



**APPROVED**  
**General Director**

\_\_\_\_\_ N.N. Gorban

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**“CPC STANDARD FOR HSE REPORTING”**  
**CPC STP 02.01.2019**

**Revision No. 3**

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## 1. PURPOSE

The purpose of this Standard is to:

- define the Company HSE data reporting requirements;
- define the types of incidents and thresholds that are reportable to the Company;
- provide guidance on establishing Company data reporting boundaries;
- improve ability to benchmark on key HSE performance indicators within the petroleum industry

This Standard and its definitions are intended for internal reporting use only and does not replace or change legal or statutory reporting requirements for external agencies or governmental authorities.

## 2. SCOPE

The requirements of this Standard apply to all work-related activities executed by Caspian Pipeline Consortium (CPC) staff and its Contractors/subcontractors. This Standard applies to reporting, classification and follow-up on all incidents, including near miss events, occurring at the CPC facilities located in the Russian Federation and the Republic of Kazakhstan. Follow-up comprises analysis, corrective actions, implementation, dissemination of lessons learned and continuous improvement of this process.

The Standards for incident notification, investigation and reporting are provided in other documents indicated in the Table 1 of this document.

## 3. REGULATORY REFERENCES

This Procedure contains references to the following regulatory documents:

**Table 1. List of Regulatory Documents**

№	Regulatory documents
<b>1</b>	<b>External</b>
1.1	Safety Data Reporting user's guide – Scope and definitions Report of International Association of Oil & Gas Producers
<b>2</b>	<b>Internal</b>
2.1	Incident Investigation Standard A02-OD-HSE-028
2.2	HSE Incident Notification Procedure A02-OD-HSE-007

## 4. TERMS, DEFINITIONS AND ACRONYMS

The terms and acronyms used herein are given in Table 2.

**Table 2. Terms and Acronyms**

№	Term / Abbreviation	Definition of term / abbreviation
<b>1</b>	<b>Terms</b>	
1.1	Accident	Destruction of structures and/or technical devices used at a hazardous industrial facility, uncontrolled explosion and/or emission of hazardous substances.

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<b>№</b>	<b>Term / Abbreviation</b>	<b>Definition of term / abbreviation</b>
1.2	CPC database “Incidents”	Electronic database to record incidents and track corrective actions to closure.
1.3	Secondary containment	An impermeable physical barrier specifically designed to prevent release of materials into the environment that have breached primary containment.
1.4	Heavy motor vehicle (including buses and minibuses)	Any motor vehicle having a kerb weight greater than 3500 kg or with the number of passenger seats over 8 or the vehicle that is specifically designed to pull a trailer and/or carry cargo.
1.5	Motor vehicle Crash (MVC)	Accident involving motor vehicle driven by an employee of the company, contractor or subcontractor, either on or off the road, resulting in injury or damage to motor vehicle and/or property, environment or reputation of the company, regardless of the cost of repair or liability for the cause.
1.6	Harmful production factor	Production factor, exposure to which may cause illness to employee.
1.7	Property damage	Direct loss or failure of equipment, tools or materials of the company caused by incident.
1.8	Process Safety Incident	Failure or damage of technical devices applied at a hazardous facility or deviation from process conditions.
1.9	Company, Caspian Pipeline Consortium	JSC “Caspian Pipeline Consortium-R”, JSC “Caspian Pipeline Consortium-K”.
1.10	Light motor vehicle	Any motor vehicle having a kerb weight less than 3500 kg and having 8 passenger seats or less.
1.11	Unsafe action	Action or omission creating hazardous situation or conditions, which may cause incident.
1.12	Unsafe condition	condition that could develop into an incident
1.13	Occupational injury	Any injury which results from a work-related activity or from an exposure involving a single incident in the work environment, such as deafness from explosion, one-time chemical exposure, back disorder from a slip/trip, insect or snake bite.
1.14	Days away from work case (Lost Work Day Case)	Any work-related injury, other than a fatal injury, which results in a person being unfit for work on any day after the day of occurrence of the occupational injury. ‘Any day’ includes rest days, weekend days, leave days, public holidays or days after ceasing employment.
1.15	Total Recordable Injuries	The sum of fatalities, days away from work cases, restricted work day cases and medical treatment cases.
1.16	Hazardous production factor	Production factor, exposure to which may cause injury to employee.
1.17	MV rollover	Any crash, where MV has flipped to its sides (90°), top and/or rolled 360° via any axis.
1.18	Reporting	Process of exchanging information on details of incident via the CPC HSE management system.

