustained release
- (60) Lamivudine for treatment of chronic hepatitis B
- (61) Chloramphenicol, registered as medicine for animal treatment

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- (62) Dinoprostone
- (63) Sulprostone
- (64) Chloramphenicol, internal use for adults
- (65) Antipsychotic drugs)
- (66) Leflunomide
- (67) Oseltamivir
- (68) Thalidomide
- (69) Aspirin, except those used for pain relief and fever reducer
- (70) Alzheimer treatment
- (71) Phenothiazine derivatives, for the formula being registered for animals' use
- (72) Moxidectin
- (73) Type of drug that treat high blood pressure in the pulmonary artery
- (74) Type of drug that remove iron for the treat of iron overload
- (75) Lenalidomide
- (76) Pseudoephedrine
- (77) Zanamivir
- (78) Pioglitazone
- (79) Nimesulide, except those for external use
- (80) Alpha-2-adrenergic agonists, for the formula being registered for animals' use
- (81) Benzodiazepine derivatives, for the formula being registered for animals' use
- (82) Butyrophenone derivatives, for the formula being registered for animals' use
- (83) Penicillamine (D-Penicillamine)
- (84) Colistimethate sodium, for injection, for human treatment
- (85) Phenazopyridine, a single oral dose
- (86) Piperazine, as human treatment
- (87) Antimicrobial agents sold as Medicated premix
- (88) Quinolones and derivatives, for animal treatment
- (89) Cephalosporins for animal treatment
- (90) Macrolides for animal treatment
- (91) Polymyxins for animal treatment
- (92) Furazolidone, oral dose for human treatment
- Diiodohydroxyquin, oral dose for human treatment

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SCG Brand Portfolio

Corporate Logo



Example of Product Logo



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Frequently Asked Questions: FAQ

- 1. Q: In case of an accident with an employee or contractor of Eco Plant Services (Cement-Building Materials Business) or REPCO (Chemicals Business) that being contracted to provide maintenance services for SCG plants, how do we record the case?**

A: In such case, you are required to record and report the case to SD Office- SCG that it is the accident case happened to Eco Plant Services or REPCO. However, should the accident cause a fatality, MD of Eco Plant Services or REPCO is required to report to MDC SCG's meeting. (Additional information is in item no. 14)

- 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 workday of this case?**

A: - If the resignation is not caused by work-related injuries, record the Lost workday till the last day of his employment status.

- If the resignation is a consequence of such work-related injuries, estimate the expected Lost workday from the case and record as actually happening.

- 3 Q: In case there is an accident to a rental car of the management (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: Consider mainly the objective of travelling and the destination, for instance: -

- In case the employee drives his personal vehicle to work at the normal workplace (office/plant) as usual go and back from home to company (Commute) and he has an accident while travelling, it is not regarded as "work-related accident" and not required to record the case. (The "normal workplace" is a workplace as specified in the employment contract between the employee and the company or any places where employee normally performs his work).
- However, if the employee travels from his home or company to work at another province or plant (not normal fix workplace) and has an accident while travelling; it will be regarded as a work-related accident. Then, consider whether such accident causes a LTI case or not, in order to 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 reported in the system.
- In case the employee makes a detour to another place for personal reasons and has an accident, we might have to consider the additional information. For example, it might not be regarded as a work-related accident if considering the distance and found that the employee drives further from the normal route for a long distance (to another district or for more than 10 kilometers or considering types of leaves, annual leave or personal leave. However, if the distance is not too far and in reasonable route, it may be considered as a work-related accident. This depends upon the reason given and discretion of Investigation Committee of each company.

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4. Q: What is a medical treatment case?

A: Medical treatment case is an injury which needs a medical treatment in order to tackle a disease or an abnormality, such as, wound stitching, casting or splint, surgery (minor or major), physical rehabilitation (recovery for the body condition to return to normal stage), detoxification, gastric lavage, oxygenation or oxygen therapy, saline drip, blood transfusion, medication on the list that require doctor's prescription, CPR, etc. 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.
- When the injured person requires a treatment other than those of 14 first-aid treatment, it will be regarded as a medical treatment case.
- In case the injured person meets a physician to seek his diagnosis and advice, or has the physical check-up by doing x-ray, ultrasound, blood test and receiving a medication for further diagnosis, such as an eye drops to dilate pupils for eye examination (not for treatment), it will not be regarded as a medical treatment.

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

A: There is no strict criteria for the health care center to consider and assess occupational illness, but there is a requirement to have an occupational physician of the health care center or from the certified hospital to diagnose the case and determine with company representative whether it is an occupational illness as specified by law or not.

