

# GLOBAL SAFETY STANDARDS



JUNE 2024





# PURPOSE

At Compass, a culture of care, respect and safety is paramount in everything we do. We have a moral obligation to safeguard each other, our customers and the environment by aspiring to operate a safe, injury free and healthy workplace serving food that is always safe to eat and providing service with customer and community safety top of mind.

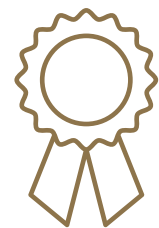
People are at the heart of who we are and the services we provide. Our safety culture emphasises the fundamental importance of prevention and intervention. Through awareness, information sharing and training, we empower our people to take individual and collective responsibility for their own safety and the safety of those around them.

Compass' core Values and Global Safety Standards guide the decisions, actions and behaviours of our people and serve as a foundation for the way we conduct business.

## VALUES



OPENNESS, TRUST AND INTEGRITY



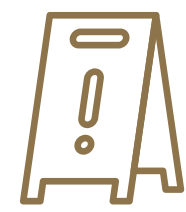
PASSION FOR QUALITY



WIN THROUGH TEAMWORK



RESPONSIBILITY



CAN-DO SAFELY





Compass is committed to upholding the highest standards of safety. It is the responsibility of all leaders to prioritise the health and safety of our colleagues and customers by implementing safety best practices to meet the diverse demands of our business.

The Global Safety Standards serve as the foundation for required minimum operational safety standards in all markets. Operating under the following framework will best support a culture that places a high level of importance on safety beliefs, values and attitudes.

## GROUP OPERATING MODEL: 3Cs OF SAFETY

Freedom within a framework

### COMPASS

Our Global system for managing safety and health is aligned with our business culture, values and processes. The foundation of our framework is evidenced in our Global Safety Standards. Compass Global standards and policies should underpin Country and Client specific requirements.

### COUNTRY

Recognising business climate, customs and culture differ from country to country, region to region; leadership in each locality adopts safety processes, policies and framework which properly reflect country regulatory requirements and increase risk awareness and preventative behaviours.

### CLIENT

Client specific safety protocols critical to business needs should be considered and implemented so long as they are not in conflict with local regulations, nor create undue operational hardship.

### Compliance with Global Safety Standards

You must ensure that you read, understand and comply with these standards. You must avoid any activity or behavior that might lead to a breach of the standards set forth. If you know or suspect a breach of these standards, you may raise your concern with your manager, your local

Human Resources Manager or Listen Up Champion, a member of your country, regional or Group Legal team, or a member of Group Ethics & Integrity. Anyone found to be in breach of the Global Safety Standards could face disciplinary action up to and including dismissal.



# SAFETY FUNDAMENTALS

- **Safety fundamentals are non-negotiable and represent a minimum common denominator for all countries**
  - Expected safe behaviours are defined for all colleagues. All colleagues are held accountable for adhering to these safe behaviours
  - Adherence to the Global Safety Reporting Guidelines Policy
  - Only perform tasks that you have been trained in and authorised to conduct by your manager
- **Stop unsafe work:**
  - Assess the risk before undertaking any task
  - Stop your work or that of your colleagues should you spot any risk which has not been identified and properly addressed
  - Correct use of PPE as per unit risk assessment (PPE standards reviewed and approved by country leadership team)
  - Facility/Equipment risk assessment (to include water source) regardless of ownership and managed on routine basis
- **While driving:**
  - Mandatory use of safety belts
  - Adhere to posted speed limits
  - Use of phone strictly through hands-free set
  - Fatal risks are clearly identified and control frameworks are in place and verified





# LEADERSHIP

- Annual Country Leadership acknowledgment/sign off (documented) certifying adherence to global safety standard expectations
- Ensure Safety integration in the business through Safety senior leader directly reporting to Country Leadership Team (LT)
- Leadership Team (LT) Safety Walks are routinely conducted at Units and Safety assessments (personal + food) are completed in-unit and reported to LT
- Safety Committees/Councils established in country (MD+LT+Regional Directors), during which review of serious incidents and safety performance take place on a regular basis (ideally monthly)
- There is an up-to-date and sufficiently comprehensive set of written Food and Workplace Safety policies and procedures that have been approved by LT and are leveraged across the business via training and self-certification audits/checklists
- Leadership campaigns focused on commitment to maturing safety culture
- Safety objectives incorporated into individual LT performance
- Changes in Country LT requires training on Global Safety Standards as well as Country Specific policies by Senior Safety Manager
- Safety Performance (personal + food) to be included in sector and country business reviews