№	Term / Abbreviation	Definition of term / abbreviation
1.19	Near Miss	An unplanned on uncontrolled event or chain of events that has not resulted in recordable injury, illness, fire, accident, incident or physical damage or environmental damage but had the potential to do so in other circumstances. Potential Risk level of Near Miss is determined as per Risk Assessment Matrix.
1.20	Contractor	Organization, which has executed a contract/services agreement with CPC at the CPC facilities, or, as the context may require, its authorized representative.
1.21	Permanent disability	Irreversible loss of functions in terms of disability and incapacitation of a person, regardless of his/her qualification and occupation.
1.22	Incident	Any unplanned event, action or condition, or sequence of events, which have resulted in occupational injury, accident, incident, illness, motor vehicle crash, damage to property, environment or reputation of the Company, including accidental death.
1.23	Occupational illness	Chronic or acute disease other than one resulting from an occupational injury, caused by exposure to a harmful industrial factor (s) and resulting in a temporary or permanent loss of professional disability and (or) his death. Occupational illness may be caused by inhalation, absorption, ingestion of, or direct contact with the hazard, as well as exposure to physical and psychological hazards. It will generally result from prolonged or repeated exposure.
1.24	Primary Containment	A tank, vessel, pipe, specialized truck, rail car, or other equipment designed to keep a material within it, typically for purposes of storage, separation, processing or transfer of gases or liquids.
1.25	Fire	Uncontrolled process of burning causing financial damage, harm to life and health of citizens, interests of public and Company.
1.26	Workplace	Place, where employee should be or arrive in connection with his/her work, and which is under direct or indirect control of employer.
1.27	High Potential Event	defined to be any incident or near miss that could, in other circumstances, have realistically resulted in one or more fatalities.
1.28	Company employee	A person employed by and on the payroll of the reporting Company, including corporate and management personnel specifically involved in operating activities. Persons employed under short-service contracts are included as Company employees provided, they are paid directly by the Company.
1.29	Contractor/Subcontractor employee	A person employed by a Contractor or Contractor's Subcontractor(s) who is directly involved in execution of prescribed work under a Mode 1 or Mode 2 contract with CPC.
1.30	Recordable incident	A type of event, incident, injury, release, fire or other outcome which has been determined to meet or exceed definitions, criteria or thresholds for inclusion and classification in recordable data.
1.31	Fatality	Cases that involve one or more people who died as a result of a work-related incident. 'Delayed' deaths that occur after the incident

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<b>№</b>	<b>Term / Abbreviation</b>	<b>Definition of term / abbreviation</b>
		are to be included if the deaths were a direct result of the incident. For example, if a fire killed one person outright, and a second died three weeks later from lung damage caused by the fire, both shall be reported. In some cases, a delayed fatality occurs in the next calendar year after the incident. For example, if the above fire occurred on December 21, the second death from it might occur in January of the next year. All fatalities from an incident should be included in the report for the year incident occurred.
1.32	Medical Treatment Case	Cases that are not severe enough to be reported as lost work day cases or restricted work day cases but are more severe than requiring simple first aid treatment. Determined as per OSHA 300.
1.33	First aid case	Cases that are not sufficiently serious to be reported as medical treatment or more serious cases but nevertheless require minor first aid treatment, e.g. dressing on a minor cut, removal of a splinter from a finger. First aid cases are not recordable incidents. Determined as per OSHA 300.
1.34	Restricted Work Day Case	Any work-related injury other than a fatality or days away from work case which results in a person being unfit for full performance of the regular job on any day after the occupational injury. Work performed might be: <ul style="list-style-type: none"> <li>• an assignment to a temporary job</li> <li>• part-time work at the regular job</li> <li>• working full-time in the regular job but not performing all the usual duties of the job.</li> </ul>
1.35	Subcontractor	Organization, which has executed a contract/services agreement with CPC contractor at the CPC facilities and/or for the CPC benefit, or, as the context may require, its authorized representative.
1.36	Motor vehicle (MV)	Any mechanically or electrically powered device (excluding one moved by human power), upon which, or by which, any person or property may be transported upon a land roadway and off road. This includes motorcycles. Specifically excluded from the definition of motor vehicle are vehicles operated on fixed rails and on-site vehicles that are not capable of more than 10 mph (16 km/h).
1.37	Properly parked MV	MV that is stopped or left in a safe parking space (excluding its roll out of control), such as the side of roadways with designated parking areas.
1.38	Third party	Any legal entity or individual, except for Company or CPC contractors and subcontractors.
1.39	Environmental incident	Any unscheduled or uncontrolled generation of waste (emission/discharge of material, liquid or solid substances) which may affect environment.
<b>Abbreviations</b>		
2.1	CPC, Company	Caspian Pipeline Consortium
2.2	CJPOSRD	Comprehensive joint practical oil spill response drills