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

A: 200,000 hours **worked** 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 hours worked for 100 employees is 40 hours/day X 50 weeks/year X 100 persons = 200,000 Hours worked.

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

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8. 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.

In case of accident occurred company should be followed this standard and treated sub-contractor “B” as a under supervision contractor.

9. Q: If the employee or contractor of the regional 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 this Safety Incident Information and Reporting Standard of SCG.

10. Q: In case of a fatality case of employees and contractors while traveling with a service car provided by the Company or the transportation has been organized by company, how do we record the case?

A: This will be treated as work-related injury. And if such injury requires medical treatment or more, it will be considered as recordable injury. Ref: GRI 403:2018, Guidance for clause 2.1.3 requires the organization to include injuries as a result of commuting incidents in cases where the transport has been organized by the organization (e.g., company or contracted bus or vehicle).

11. 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, while some circumstance can be forecasted and planned for a preventive measure. Normally, a death from natural disaster is not work-related and not regarded as recordable injury.

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 resulted in fatality or injury case, this will be recorded as a work-related injury and reported in the system.

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12. Q: Why do we have to define the meaning of contractor differently?

A: The definition of contractor is categorized into two different meanings, namely, an Under Supervision Contractor, and a Not Under Supervision Contractor with the purpose to properly set up the measures 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 Hours worked and accident statistic.

For any contractor who performs a shutdown/turnaround job on company's premises, it will be viewed as an "Under-Supervision Contractor" since SCG is able to establish a working procedure and monitor its performance as needed (control of work and/or control of workplace), though the contractor performs its task once or twice a year.

To calculate the hours worked 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. The calculation can be done from time sheet or based on work permit.

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

A: A supplier shall be regarded as an Under Supervision Contractor (control of workplace) since the accident occurs on the premises of SCG

14. Q: In case the employee finished the seminar, organized by the company, and stepping on the sharp object similarly to the nail while walking back to the car in the parking lot, the nail pokes through the shoes and causes injury. The person couldn't come to work on the next day and takes a day-off, how do we record the data?

A: The employee's injury occurs in the work environment which doesn't qualify for the exception of injury, illness, and occupational diseases. Therefore, this case is consider as work-related injury.

15. Q: Two SCG Plants, namely Plant A and Plant B, are adjacent to each other and share the common area. There is an accident to Plant A (such as the leak of gas and chemical or the falling object) that result in the injuries of Plant B's contractors. How do we proceed with the data?

A: Such incident, although Plant A is the cause of accident and injuries, as per SD Office-SCG's advice, the accident count shall be recorded at Plant B due to:

- a. This case is considered the work-related accident of Plant B's employee as it occurs during the operation for Plant B in the premises of Plant B, despite the adjacent area.
- b. As Plant B employees are being affected, the medical treatment, social security, and compensation shall be chiefly under Plant B's responsibility.

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Although the accident count is fallen into Plant B's record, the solution and prevention must be carried out at Plant A or work collectively on a mutual solution.

Some businesses might have different KPI objectives or accident counting measures from the procedures set forth by SD Office-SCG, such as recording accident at both Plant A and B or Plant A will be regarded as a Chemical Spill case, but Plant B shall record the Injury case. All measures can be proceeded, but the data submission to SD Office-SCG must be consolidated into single overview pursuant to the requirement by SD Office-SCG.

16. Q: During machines maintenance, the employee removes one of machine part (approximately 15 kg.) for repair by climbing down in the direction facing the stairs (2-3 meter high and 60-degree slope) with the body twisting, left hand carrying the item and right hand holding the rail. When reaching the ground, the employee feels pain in the left back but continues to complete the task. The following day is the holiday, the pain radiates from the back down to the leg. The employee comes to work the next day, informs the supervisor of the back and leg pain, and goes to see the doctor who diagnoses him with acute herniated disc at the back with sharp pain to the leg. How do we proceed to reporting with the data based on SCG practice?

A: To consider in the following sequences:

- i. Is the acute herniated disc an accident? When considering the task details, the employee's wrong movement causing the symptom of acute herniated disc fits the definitions of accident and work-related accident. This unpleasant incident that may occurs unintentionally, unplanned or uncontrollable from following the instructed operations for the company's benefit, and results in injury or occupational disease.
- ii. This injury is work-related case, which is more severe than the First Aid case. Therefore, it is considered the recordable case that needs to be reported and ratio recorded.
- iii. This injury results in the absence of an employee and the doctor advises that the lost day is required which is considered Lost Time Injury. The number of lost workday will be counted starting on the day that the physician orders the day-off until the day that the employee resumes office.

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