# COMMUNICATION & ENGAGEMENT

- There is formal management reporting around number and nature of incidents (Food Safety and Workplace Injuries) at unit, sector and region level. KPIs and targets exist and are formally communicated within the business.
- Active colleague engagement in improving safety is proven by clear examples
- Shift safety briefings are regularly conducted
- Protocol in place for sharing of lessons learned from incidents (personal + food safety related) with prescribed corrective actions to prevent incident recurrence
- Safety 'stand downs' are undertaken in the event of a serious incident (including near-miss that had potential to be serious)





# TRAINING

- Formal safety onboarding (training + education) is delivered to all colleagues and is competency assessed (as per country requirement)
- Continuous Personal safety training provided to all colleagues
- Continuous Food safety training provided to all colleagues that work in areas related to food to include focus on Allergen awareness
- Clear in-unit signage on HACCP controls prominently displayed
- All in-Unit Safety assessments should be Education focused providing clear expectations and certifying compliance





# SAFETY MANAGEMENT SYSTEMS & CONTROLS

- Safe work practices/processes have been documented and are available to all units.
- Documented Personal + Food Safety Management System is in place specific to Policies, Procedures and Processes.
- Employees follow written programs on employee hygiene practices and personal protective equipment.
- Risk assessments are proactively conducted on a continuous basis supporting the identification of potential hazards and determining appropriate measures to mitigate or manage those risks.
- Digital Safety Management System (Personal + Food Safety) is in place that supports safety inspections, incident management and data insights.
- Systems and alerts are in place and monitored to identify non-compliances and/or systemic safety issues found within the business.
- Safety Metrics (Personal + Food) both quantitative and qualitative are reviewed by country LT on a monthly basis and annual reduction limits are established.
- Internal (All Operational Sites) + External Audit program in place; risk based audit schedule in place with verification process to ensure corrective actions are completed.
- Compass HACCP fully in place (as per the local food safety management system and in accordance with the globally recognised HACCP principles). HACCP plans must be reviewed regularly and after any changes to the service model.
- Critical Control Points [CCPs] are identified within the local HACCP plan and employee training materials. Monitoring procedures are documented and are validated during on-site inspections.
- Minimum Mandatory Control Points [CPs]/CCPs; Temperature recording/monitoring around Receiving/Delivery, Storage, Defrosting, Cooking, Cooling, Reheating, Hot-Holding and Cold-Holding.
- Specific CPs may vary based on locale but should be clearly identified within Country Food Safety Management Systems and will be identifiable in areas of the operation to include; Delivery, Storage, Preparation, Cooking, Service and Cleaning.
- All identified CPs and CCPs are monitored at regularly scheduled intervals that ensure control of the process. Monitoring procedures are documented and monitoring records are maintained.
- Allergen Management control programs are developed per local regulatory standards and validated during on-site inspections to include pre-service allergen checks, clear and visible customer facing allergen signage and/or product information cards and final package labelling. Such programs will also include controls to prevent cross-contact during receiving, storage, handling and use.





Definition

Purpose and Scope

Food Safety Requirements in Detail

# CENTRAL PRODUCTION UNIT (CPU)/COMMISSARY

GLOBAL FOOD SAFETY NON-NEGOTIABLES



## DEFINITION

Central Production Unit (CPU)/Commissary: A Compass Group operated, dedicated food production unit, exclusively producing items for off-site distribution to separate Compass units/client sites for final preparation, service, or sale.



## PURPOSE AND SCOPE

This document highlights 18 core group-mandated food safety requirements for all in-scope global CPU/Commissary sites:

1. Regulatory approval
2. Site design and layout
3. Medical screening/personal hygiene and PPE
4. Food safety leadership
5. Food safety and quality management system
6. Waste management
7. Pest management
8. Maintenance program
9. Cleaning program
10. Labelling/traceability
11. Bespoke HACCP plan
12. Validation of shelf life and cooking instructions (as applicable)
13. Sampling program
14. Business continuity plan (BCP)
15. Incident management/product withdrawal process
16. Digital HACCP implementation
17. Food defence
18. Third party certification

Further details on each of these food safety requirements can be found on the following pages.