№	Term / Abbreviation	Definition of term / abbreviation
2.3	HSE	Health, safety and environment
2.4	FTE	Fire tactical exercise
2.5	FRD	Fire tactical drills
2.6	STOSRD	Special tactical oil spill response drills
2.7	FD	Fire drill
2.8	FE	Fire exercise
2.9	DAFWCR	Days Away From Work Case Rate
2.10	TRIRR	Total Recordable Incident Rate
2.11	MVCR	Motor Vehicle Case Rate

## 5. CPC HSE INCIDENT REPORTING

CPC employees and contractors/subcontractors shall report all incidents, including near miss events, unsafe actions and unsafe conditions, injuries, including those caused to third parties, HSE incidents, as well as spills related to the activities performed in the interests of the Company.

A Near Miss is an unplanned or uncontrolled event or chain of events that has not resulted in recordable injury or physical damage or environmental damage but had the potential to do so in other circumstances. CPC requires that near misses be reported and investigated at the same level as if the potential incident had occurred. Therefore, the probable consequences for a near miss (instead of the actual consequences) should be used to determine the level of investigation required. The recorded number of near miss events is an indication of preventive measures to mitigate operational risks.

## 6. REPORTABLE VS. RECORDABLE INCIDENTS

### REPORTABLE INCIDENTS

All incidents are required to be reported primarily so that they can be investigated to prevent re-occurrence.

### REPORTABLE INCIDENTS

Incidents referred to as 'Recordable' are those included into Company key performance indicators, specified in this Standard, i.e. events, incidents, injuries, releases, fires or other outcome which has been determined to meet or exceed definitions, criteria or thresholds for inclusion and classification in recordable data. Therefore, not all reportable incidents are recordable. Any of the following incidents are recordable and shall be reflected in HSE incident statistics:

- fatality;
- permanent disability;
- days away from work case;
- restricted work day case;
- medical treatment case;
- occupational illness;
- catastrophic, major and serious MVC;
- oil spill to land and to water;

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- fire;
- accident

Reportable incidents that not affecting HSE incident statistics (non-recordable incidents):

- First aid cases;
- Near miss events, including high risk situations;
- Unsafe conditions;
- Unsafe actions;
- Light MVC;
- Property damage;
- Process safety incident;
- high potential events.

A series of multiple-related incidents, which are subject to reporting and recording as defined in the following guidance, should all be counted separately. For example, if a crude oil spill occurs that results in a fire, which then results in a recordable injury, all three incidents should be reported: the spill, the fire, and the injury. The spill should be recorded even if all of the spilled material was consumed in the fire. CPC HSE Reporting Summary indicated in the Attachment 1.

## 7. WORK RELATEDNESS DEFINITION

### 7.1. WORK-RELATED INJURY/ILLNESS DEFINITION

An injury shall be considered work-related if an event or exposure in the work environment caused or contributed to the resulting condition or significantly aggravated a pre-existing injury.

The actions of employees are considered work related with Company's activities, if they took place whilst carrying out of their job duties or any work on behalf of the Company (its representative), as well as in other legitimate actions defined by labor Company relations or performed in the interests of Company.

