

Annual Report for:

Due Date:

**Please read the Reporting Guidelines on page 2 very carefully before completing this form.**

1. Plant

Name or Location of Plant \_\_\_\_\_

Plant Type  
(write Smelter, Refinery or Mine) \_\_\_\_\_

2. Numbers of Fatalities and Employees Injured in Accidents

(If no contractor employees of a particular category worked at the plant during the year, then leave the boxes in that column blank. Otherwise, please complete each box with a zero, a figure or “Not Available”)

Case Type	Number of Fatalities or Number of Employees Injured in Accidents		
	Company Employees	Contractor Employees Engaged in Day-to-Day Plant Activities	Contractor Employees Engaged in Temporary Projects
Fatality			
Lost Time Case			
Restricted Work Case			
Medical Treatment Case			
Total Recordable Cases			

3. Numbers of Work-Days Lost from Lost Time Cases and Total Man-Hours Worked

(If no contractor employees of a particular category worked at the plant during the year, then leave the boxes in that column blank. Otherwise, please complete each box with a zero, a figure or “Not Available”)

Statistic	Company Employees	Contractor Employees Engaged in Day-to-Day Plant Activities	Contractor Employees Engaged in Temporary Projects
Number of Days Lost			
Total Man-Hours Worked			

Reported by: (Please amend and complete as necessary)

Name:

Tel No:

Appointment:

Fax No:

Company:

E-Mail:

Date:

**Please return completed form to:**

Confidential Statistical Officer  
International Aluminium Institute  
New Zealand House, Haymarket  
London SW1Y 4TE, United Kingdom

Tel No: 00 44 20 7930 0528  
Fax No: 00 44 20 7321 0183  
E-Mail: [faldo@world-aluminium.org](mailto:faldo@world-aluminium.org)

**Reporting Guidelines**

1. Safety Performance Benchmarking data are reported separately for:
  - a. Company Employees. These are employees who have employment contracts with the Company.
  - b. Contractor Employees Engaged in Day-to-Day Plant Activities. These are employees who have employment contracts with a Contractor and who work regularly on routine day-to-day activities at the plant, such as supporting technical operations, providing security, providing catering (food and drink) or carrying out general maintenance.
  - c. Contractor Employees Engaged in Temporary Projects. These are employees who have employment contracts with a Contractor and who work on short-term projects at the plant, such as the construction of new facilities or the installation or repair of capital equipment.

If only total, consolidated figures are available and the data cannot be separated into the different categories, then the consolidated figures are reported and are annotated to indicate which categories are included in those figures.

2. Employees include both full time and part time employees. Administrative and office staff are included.
3. Numbers of employees involved in accidents are reported for the following case types:
  - a. A Fatality. The person dies as a result of the accident.
  - b. A Lost Time Case. The injured person is absent from work for one or more scheduled workdays after the day of the accident.
  - c. A Restricted Work Case. The person is temporarily assigned to another job, usually of a less demanding physical nature, until recovery allows them to return to his/her normal work.
  - d. A Medical Treatment Case. The injured person requires treatment by a doctor or nurse. Treatment can be administered on site, at a medical centre or at a hospital. When the injury is treated by a doctor or nurse but could have been treated by a non-medical worker trained in first aid, it is classified as a First Aid Case and is not reported.

A person involved in an accident is only classified once and then under the most severe case type. For example, an injured person who is treated by a doctor and then is absent from work for a number of work-days, is reported as a Lost Time Case and not as a Medical Treatment Case.

4. Reported cases must occur within a plant site boundary or on a work-related activity, such as tree clearance prior to mining. Driving a vehicle or operating special purpose equipment outside a plant site boundary is a work-related activity, provided the driver or operator is on company business.
5. Days Lost are the number of consecutive days between an accident and the employee being declared fit to return to work. It includes those days that the employee would normally have worked, together with planned holidays and all other non-working days within that period (for example, weekends). It does not include the day of the accident. Days Lost are not recorded for a fatality. Days when an employee is a Restricted Work Case are not Days Lost. Days Lost are reported in the year the absence occurs and could result in Days Lost being reported in a year without any recorded Lost Time Cases.