As a global document, we recognise variance with specific nomenclature is inevitable. The requirements reflected within should connect well with established local or regional regulatory standards. However, should you have any questions or require further guidance, please engage with your National/Regional/Global Safety leads for further discussion and interpretation.

It is important to note that these specific requirements do not replace any more stringent national, regional or global Compass requirements or corresponding legal requirements that either apply exclusively to CPU's/Commissaries or across all Compass operations within any given geography.

In line with our 3C's operating model, and alongside our **Global Safety Standards, Supply Chain Integrity Standards** and **Allergen Management Plan**, these requirements are intended to underpin Country and Client specific requirements:

Please see page 3 for more detail on our 3C's operating model.

### GROUP OPERATING MODEL: 3Cs OF SAFETY

Freedom within a framework

COMPASS

COUNTRY

CLIENT



# FOOD SAFETY REQUIREMENTS IN DETAIL

NON-NEGOTIABLE	DETAILS
1. Regulatory approval	All applicable regulatory approvals/licences to be in place prior to site mobilisation. (NB. In some jurisdictions, additional licencing may be required for CPUs/commissaries – for example an ‘853 licence’ may be required within the European Union).
2. Site design and layout	The site shall be fit for purpose in terms of size, capacity and capability. The design, construction, layout, flow of processes and movement of personnel to be sufficient to minimise the risk of food contamination.
3. Medical screening/ personal hygiene and PPE	Corresponding site protocols to be in place to minimise the risk of food contamination from all personnel including contractors and visitors. Personnel access to site to be strictly controlled.
4. Food safety leadership	As a minimum, the site leader or a site leadership team member to have an in-depth knowledge of HACCP principles and be able to demonstrate competence, experience and training.
5. Food safety and quality management system	An effective, documented food safety and quality management system to be in place, maintained by a dedicated on-site individual or team.
6. Waste management	Waste disposal and removal to be carefully managed to prevent accumulation, risk of contamination and the attraction of pests.
7. Pest management	Internal and external areas to be maintained and monitored to prevent pest infestation. An effective, documented, preventative pest management program to be in place.
8. Maintenance program	An effective, documented site maintenance program to be in place to prevent food contamination and reduce the potential for equipment and vehicle breakdowns.
9. Cleaning program	All cleaning chemicals used to be suitable and appropriate for site operations. Effective, documented housekeeping and cleaning programs to be in place to ensure appropriate standards of hygiene are maintained through appropriate validation and verification and the risk of food contamination is minimised.
10. Labelling/traceability	Ingredients, semi-prepared and prepared items are clearly identified and traceable. Product identification records (including batch codes) to be maintained for ingredient and packaging receipt/usage, production and food product despatch.

NON-NEGOTIABLE	DETAILS
11. Bespoke HACCP plan	A documented, site-specific end-to-end HACCP plan (prepared in accordance with the Codex Alimentarius HACCP principles) to be in place that covers all applicable processes and food products. Sites to have designated HACCP team leaders who shall have received appropriate training.
12. Validation of shelf life and cooking instructions (as applicable)	Where applicable, food product shelf life and cooking/reheating instructions to be assigned (using an appropriate margin of safety) and reviewed in a systematic and scientific way, utilising appropriate internal or external expertise to ensure compliance with relevant microbiological, chemical and organoleptic criteria.
13. Sampling program	Sites to have implemented a documented, risk-based sampling and analysis program to verify that food, water and environmental samples meet applicable legal and safety requirements.
14. Business continuity plan (BCP)	A documented, site-specific BCP to be in place to manage the impact of a major disruption or disaster.
15. Incident management/ product withdrawal process	A documented, site-specific crisis management plan to be in place, to manage incidents that impact food safety, authenticity, legality or quality effectively, and enable the withdrawal and recall of food products as necessary. Annual risk-based withdrawal and upstream traceability challenge tests to be carried out at each site.
16. Digital HACCP implementation	As a minimum, sites to have implemented or to be working towards the implementation of remote fridge/freezer temperature monitoring and/or paperless HACCP checks with a reputable solutions provider. Going forward, all new-build CPU sites to deploy full digital HACCP solutions.
17. Food defence	A documented, site-wide food defence risk assessment to be in place.
18. Third party certification	As a minimum, sites to have either independent HACCP certification or site-specific ISO 22000 certification. Certification against a GFSI recognised standard is required for food manufacturing sites with elevated levels of industrial scale, automation, process complexity and stakeholder expectation.