Work-relatedness is presumed for injuries or illness resulting from events or exposures occurring in the work environment, which occurred:

- during working hours at the Company primacies or in another place of work, including the period of established breaks, as well as during the time required to clean up the tools and special clothing, as well as performing other actions prescribed by the internal labor regulations in preparation and after work, or when performing Company related work outside the established working hours period, on weekends and non-working holidays;
- when traveling to/from the place of work on a Company provided vehicle or on a personal vehicle in the case of using a personal vehicle for Company work related (service) purposes sanctioned by Company Order or by mutual agreement of the parties;
- when traveling to the place of business trip and back, during business trips on public or business vehicles, as well as following the order of the Company to the place of work (assignment) and back, including on foot;



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- when working on a rotational basis during an inter-shift rest, as well as on a ship (air, sea, river) during free time from shift and ship works;
- when performing other legitimate actions defined by labor Company relations or performed in the interests of Company including activities aimed at preventing an accident or injury.

## 7.2. WORK-UNRELATED ACTIVITIES

The following incidents shall be duly investigated and, as resolved by a commission depending on specific circumstances, may be qualified as work-unrelated injury or illness:

- when the injured employee performed work activities or other actions on his own that are not within the employee's functional duties and are not related to the Company's interest, including during the inter-shift rest when working on a rotational basis, during break for rest and food intake;
- solely caused, as concluded by medical organization, by alcoholic, narcotic or other intoxication of the injured person;
- when the injured person is committing actions (inactions) qualified by law enforcement authorities as a criminal offence;
- due to a sudden deterioration in the employee's health at workplace, not related with the impact of hazardous industrial factors;
- death that occurred at workplace caused by general illness or suicide and duly confirmed by relevant medical organization, investigation authorities or court;
- when an employee or contractor is present in the work environment as a member of the general public;
- results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity, such as blood donation, physical examination, flu vaccination, exercise class, racquetball, or baseball etc. Where the activity is company-sponsored the participation must be perceived by the employee as voluntary for this exception to apply;
- is solely the result of 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. 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;
- is solely the result of personal grooming, self-medication for a non-work-related condition or is intentionally self-inflicted;
- occurs during a commute to/from the home to the normal place of work by personal or public transport unless the commute uses company provided transport.

An incident that occurred to an employee who was seconded to work for another employer and who participated in his industrial activity is subject to recording by employer who the secondee is working for.

## 8. CONTRACTOR WORK-RELATED ACTIVITIES

Reporting is required for all work performed by Contractor personnel under the following contractual Modes 1 and 2, as defined below (Mode 3 is out of reporting scope):

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**Mode 1** – The contractor provides people, processes and/or equipment (including crew) for the execution of the contract under the oversight, instructions and HSE-MS of the Company. The contractor has a management system to provide assurance that the personnel for whom it is responsible are qualified and fit for the work and that the processes, tools, materials and equipment they provide are properly maintained and suitable for the contract. This mode requires the contractor reports HSE performance data, including events and incidents, to the Company. Typically, this could apply to scopes of minor modification or maintenance/ turnaround work on a Company owned and/or operated site.

**Mode 2** – The contractor provides people, processes, equipment and/or facilities for the execution of the contract, as a main rule, under its own HSE-MS, providing the necessary instructions and oversight and verifying the proper functioning of its HSE-MS. This mode requires interfacing or bridging with the client’s HSE-MS and also reporting HSE performance data including events and incidents to the client. The client is responsible for assuring the overall effectiveness of the HSE management controls put in place by the contractor, including its interface with subcontractors, and ensuring that both the client’s and the contractor’s HSE-MS are compatible. This could apply to scopes of work on either contractor, client or third party owned/ operated sites. The location will typically drive the level of interfacing and bridging required based on risk.

**Mode 3** – The contractor provides people, process, equipment, and/or facilities for the execution of the contract under its own oversight, instruction, and HSE-MS that requires no interfacing or bridging with the client’s HSE-MS and is not required to report HSE performance data including events and incidents to the client. However, this does not exclude the possibility that the client may wish to guide and influence HSE performance under this type of contract; may provide product quality or environmental specifications, quality control and acceptance testing, etc.; and/or may insist that the contractor comply with a code of conduct which addresses human rights, labour rights, corruption, etc.

