



Global Cement and Concrete
Association

GCCA Sustainability Guidelines for the monitoring and reporting of safety in cement manufacturing

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Executive Summary

Health & Safety is the No.1 priority for the Global Cement and Concrete Association and we are committed to promoting that and supporting all our members and the sector in monitoring and reporting on performance at all workplaces through a set of aligned KPI's.

The GCCA and its members strive to achieve zero harm for employees, contractors and everyone that comes in contact with its businesses.

GCCA members are committed to annually report these KPIs at company level to their stakeholders. The GCCA collects these KPIs from its members (and others) in a global database and publishes aggregated results taking into account legal constraints and confidentiality limitations.

1. Introduction

1.1 The Global Cement and Concrete Association

The Global Cement and Concrete Association (GCCA) is the global voice of the cement and concrete sector. One of the objectives is to develop and strengthen the sector's contribution to sustainable construction across the value chain. The GCCA aims to foster innovation throughout the construction value chain in collaboration with industry associations as well as architects, engineers, developers, contractors and innovators. In this way, the association demonstrates how concrete solutions can meet global construction challenges and sustainable development goals while showcasing responsible industrial leadership in the manufacture and use of cement and concrete. The GCCA was established in January 2018 and is headquartered in London.

1.2 GCCA Sustainability Charter

These guidelines on monitoring safety performance for cement manufacturing are part of a package of guidelines developed to support compliance with the GCCA Sustainability Charter¹.

The GCCA Sustainability Charter has identified 5 key pillars which encompasses the sustainability issues for cement and concrete sector:

- Health & Safety
- Climate Change and Energy
- Social Responsibility
- Environment and Nature
- Circular Economy

In applying these guidelines GCCA members must implement the general requirements of the *GCCA Sustainability Framework Guidelines*².

1.3 Background

Ensuring safe working conditions for employees and contractors is the most important priority for the cement and concrete industry. The GCCA member companies recognise that attention should be paid to this area across the whole industry and as such are committed to playing a full part in that process.

1.3 Relation to Other Documents

This document, in conjunction with the '*GCCA Sustainability Framework Guidelines*' provides guidance to GCCA full members to fulfil the requirements of the GCCA Sustainability Charter relating to Health & Safety. It is partially based on and supersedes the WBCSD-CSI document '*Safety in the Cement Industry: Guidelines for measuring and reporting*', version 4.0, May 2013 with its addendum #1.

¹ GCCA Sustainability Charter, June 2019

² GCCA Sustainability Framework Guidelines, June 2019

2. Relevance

The GCCA and its members strive to achieve zero harm to their employees, contractors and third parties that we may interact with as a result of our operations.

3. Objectives

This document provides guidance to GCCA members to fulfil the requirements of the GCCA Sustainability Charter relating to monitoring and reporting of safety performance. However, the importance of monitoring and reporting should not be reduced to a statutory requirement under the GCCA Sustainability Charter – it is the basis of all efforts to manage and reduce injuries as well as provide transparency to all our stakeholders.

The GCCA members have committed to:

1. Apply the good safety practice guidelines of the GCCA.
2. Promote the sharing of good health practices³.

The purpose of this document is to ensure the accurate register of the defined work-related fatalities and injuries of GCCA company members. Members are also encouraged to use the same reporting requirements for their other associated product sectors as well.

1. The GCCA and its members are committed to continually improving the industry safety record. By having the same reporting platform, it accommodates to have a starting point and subsequent means of tracking our defined indicators each year to evaluate progress in reducing accidents and injuries for anyone.
2. To ensure achievement of this objective, each member company will share an annual safety report with the GCCA using the definitions and indicators specified in this document. This report also aims to encourage transparent and consistent future public safety reporting among all GCCA members, and thereby to encourage excellence in safety performance throughout the industry.

Each GCCA member company must publish its safety data within its annual report or corporate sustainability report⁴. Such reporting should ideally be in accordance with the definitions and indicators used in this document. The GCCA actively supports publication of safety data by its members as part of the industry's wider social responsibility commitments.

³ The good health practices will be covered in a separate document.

⁴ For the sake of comparison, public reporting will exclude incidents involving contractors if they are off company premises and not branded or regular (Transport companies that have a contract with the member company to deliver material on behalf of the member company on a regular basis ('regular' is defined as longer than 30 days, continuously or collectively, over a rolling 12 month period).

4. Operational Context

The purpose of this document is to ensure the accurate register of the defined work related fatalities and injuries of GCCA members and others in the cement industry in order to have the same basis on which to produce a consolidated report of safety indicators. This document is about the safety of our own workers, contractors and third parties.

5. Performance Indicators and Reporting Guidelines

The goal of measuring indicators is to assess safety performance and determine what needs to be done to improve safety culture. Lagging indicators are reactive in nature: They measure the effectiveness of a safety programme after the facts. In contrast, continual improvement plans are proactive in nature. They consist of safety initiatives and activities that are aimed at preventing adverse events before they happen. In short: lagging indicators can only record what has happened, while proactive activities can influence change.

Key Lagging Performance Indicators

For the basic performance comparison 5 Key Lagging Indicators of Safety Performance have been defined as indicated in Table 1. A general remark is that a fatality is not double counted as an LTI. For the Basic Parameters reference is made to Framework for GCCA Guidelines⁵.