Purpose and Scope

Reporting Roles and Responsibilities

Reporting Timeliness

Personal Safety

Personal Safety Metrics Definition

Food Safety

Motor Vehicle Collision Rate

# GLOBAL SAFETY REPORTING





# PURPOSE AND SCOPE

This document aims at supporting your business in the reporting of:

1. **Personal safety incidents** resulting in a workplace injury (i.e., Total Recordable Injuries and Lost Time Injuries, Medical Treatment Injuries, Restricted Work Cases and Lost Time Injuries).
2. **Food safety incidents** resulting in a food poisoning, an allergic reaction or a preventable consumer-facing foreign body.

By reviewing the definitions and formulas behind the calculation of our safety metrics, our safety performance can be measured in a more consistent way across our global business.

Please note this document focuses exclusively on safety metrics which are MAP reportable. Specific Industry or Client reporting of Health and Safety measurements may vary and our ability to report accurately on those elements should not be impacted in any way by the guidance outlined in this document.

While the definitions contained within are intended to drive conformity of reporting globally; we have to rely on the integrity of country Health and Safety professionals to evaluate each incident and the evidence provided for reporting determination.





# REPORTING ROLES AND RESPONSIBILITIES

Under the current MAP safety reporting system, the country Health and Safety team must sign off on the data reported each period in MAP before it is uploaded to HFM. This process will support data consistency and quality and will reduce the need for intra-year adjustments.



# REPORTING TIMELINESS

It is the responsibility of all leaders to ensure timely reporting of health and safety matters across the entirety of operations. Reporting guidance for both personal and food safety are as follows:

PERSONAL SAFETY			
	Near Miss/First Aid	TRI - Total Recordable Incident	LTI - Lost Time Incident
Reported within	Monthly	48h	24h
Reported to	Unit Manager + Regional Safety Manager	Unit Manager + Regional Safety Manager	Regional Safety Manager + Sector/Business Leader
Reported how	Recorded at Unit Level (DOR may require additional reporting)	Recorded at Unit Level + MAP reporting	Phone/E-mail/Digital Safety App + MAP reporting
Additional Actions/Comments			Report to Group HSE if injury is significant and requires immediate hospitalization or surgery

FOOD SAFETY			FOOD SAFETY- REPUTATIONAL RISK
	Cat B	Cat A	CatA+Cat B
Reported within	48h	24h	24h
Reported by	Unit Manager	Unit Manager	Country/Regional HSE
Reported to	Country Safety Lead + Regional Manager + Regional Safety Manager	Country MD + Regional Safety Lead+ Group HSE	Group HSE
Reported how	Phone/E-mail/Digital Safety App + MAP reporting	Phone/E-mail/Digital Safety App + MAP reporting	Phone/E-mail/Origami
Additional Actions/Comments	Reporting to Regional Safety Manager (Monthly)	Crisis Management Team (including Communications + Legal) escalation if media or regulator involvement	All Food Safety incidents that have the potential to cause reputational harm (whether that be with the client or media). The incident does NOT need to be substantiated prior to reporting. Delay in reporting to determine root cause + negligence is not acceptable.

FATALITY	
Reported within	Immediate
Reported to	Country MD+ Regional Safety Manager+ Group HSE + Group CEO + Executive & Non-Executive Board
Reported how	Phone/E-mail/Digital Safety App+ MAP reporting
Additional Actions/Comments	Crisis Management Team (including Communications + Legal) escalation if media or regulator involvement



# PERSONAL SAFETY

All personal safety incidents (and related metrics) relate to Compass Group employees only, including temporary workers and those workers whose wage is paid by Compass Group through an agency **if their labour hours are included in MAP**. Contractors should report incidents through their own company reporting systems.

**The reporting of personal safety incidents involves the following steps:**

1. Assess if the incident arises from a work related or a non-work related activity
  - The term ‘Work-Related’ should be interpreted as:
    - Ability of Country Safety teams through investigation to substantiate that the injuries sustained are aligned with the work performed and in the scope of assigned job duties
    - Substantiated injuries are those that occur during assigned working hours
    - Injuries (physical condition) sustained can reasonably be attributed to the nature of the injury description and work performed
2. For work related incidents, classify the incident according to the following categories below:
  - Fatality
  - Lost Time Injury (LTI)
  - Restricted Work Duty (RWD)
  - Medical Treatment Case (MTC)

# PERSONAL SAFETY METRICS DEFINITION

**Fatality:** The Death of a company employee engaged in work-related activities, which resulted from an event or exposure in the work environment. Including any fatal accidents that occur as part of business travel (but excluding travel between home and the workplace).

