



MPA Health and Safety Reporting Protocol for Members

Definitions and Guidance July 2023

VISION ZERO
SAFE & WELL EVERY DAY

INTRODUCTION

MPA collects health and safety data from members to help progress to Vision Zero and the reduction/elimination of harm. This includes, but is not exclusively, reporting progress against the 'Hard Targets'¹ and 'Leading Indicators' agreed by the Members and as a means of informing public affairs. Good quality data and consistent reporting is essential if risks and causes of injury and ill health are to be identified and eliminated. Industry data can also be used to help to secure fair and proportionate regulation by relevant authorities.

The commitment by MPA Members to report data and information is derived from the MPA Charter¹. This document aims to assist by providing definitions and guidance on circumstances where it is required to report an incident including death, injury, ill health or where information or a report is required on Health and Safety matters.

For consistency across the industry, MPA have adopted the definitions that form part of internationally accepted guidance

such as the Global Cement and Concrete Association's (GCCA's) 'Sustainability Guidelines for monitoring and reporting safety in cement and concrete manufacturing' (Feb 2020) and the International Council on Mining and Metals (ICMM) "Health and Safety Performance Indicators 2021)

This document supersedes the MPA reporting protocol which was originally based upon the Cement Sustainability Initiative as approved by the MPA Board and issued to members in 2013.

Metrics

MPA seeks to calculate various metrics to help assess progress in achieving Vision Zero². In general, these are Frequency Rates for Direct Employees, using hours worked as a divisor and for indirect employees and 3rd parties numbers of occurrences are measured.

The metrics are primarily, but not exclusively:

- fatalities
- lost time injuries
- total recordable injuries
- days lost
- various leading indicators
- MPA also seeks to collect data relating to competence.

Level of detail

MPA will seek sufficient detail of each incident reported to allow analysis of common factors that can help reduce harm.

In cases where a member is uncertain as to whether an incident/injury is within the scope of this protocol, they should nevertheless report it so that MPA can treat data consistently across the whole membership.

Output

MPA will produce output for internal, member and external use, normally at summary or product group level, that does not allow identification of specific contributing companies, except in cases where there is good reason to, and permission has been granted by the relevant company.

Reporting requirements

1. What should be reported to MPA?

- All fatalities
- All recordable injuries – which include.
 - Statutory reportable and recordable injuries (RIDDOR)
 - Lost Time Injuries
 - Medical treatment injuries
 - Modified Work Cases
- Any statutory reportable Dangerous Occurrence
- All cases statutory reportable occupational ill health
- All incidents or events that are considered HIPOs
- Any RTI involving direct employees and drivers of vehicles working on behalf of a member company that results in death or serious life-changing injury to any person, regardless of fault.
- Other information including information relating to leading indicators agreed by the MPA Health and Safety committee.
- Workforce numbers and hours worked

2. Scope

The above applies to all persons engaged in undertakings of member companies that fall within the scope of MPA (see MPA Charter), regardless of employment status. This includes transportation (road, rail, inland waterway, or sea), and during delivery and offloading of Member's products at the customer sites.

3. Frequency

Data will be requested quarterly, with the exception of fatalities and HIPOs, where members are asked to notify MPA as soon as practicable so that any learning points can be quickly communicated and if necessary, provide support.

Definitions

For the purposes of reporting the following shall apply:

4. Fatality

A death resulting from a work-related incident where the death occurs up to one year from the date of the incident. Fatalities are reported for direct employees, contractors, subcontractors and third parties.

5. Statutory reportable and recordable injuries (RIDDOR)

Any 'specified injury to workers' as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)³. 'Specified injuries' include bone fractures, amputations and blinding etc. On occasion there will be injuries in this category where no Lost Time is caused

Accidents must also be reported to HSE in accordance with RIDDOR where they result in an employee being away from work or unable to perform their normal duties for more than 7 consecutive days as a result of their injury. The 7-day period does not include the day of the accident but it does include weekends and rest days.

HSE's position is that accidents over 3 days must be recorded, but not reported. HSENI have not changed the requirement to report >3 day injuries.

6. Lost time injury (LTI)

A Lost Time Injury, (LTI) is a work-related injury that results in a person being unfit to work for one or more days (or shifts), excluding the day/shift of the injury, regardless of whether the injured person was rostered to work or not. The lost time period ends when they are considered fit to resume working again regardless of whether they are rostered to work or not.

7. Modified work case (also known as 'Restricted Work' or 'light duties')

In some cases, an injury may not be so severe as to result in a lost time injury but nevertheless the injured person may not be able to carry out their normal duties. It may be appropriate to modify the person's work temporarily as they recover from the injury. Where modified work is necessary for over 1 day that should be reported to MPA as a Modified Work Case.