Typically, this could apply to scopes of work on contractor owned/operated sites or third party sites, and include examples such as:

- manufacturing of products produced for the open market, which client purchases (e.g. vehicles)
- manufacturing of components in a factory together with the manufacture of components for other customers
- construction at contractor sites shared by other customers
- delivery of good or products to client locations by a contractor who is in business to deliver to many other companies
- activities in shared port facilities, in particular the ‘international’ port areas before customs clearance
- activities of military or law enforcement agencies, over which client cannot exercise control.

Other Mode 3 contractors provide services that can have HSE implications to the client such that their service performance and management still require assessing prior to use and ongoing monitoring by the client.

Examples include:

- any type of non-dedicated medical services, clinic or hospital
- catering supplied vendors
- hotels and other leased housing or office space
- taxi and limousine companies
- public transport including airlines.

NOTE: For reporting purposes, **Subcontractor** personnel are to be treated as if they were Contractor personnel and work hours and work-related events reported as Contractor events.

## 9. MOTOR VEHICLE CRASH CLASSIFICATION

### 9.1. MVC SEVERITY CLASSIFICATION

MVC severity is classified into four categories:

<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>• Any MVC resulting in one or more company, contractor or subcontractor fatalities</li> <li>• Any MVC resulting in one or more third party fatalities associated with the MVC involving a company, contractor or subcontractor vehicle(s)</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>• Any MVC resulting in company, contractor or subcontractor injury where the most severe outcome is a Days Away From Work Case (DAFWC)</li> <li>• Any MVC resulting in company, contractor or subcontractor vehicle rollover</li> </ul>
<b>Serious</b>	<ul style="list-style-type: none"> <li>• Any MVC resulting in company, contractor or subcontractor injury where the most severe outcome is a recordable injury (Medical Treatment Case and/or Restricted Work Day Case)</li> </ul>
<b>Light</b>	<ul style="list-style-type: none"> <li>• Any MVC resulting in company, contractor or subcontractor injury where the most severe outcome is a Minor Injury (First Aid Case) or no injuries</li> <li>• Any MVC where company, contractor or subcontractor vehicle cannot be driven from the scene under its own power in a roadworthy state (disabling damage)</li> <li>• Any other MVC involving a company, contractor or subcontractor vehicle that does not meet any of the above criteria</li> </ul>

### 9.2. MOTOR VEHICLE-RELATEDNESS TO COMPANY BUSINESS

Any crash involving a company or rental vehicle while performing company business or a personal vehicle in the case of using a personal vehicle for Company work related (service) purposes sanctioned by Company Order or by mutual agreement of the parties.

Work-relationship is presumed for crashes resulting from business travel being conducted on behalf of the Company involving vehicles listed in the item above of this clause and performing company business activities as well as travelling to/from the place of work, to/from business trip, during business trip. Examples include driving to the airport for a business trip, taking a client or work colleague out for a meal, visiting clients or customers, or driving to a business related appointment. Personal business which should not be counted includes, but is not limited to, personal shopping, getting a meal by yourself, commuting to and from home (by private vehicle not used for company purposes), or driving to a private medical appointment.

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Contractor Motor Vehicle Crash includes any vehicle operated by a contractor or subcontractor while performing work (providing services) on behalf of the Company, where injuries, kilometres driven or hours worked should be recorded (e.g. delivery/courier services are excluded).

### 9.3. RECORDABLE MOTOR VEHICLE CRASHES

Recordable Motor Vehicle Crashes include catastrophic, major and serious MVCs by their severity.

The following should not be recorded as MVC when the vehicle is properly parked:

- injuries that occur when entering or exiting the vehicle;
- any incident involving loading/unloading from the vehicle;
- another vehicle crashes into the parked vehicle

In addition, the following should not be reported as a motor vehicle crash:

- damage to or total loss of a vehicle solely due to environmental conditions, vandalism or theft;
- superficial damage, such as a stone/rock/other solid object chip damaging a windscreen, other glass covers or paintwork, while MV is being driven;
- an event where there has been no collision or any other damage than to the vehicle itself, this includes but not limited to: engine fire, losing a wheel and brake failure while maintaining control of the vehicle (this event shall be classified as property damage or near miss);
- a Company-provided MV is being driven for private, work-unrelated business.