**Lost Time Injury (LTI):** A work-related injury that requires a person to stay away from work more than 24 hours. The injury must be substantiated following appropriate investigation and illnesses are not included. 24h are calculated from the time of the incident or from the time of the effective absence from work should the conditions of the person deteriorate during the days following the occurrence of the incident, if it’s proven that such deterioration is directly linked to the incident itself

The Compass definition of ‘work-related’ includes every incident occurring between the moment when the person arrives at the location where their work is performed and the moment when they leave that same location

- Business commuting/traveling between two different work locations is included in this definition
- Private commuting/traveling from/to home or another destination other than the workplace is not included in this definition

**Lost Time Injury Frequency Rate (LTIFR):**  
 Total number of LTIs /  
 Number of MAP4 AND MAP5 employee hours worked (in millions).

**Restricted Work Duty (RWD):**  
 As a result of a work-related injury, a worker has to be assigned to another job or is unable to perform essential/routine job functions without modification per a medical certificate.

**Medical Treatment Case (MTC):**  
 A work-related injury which is more severe than First Aid, requires more advanced treatment, yet results in no lost work time beyond the day of the injury (Needle Stick injuries through contaminated needle are to be classified as MTC).

**Total Recordable Injury Frequency Rate (TRIFR):**  
 Total number of Fatalities + LTIs + MTC + RWD /  
 Number of MAP4 AND MAP5 employee hours worked (in millions).

