





Data element	Acronym	Definition
Number of lost time accidents	LTA	An accident or an injury that causes an employee to miss his/her next regularly scheduled work day/shift. Accidents or injuries outside the company premises are not counted.
Fatalities	F	Number of workplace accidents or injuries that lead to the death of an employee. In the event of a fatality, 365 days lost should be recorded.
Number of days lost	DLA	Number of work shift/days lost due to LTA. Counted shall be only days on regularly scheduled work. (Weekends or free days are not counted.)
Accident severity rate	ASR	Number of days lost/number of lost time accidents $ASR = DLA \div LTA$.
Incidence rate	IR	$IR = (LTA \div HC) \times 100$ (Head Count calculated as a rolling average for the last 12 months.)
Frequency Rate	FR	$FR = LTA \div Worked\ Hours \times 10^6$.
Worked Hours	WH	The actual total number of hours worked by all employees including overtime, during the current calendar year.
Headcount	HC	Headcount refers to the total number of persons with whom the company has an employment contract/agreement at the end of each respective reporting occasion (quarter), irrespective of whether the employment is temporary, part-time or full-time. Please note that employees who are long term absent, those on parental leave and replacements should be included in headcount. Students, apprentices, seasonal workers and summer jobs should be included. All employees in the joint venture companies are to be reported by country and company. Data for temporary employees employed through a third party should be shown separately.



SCA Health and Safety Policy



All SCA employees have an individual responsibility to:

-  Participate in the necessary safety training programs
-  Know and follow all health and safety rules, policies, and procedures for the area in which they are working
-  Properly use all safety equipment provided
-  Report to their supervisor immediately all unsafe conditions, accidents, and work related injuries and illnesses.

Principles

The following principles shall govern activities in the area of Health and Safety:

- As a minimum all SCA units should strictly abide by national legislation and/or collective agreements.
- Healthy employees and a safe working environment, both in physical and psycho-social terms, best serve the Group's long term objectives.
- The responsibility for providing a safe and non-discriminatory working environment rests with the Business Groups and their respective line management. The Business Groups are responsible for the development of local Health and Safety policies that among other relevant areas also covers drugs in the work place and blood born viruses. These policies should contain rules for supportive actions.
- Efforts to improve the work environment should be continuous and based upon clear targets.
- Should SCA units decide to implement an Occupational Health & Safety Management System, OSHAS 18001 is the system recommended by SCA for certification.
- Prevention is the primary objective of health monitoring by SCA. The SCA Business Groups are responsible for managing proactive programs to implement preventive measures.
- SCA collects and annually publishes Group safety statistics and has therefore common reporting standards that should be followed by all SCA Business Groups. (see attached table)
- Wherever feasible, Business Groups should coordinate on a country-by-country basis, activities that will follow as a result of these policy guidelines.