## 10. GUIDANCE FOR CALCULATION OF INCIDENT RATE

As required, incident rate can be calculated by:

- Company
- by contractor/subcontractor
- jointly by Company and contractor/subcontractor

### 10.1. TOTAL RECORDABLE INJURIES RATE

Total number of recordable injuries (fatalities, days away from work cases, restricted work day cases and medical treatment cases) multiplied by 200000 and divided by the total number of hours worked. 200000 hours represent 100 full-time employees, subject to 40-hour working week and 50 working weeks per year.

For benchmarking purposes with IOGP statistical data the following formula shall be used:

Total number of recordable injuries multiplied by 1 000 000 and divided by the total number of work hours.

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## 10.2. DAYS AWAY FROM WORK CASES RATE

Number of days away from work cases (excluding fatalities and restricted work day cases) multiplied by 200000 and divided by the total number of hours worked.

For benchmarking purposes with IOGP statistical data the following formula shall be used:

Number of days away from work cases multiplied by 1 000 000 and divided by the total number of work hours.

## 10.3. MOTOR VEHICLE CRASH RATE

For comparative analysis and benchmarking the following indicators should be applied:

**Recordable Motor Vehicle Crash Rate** = number of MVCs (Catastrophic) + number of MVCs (Major) + number of MVCs (Serious) x 1 000 000 / kilometers driven.

**Total Motor Vehicle Crash Rate** = number of MVCs (Catastrophic) + number of MVCs (Major) + number of MVCs (Serious) + number of MVCs (Light) x 1 000 000 / kilometers driven.

If necessary, MVC rate can be calculated by:

- Company recordable or total Motor Vehicle Crash Rate (MVCR)
- Contractor/subcontractor recordable or total MVCR
- Company and contractor/subcontractor recordable or total MVCR

If Company motor vehicles are handed over to third parties (contractors) to perform specific work along with responsibilities for motor vehicle care and maintenance (including light, heavy/ specialized MV's and buses), then under such circumstances MVCs involving such vehicles shall be deemed MVCs with contractor motor vehicles.

## 11. ENVIRONMENT

It is required to report volumes of CO2 equivalent emissions of greenhouse gases in metric tons, specific water consumption, specific production and consumption waste generation. In addition, report specific emissions of all harmful agents, including NOx, SOx, CO and hydrocarbons, as a ratio of their quantity in metric tons to the volume of pumped oil in thousand tons. These data will be collated by the CPC Environmental Manager.

### 11.1. SPECIFIC EMISSIONS OF POLLUTANTS INTO ATMOSPHERE

- to be determined quarterly on the basis of instrument measurements of pollutant emissions from CPC equipment in the region and on the basis of estimated indicators stipulated in the Maximum Allowable Emission Limits for Impact Sources and pollutant emission inventory. Units of measurement – tons of emissions / thou tons of pumped oil.

### 11.2. SPECIFIC PRODUCTION AND CONSUMPTION WASTE GENERATION

- to be determined quarterly on the basis of the data from regional Waste Generation Accounting Logs pursuant to the Waste Handling Accounting Procedure approved by RF Ministry of Natural Resources Resolution No. 721 of 01.09.2011 and Republic of Kazakhstan Ministry of

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Energy Order No. 312 11.07.2016. Units of measurement – tons of waste / thousand tons of pumped oil.

### 11.3. SPECIFIC WATER CONSUMPTION

- to be determined quarterly on the basis of the data from Logs of Metered Accounting Water Consumption in each region. The Log format shall comply with applicable regulation requirements. Units of measurement – m<sup>3</sup> of water / thousand tons of pumped oil.

### 11.4. GREENHOUSE GASES

- to be determined quarterly for each region from fuel-burning installations and equipment, which provide generation of electric power and transportation of crude oil via the oil pipeline. Units of measurement – CO<sub>2</sub> equivalent tons of greenhouse gases.

### 11.5. ENVIRONMENTAL DOCUMENTATION

As regards environment protection, the Company operations are regulated by the following regulatory documents, which set environment impact limits for the Company:

- Maximum Allowable Pollutant Emission Limits;
- Pollutant Emission Inventory into Atmospheric Air;
- Declaration of Environmental Impact;
- Waste Generation and Disposal Limits;
- Procedure of Operational Control for Production and Consumption Waste Handling;
- Maximum Allowable Limits for Contaminant Discharge into Environment;
- Environment Emissions Permit;
- Hazardous Waste Passports;
- Water Use Agreements and Licenses;
- Sanitary Protection Zone Design;
- Water Intake Sanitary Control Zone Design;
- Operational Environmental Control Regulations;
- Industrial Environmental Control Programs and etc.