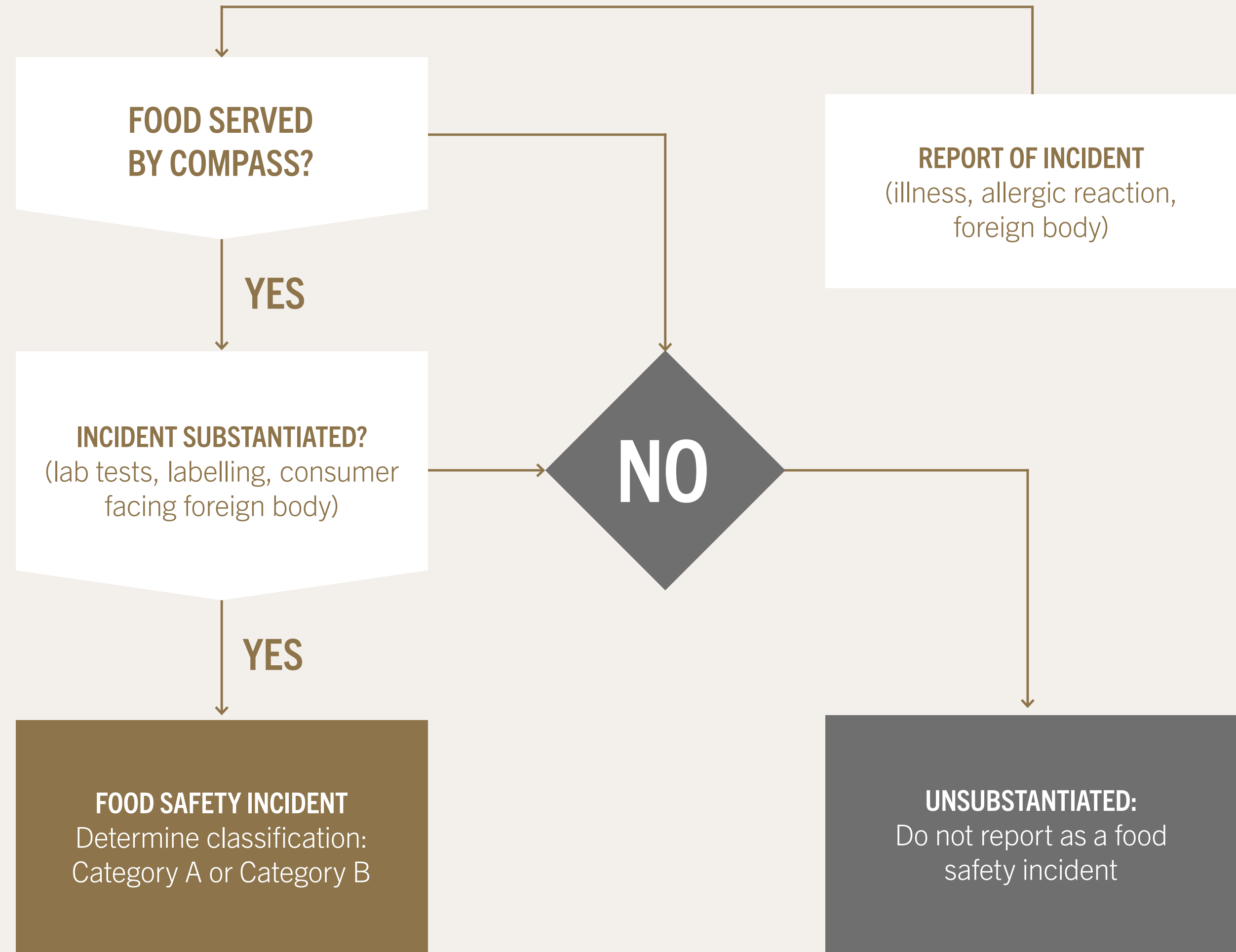


# FOOD SAFETY

A food safety incident is defined as follows:

- 1. A substantiated case of food borne illness
- 2. A substantiated allergic reaction
- 3. A substantiated, foreign body that is discovered and reported by a guest (or consumer).

To determine whether a food safety incident should be classed as substantiated, please refer to the flowchart below:







Once substantiated, a Food Safety Incident (FSI) is classed as follows:

A. **Category A** = the number of food safety incidents resulting in a food borne illness or allergic reaction, of which:

- **Category A1** = the number of food safety incidents resulting in a food borne illness
- **Category A2** = the number of food safety incidents resulting in an allergic/intolerance reaction (not limited to regulatory identified allergens)

B. **Category B** = the number of food safety incidents caused by a foreign body found by a guest (or consumer) in food and products served by Compass Group, of which:

- **Category B1** = the number of food safety incidents caused by a foreign body of supplier origin, that are either:
  - specifically extrinsic\* in nature and preventable at unit level
  - or**
  - unexpected intrinsic\*\* bone in processed/formed, meat/poultry/fish containing items that is alleged to have caused dental damage or consumer injury

- **Category B2** = the number of food safety incidents caused by a foreign body of unit origin or accountability (excluding suspected post-service contamination such as consumer hair or live insect when dining room pest control is not the responsibility of Compass)
- **Category B3** = the number of food safety incidents caused by a foreign body of unknown origin that are alleged to have caused dental damage or consumer injury

**\*Extrinsic foreign bodies** are derived from any other origin other than the plant or animal material used as ingredients. This includes human hair, insects, wood, glass, metal, stones or any other material that would make the item unacceptable from a food safety and hygiene (rather than a quality) perspective.

**\*\*Intrinsic foreign bodies** are derived from the ingredients, for example – fruit stones, vegetable leaves or egg shell.





Please note **for all food incidents:**

- A food safety incident must be substantiated following an appropriate investigation. Example: If the incident involves a foreign body, the foreign body must ideally be obtained and under the control of Compass for analysis. If the foreign body is not in our possession for analysis, a high-quality image must be provided instead. Failure to provide either means that the incident can't be substantiated.

Please note **for Category A incidents:**

- Commencing FY23, Category A incidents are now weighted 50% more heavily than reportable Category B incidents
- The number of incidents must be reported, not the number of people affected. Nevertheless, the number of people affected (actual or estimated) has to be included in the final report submitted to Group HSEQ leadership following the investigation of the incident
- Group HSEQ leadership must be notified within 24 hours of a potential Category A incident being identified, utilising the Origami platform.

**Please note the following exclusions in the reporting of Category A incidents:**

If after thorough investigation, a Cat-A food safety incident is deemed in its entirety to be the result of a substantiated failure in the supply chain, with all corresponding Compass vendor assurance, allergen management, hygiene and HACCP protocol compliance evidenced, then the incident shall be deemed for the purposes of reporting, as unsubstantiated.