8. Medical treatment case

These injuries are more serious than those requiring simple first aid treatments. The type of treatment is to be considered when determining whether an incident is a Medical Treatment Case or a First Aid.

A Medical Treatment Case occurs when a person receives medical treatment from a doctor, medical specialist, other professional health care provider, and following treatment can continue to carry out normal duties (i.e. the level of injury does not escalate to a Restricted Work Injury or LTI)¹.

9. Total Recordable Injuries

Is a measure that includes all incidents from Definitions 4 – 8 above.

10. Occupational Ill-Health

Any industrial disease or condition as defined in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013. Once reported, the occurrence will not be reported again, even if the condition worsens.

11. Dangerous Occurrence

Any Dangerous Occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

12. HIPO

A HIPO is defined as an incident that realistically could have resulted in one or more fatalities or life changing injuries in different circumstances.

13. Directly Employed

Own employees including full-time, part-time, agency workers and temporary employees on Member's payroll. When reporting numbers part-time and temporary employees are to be estimated as full-time equivalents (FTE). Reporting should include employees in all companies where there is a Member's management control, or management/technical agreements. Full-time Marine workers who regularly operate on GB marine licences – irrespective of where the material is landed – are considered as direct employees, regardless of payroll arrangements.

14. Indirectly Employed

This category comprises contractors, sub-contractors, including individuals, firms or corporations contracted to undertake specified work regardless of the duration of that work. Where a member company is responsible for the collection or delivery of goods and contracts a transport company to do this, the drivers of these vehicles are considered to be contractors/sub-contractors. This will include franchisee hauliers, sub-contract hauliers, agency drivers, spot-hire hauliers. Drivers of 'collect' customer's vehicles are not included. (see below for definition of 3rd Parties).

15. Third Parties

Includes members of the public, collect customers, visitors, intruders, trespassers, couriers, and 3rd party inspectors. It is recognised that in some cases submitting a level of detail consistent with Direct and Indirect Employees is difficult, however members are encouraged to do so as far as is reasonably practical.

Additional Notes

16. Application

This reporting protocol applies to all MPA members including affiliated organisations; MPANI and MPA Scotland.

17. Location

This protocol applies to all operations within United Kingdom or surrounding waters. It also applies to workers who are temporarily outside UK for work purposes. The Channel Islands and Isle of Man are in scope where management control is by a UK Member.

18. Shared workplaces

In instances where one MPA member is involved in an incident on another MPA Member's site, the incident investigation will determine which member shall report. In case of dispute, MPA will mediate and, if necessary, make the decision.

19. Main activity

Where an injury or case of occupational ill health affects a person whose job includes a number of industry sectors (eg aggregates/asphalt/concrete), the incidence will be recorded against the person's activity at the time.

20. Statutory reportable and recordable injuries (RIDDOR)

MPA have been collecting data for some years prior to 2013 so for consistency purposes analysis of reportable injuries continues at the pre 2013 definitions of the 'Over 3 days' level.

The requirement to report to MPA is regardless of whose responsibility it is to actually submit any official report to HSE/HSENI

21. Hours worked

Wherever possible Members should report actual hours worked for direct employees as defined in para 13. In the

absence of actual hours worked, MPA will apply a default value of 2000 hours worked per employee, per year, unless alternative agreements exist. For marine activities, numbers of berths are used, rather than hours worked, since personnel on board a ship are at a workplace even when off duty.

Currently MPA does not request hours worked for indirectly employed although this is the subject of review.

22. Delivery of materials

Delivery of materials by any means including road, rail and sea is in scope of this protocol provided that the Member maintains some management control of the delivery. 'Management control' includes selection of contractors, loading and specifying time, date and place of delivery, for example, and is distinct from ex-works or collect customers.

23. Road Traffic Incidents (RTI)

Should be reported to MPA and include any death or personal injury resulting from a road traffic incident whilst at work. They include the delivery of Members' products and any return journey to originating site but exclude incidents that occur during a normal commute.

24. Construction, Design and Management Regulations 2015 (CDM)

Incidents that occur on delineated CDM sites, except as described below, are not included in the scope of this protocol since they relate to 'Construction' activities as opposed to 'Mineral Products'. However, members should consider reporting significant incidents, including fatalities, where there are learning points for the minerals industry. The statistics may be recorded by MPA as a note 'under the line'.

Where construction works are undertaken by a Member and full management control is maintained by the Member, any incident described in this protocol should be reported as normal.



MPA is the trade association for the aggregates, asphalt, cement, concrete, dimension stone, lime, mortar and industrial sand industries.

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