In case of impact limits being exceeded, organizational/technical corrective actions are taken in accordance with the developed and approved measures to achieve permissible environmental impacts and impact excess payment is made.

## 12. REPORTING GUIDANCE

If relatedness between an incident and business activities is not evident immediately, such incident shall be deemed work-related until otherwise proved in the course of incident investigation and such conclusion is approved by CPC and Contractor responsible persons.

Clarification enquiries regarding requirements to definitions and incident reporting should be addressed to the HSE Group. The CPC HSE Group will organize, if required, discussion of the above issues with other groups.

Summary HSE data are to be submitted to the CPC HSE Group on the 5<sup>th</sup> working day of each month after the close of the reporting period, i.e. monthly and quarterly. Information will be

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provided by all Regions and relevant Moscow Office departments. The HSE Group Administrative Assistant is administrator of the monthly HSE data collation.

### 13. ROLES AND RESPONSIBILITIES

**HSE General Manager** - Review and validate HSE data by 9<sup>th</sup> after the reporting period prior to submission to CPC Management and use in Shareholder HSE data reporting.

**Deputy HSE General Manager** - Review and verify monthly HSE reporting data submitted by HSE Group Administrative Assistant by 8<sup>th</sup> after the reporting period and submit to HSE General Manager.

**Environment Manager** – Provide and verify monthly and quarterly environmental reporting data submitted by regional engineers by 7<sup>th</sup> after the reporting period and submit to HSE Group Administrative Assistant.

**Regional Environmental Engineers** – Submit by the 5<sup>th</sup> after the reporting period (month, quarter) to Environmental Manager actual data in accordance with section 11 of this Standard.

**Regional Lead HSE Engineers** – Submit by the 5<sup>th</sup> after the reporting period accurate HSE data, including collation of contractors' data and assessment of the required improvement actions to HSE Group Administrative Assistant.

**Human Resources** – Submit by the 5<sup>th</sup> after the reporting period manpower data and occupational health and injury data to HSE Group Administrative Assistant.

**Transport Department** – Verify transport data by 7<sup>th</sup> after the reporting period and submit to HSE Group Administrative Assistant.

#### **HSE Group Administrative Assistant**

- Issue by 1<sup>st</sup> after reporting period HSE data sheet to the Regions for completion;
- Compile by 8<sup>th</sup> after reporting period received reports into master database, calculate incident rates for the reporting period, prepare monthly statistics performance poster for review by the Deputy HSE General Manager;
- Submit by 10<sup>th</sup> after reporting period CPC HSE statistics report to Budgeting and IFRS Reporting of Finance Department;
- Distribute by 10<sup>th</sup> after reporting period CPC HSE performance information to all CPC personnel and Shareholder representatives

### LIST OF ATTACHMENTS

The list of attachments hereto is given in Table 3.