Please note **for Category B incidents:**

- All consumer-facing foreign body incidents of supplier origin must be followed up and closed-out with the corresponding supplier

**Supplier origin** (or accountability) has to be considered substantiated when:

- The foreign body is identified as directly attributable to a supplier beyond reasonable doubt
- In all cases the foreign body would be reasonably expected to be absent from the purchased product

**Please note the following exclusions in the reporting of Category B1 incidents:**

- Pre-packed retail snack items and boxed meals produced in a non-Compass facility (e.g. bought-in, pre-packed sandwiches from a wholesaler/manufacturer) are excluded from Category B1
- Extrinsic foreign bodies are excluded from Category B1 if they are 100% embedded (and therefore impossible to identify and remove at unit level) in a pre-prepared item/meal prepared in a non-Compass facility, unless dental damage or consumer injury is alleged.
- Intrinsic foreign bodies (e.g. a chicken or fish bone) are excluded from Category B1 (with the exception of unexpected bone in processed/formed meat/poultry/fish containing items that is alleged to have caused dental damage or consumer injury)

- **Example 1:** A piece of metal wire within a sausage caused injury to a consumer. Although this was 100% embedded within a pre-prepared item from a non-Compass facility, it was alleged to have caused injury so is reportable as a Category B1 incident
- **Example 2:** A consumer finds an insect in fresh broccoli, as a component of a plated meal that was prepared at the unit. This is reportable as a Category B2 incident as this was found in an unprepared item that had subsequently undergone a process step at unit level (washing/treatment/inspection) designed to specifically reduce or remove this type of foreign body
- **Example 3:** A consumer finds a metal coin within a boxed meal sourced from a local restaurant. This is not reportable as a Category B1 incident as the meal was prepared in a non-Compass facility
- **Example 4:** A consumer finds a piece of red plastic that was 100% embedded within an individual pie that was produced in a Compass Central Production Unit (CPU). This is reportable as a Category B1 incident as the item was prepared in a Compass facility
- **Example 5:** A consumer finds a strand of human hair partly embedded in a sausage. This is reportable as a Category B1 incident as the item was not 100% embedded within the item and therefore was preventable at unit level
- **Example 6:** A consumer finds a piece of bone in a bowl of unit-prepared chicken soup that is alleged to have caused dental damage. This is not reportable as a Category B1 incident as it is not classed as 'unexpected' and is not within a food classed as a 'processed/formed meat/poultry/fish containing item'

**Unit origin (or accountability) has to be considered substantiated when:**

- The foreign body is identified as directly attributable beyond reasonable doubt to the unit environment and equipment **OR**
- The foreign body is identified as directly attributable beyond reasonable doubt to the processes, food preparation, handling and other behaviours of Compass Group employees working in the unit
- **Example 7:** A consumer finds an insect in salad. Upon investigation, it is found that the salad was delivered as a packaged salad mix, clearly labelled with the instruction to 'wash before use'. As a Compass employee should have identified the insect during the process of food preparation, this is reportable as a Category B2 incident
- **Example 8:** A consumer finds an unidentified, melted plastic object in a hot meal prepared by the unit. The incident is substantiated as the object has clearly undergone cooking as it has been distorted by heat, however the origin of the object cannot be confirmed. This is not reportable as a Category B3 incident as dental damage or consumer injury was not alleged

**Food Safety Incident Rate (FSIR) is calculated as follows:**

Total number of Food Safety Incidents ((A1+A2)x1.5)+(B1+B2+B3) /  
Total Food Cost (in GBP millions).



# MOTOR VEHICLE COLLISION RATE

Please record the total number of Motor Vehicle Collisions involving direct employees that have a contract with the company. It does not relate to contractors who should report through their own company systems.

## Motor Vehicle Collisions - Light (Light MVC) & Serious (Serious MVC):

- **Light MVC** - any MVC involving a colleague sustaining minor injury (First Aid Case), or property damage in excess of \$1,000
- **Serious MVC** – where the involved employee(s) sustains a Medical Treatment Case and/or a Restricted Work Duty injury; involved vehicle is towed from the scene or cannot be driven on its own power in a roadworthy state.

## Motor Vehicle Collisions - Major (Major MVC) & Catastrophic (Catastrophic MVC):

- **Major MVC** - any MVC involving an employee sustaining a Lost Time Injury (LTI) or Days Away from Work
- **Catastrophic MVC** - any company employee or third-party fatality associated with an MVC

## No. of driven Kilometres (millions):

Please record the total number of kilometres (millions) driven in motor vehicles by direct employees conducting company business. It does not relate to contractors who should report through their own company systems

## Motor Vehicle Crash rate (per 1m kms):

Motor Vehicle Crash Rate (MVCR) = # of motor vehicle collisions  
(Light+Serious+Major+Catastrophic) / number of driven kilometres (millions)