Table 1: Key Lagging Performance Indicators

KPI	Unit	Explanation
1 Fatality rate, directly employed	Number	Reported as a rate per 10000 direct employees.
2 Number of fatalities (directly employed, contractors/ sub-contractors, third-parties)	Number	Number of fatalities of contractors/ sub-contractors resulting from work-related incidents in a year.
3 LTI frequency rate, directly employed	Number	The frequency rate is the number of lost time injuries per 1000000 (1 million) hours worked.
4 LTI frequency rate, contractors and sub-contractors (on site)	Number	The frequency rate is the number of lost time injuries per 1000000 (1 million) hours worked.
5 LTI severity rate, directly employed	Number	The severity rate is the number of lost days caused by LTI per 1000000 (1 million) hours worked.

⁵ GCCA Sustainability Framework Guidelines, June 2019

6. Glossary and Definitions

Directly employed:

Own employees, including full-time, part-time and temporary employees (temporary employees should also include individuals hired on a daily or hourly basis), with part-time and temporary employees reported as full-time equivalents. These include employees in all companies where there is safety management control and companies where there are management/technical agreements.

Contractors/sub-contractors:

Contractors and sub-contractors (sub-contractors are defined as contractors of contractors), also reported as full-time equivalents. This includes all individuals, employees of firms or corporations contracting for performance of specified work, either on a short-term (for a specific job) or long-term basis (such as drivers or maintenance crews). Where the company is responsible for the collection or delivery of goods and contracts a transport company to do this, the involved drivers of these trucks are deemed to be contractors/sub-contractors.

Third party:

Any person not categorised as directly employed or contractor/sub-contractor. Third parties typically include, but not limited to:

- Customers and visitors to company locations (whether specifically invited or not);
- Drivers or passengers or other road users involved in off-site accidents with company or contracted vehicles, but only if there is company or employee (direct employed or contractors/sub-contractors) culpability (see definition of Culpability);
- Workers at someone else's premises, for example construction sites, involved in accidents but only if there is company or employee (direct employed or contractors/sub-contractors) culpability (see definition culpabil

Where transport is carried out as an independent service (for example by a courier) for goods such as parcels or spare parts for equipment, the related drivers may be regarded as third parties.

Exemptions from reporting:

Excluded in all cases from reporting are all fatalities and lost time injuries (LTI):

- In private or public transport, or company provided cars to and from the assigned work location, but not if transport is organised and under the responsibility of the company, for example using a company or contracted bus or vehicle.
- Due to criminal acts or illegal acts by third parties, for example trespass when the GCCA member company has provided all reasonable protection and deterrents; or driving while drunk, on the wrong side of the road, speeding etc. But not, if a direct employee or contractor/sub-contractor acts illegally.
- The above exemption due to criminal or illegal acts applies to incidents involving directly employed, contractors/sub-contractors and third parties caused by the criminal or illegal act of a third party when independently proven by a thorough investigation and/or after subsequent confirmation or prosecution by police or courts, and only when the GCCA member company, its direct employees or contractors/sub-contractors and vehicles, are not in any way at fault for causing the fatality or LTI.
- Due to natural causes, which may include events like an earthquake or tsunami, as well as human events such as a heart attack, acts of war or terrorism, as well as personal attacks and suicide.

Fatality:

A death resulting from a work-related accident, with no time limit between the date of the accident and the date of death; fatalities are reported for direct employees, contractors/sub-contractors and third parties. (For exemptions, see definition of Exemptions from reporting.)

Fatality rate:

Number of fatalities per 10000 people directly employed = (Number of fatalities in a year/number of directly employed) x 10000.

In order to compare fatality rates with those of other sectors which are calculated on a man-hour basis, a calculation based on 20 million worked hours can be used.

Lost time injury (LTI):

A work-related injury causing the absence of one or more working days (or shifts), counting from the day after the injury, before the person returns to normal or restricted work. LTIs are reported for directly employed and contractors/sub-contractors; LTIs to third parties are not reported as there is no basis for counting lost working days. (For exemptions, see definition of Exemptions from reporting.) If two (or more) people are injured in any accident, then the event is to be counted as two (or more) LTIs, as well as the lost days for each injured individual.

LTI frequency rate:

Number of LTIs per million hours worked.

LTI severity rate:

Number of lost days per million hours worked. Lost days may be reported on a calendar or working day basis, but the basis chosen must be clearly stated in reporting: as established in the definitions section, it is agreed that these bases are linked by the "Masterson Factor" where Lost Working Days x 1.5 = Lost Calendar Days.

Fatalities (directly employed):

Number of fatalities of directly employed resulting from work-related incidents in a year.

Fatalities (contractors/sub-contractors):

Number of fatalities of contractors/sub-contractors resulting from work-related incidents in a year.

Fatalities (third party):

Number of deaths of third parties resulting from incidents related to cement activities.

Worked hours:

Actual hours worked. Worked hours are calculated as follows:

- Directly employed = All worked hours of all personnel engaged in the scope of the GCCA safety reporting is taken into consideration.
- Contractors/sub-contractors = All worked hours of all personnel of contractors and sub-contractors is taken into consideration if such personnel were engaged in activities on company premises.
- The reporting of working hours of contracted truck drivers due to loading or unloading activities for in/or outbound logistic activities is excluded, even if performed on the premises of the company. If a truck driver has a lost-time injury (LTI) during such activities, this LTI has to be counted as an on-site LTI, even if no hours are related to this activity.

Culpability:

Culpability is understood to mean fault for causing the incident as established beyond reasonable doubt through investigations by the company and/or local independent authorities.