**Table 3. List of Attachments**

Attachment	Title
1.	HSE Statistics Summary
2.	HSE Statistics Report Form



## ATTACHMENT 1 – HSE STATISTICS SUMMARY AND REPORT

**Table 1: CPC HSE Reporting Summary**

HSE Metrics	Required Information	Reporting Frequency / Reporting Tool	Reporting Use and Purpose
<b>Personnel</b>			
	<ul style="list-style-type: none"> <li>▪ Number of employees</li> <li>▪ Hours worked</li> </ul>		
<b>Health and Safety</b>			
Work-Related Injury and Illness Data	<p>CPC HSE specialists and contractors report injury and illness for: Recordable Cases:</p> <ul style="list-style-type: none"> <li>▪ Number of fatalities;</li> <li>▪ Number of days away from work cases;</li> <li>▪ Number of restricted work activity cases;</li> <li>▪ Number of qualified medical aid cases;</li> <li>▪ Number of first aid cases;</li> <li>▪ Total number of days away from work due to injuries;</li> <li>▪ Total number of recorded injuries and illnesses;</li> <li>▪ Number of illnesses caused by exposure to harmful production factors (occupational illnesses);</li> <li>▪ Non-occupational illnesses;</li> <li>▪ Number of days away from work unrelated to occupation activities.</li> </ul>	Monthly from Regions and MO to HSE group using HSE reporting database	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Performance Industry Benchmarks etc.</li> </ul>
<b>Motor vehicle safety</b>			
Motor Vehicle Crash (MVC's)	<p>Company and contractor recordable:</p> <p>Work-related:</p> <ul style="list-style-type: none"> <li>▪ Number of heavy motor vehicle MVC's</li> <li>▪ Number of light motor vehicle MVC's</li> </ul> <p>Statistics:</p> <ul style="list-style-type: none"> <li>▪ Number of kilometers driven for Company and Contractor light motor vehicles used for Company business</li> <li>▪ Number of kilometers driven for Company and Contractor heavy motor vehicles used for Company business</li> </ul>	Monthly from Regions and MO to HSE group using HSE reporting database	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Performance Industry Benchmarks etc.</li> </ul>
<b>Incidents</b>			
Incidents, fires	<ul style="list-style-type: none"> <li>▪ Number of accidents;</li> <li>▪ Number of High Potential Events</li> <li>▪ Number of incidents, spills to the secondary containment;</li> <li>▪ Number of fires;</li> <li>▪ Number of property damage incidents.</li> </ul>	Monthly from Regions and MO to HSE group using HSE reporting database	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Performance Industry Benchmarks etc.</li> </ul>
<b>Drills</b>			

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HSE Metrics	Required Information	Reporting Frequency / Reporting Tool	Reporting Use and Purpose
CPC participated drills	<ul style="list-style-type: none"> <li>▪ Number of drills (special tactical drills, comprehensive joint practical drills, fire tactical drills);</li> <li>▪ Training (training sessions, training events, fire training).</li> </ul>	Monthly from Regions and MO to HSE group using HSE reporting database	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Performance Industry Benchmarks etc.</li> </ul>
<b>Environment</b>			
Spills to land, or water	<p>Number of spills to land:</p> <ul style="list-style-type: none"> <li>▪ less than 7 tons</li> <li>▪ more than 7 tons</li> </ul> <p>Number of spills to water::</p> <ul style="list-style-type: none"> <li>▪ less than 0,1 tons</li> <li>▪ more than 0,1 tons</li> </ul> <ul style="list-style-type: none"> <li>▪ Specific emissions into atmosphere (tons/thou tons of oil);</li> <li>▪ Greenhouse gas emissions (carbon dioxide and methane);</li> <li>▪ Specific water consumption (thou m3/thou tons of oil);</li> <li>▪ _ Specific waste generation (tons/thou tons of oil).</li> </ul>	<p>Monthly from Regions to HSE group using HSE reporting data base</p> <p>Quarterly from Regions to HSE Group using HSE reporting database</p>	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Industry Benchmark.</li> </ul>
<b>Citations</b>			
Citations by regulatory authorities	<ul style="list-style-type: none"> <li>▪ Number of industrial safety citations by RTN;</li> <li>▪ Number of citations by Emergencies Ministry (State Fire Supervision Authority);</li> <li>▪ Number of industrial safety violations found by RTN;</li> <li>▪ Number of violations found by Emergencies Ministry;</li> <li>▪ Number of environmental citations by Rospirodnadzor;</li> <li>▪ Number of environmental violations found by Rospirodnadzor;</li> <li>▪ Number of citations by Rospotrebnadzor (for RK Gossanepidemnadzor);</li> <li>▪ Number of violations found by Rospotrebnadzor (for RK Gossanepidemnadzor).</li> </ul>	Monthly from Regions HSE group using HSE reporting data base	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> <li>▪ Environment Standard benchmark</li> </ul>
<b>Information from HSE Group</b>			
Information from HSE Group	<ul style="list-style-type: none"> <li>▪ Reports on near miss cases;</li> <li>▪ Number of HSE Observation cards;</li> <li>▪ Management site walkabouts;</li> <li>▪ Number of toolbox talks;</li> <li>▪ Number of HSE meetings;</li> <li>▪ Training and hazards information;</li> <li>▪ Number of Standing commission inspections, internal and external audits</li> </ul>	Monthly from Regions and MO to HSE group using HSE reporting data base	<ul style="list-style-type: none"> <li>▪ Management and Employees</li> </ul>

