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Group Instruction Health and Safety

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1. Background and purpose

This Instruction defines mandatory requirements and detailed definitions to ensure that health and safety incidents are classified, reported, and managed in a consistent, accurate, and auditable manner across SSAB, in support of the Group Directive and its safety ambition.

This Instruction shall be applied in accordance with the Directive, including its established hierarchy of governing frameworks and principles for operational control, responsibility, and reporting.

The terms and definitions set out in this Instruction shall be applied in all Group-level safety reporting. Examples are indicative and provided for guidance only. Where local legal or regulatory requirements differ, the precautionary principle and the Directive hierarchy shall apply, and the higher level of protection or legally binding requirement shall prevail.

2. Applicability

This Instruction is mandatory and shall apply to all divisions and companies in the SSAB Group.

3. Roles and Responsibilities

Implementation and application of this Instruction shall follow the governance principles set out in the Group Directive:

- Each Site Manager or appointed person shall ensure that the requirements of this Instruction and the Group Directive are fully implemented and adhered to within their area of responsibility.
- Divisions and sites may establish local instructions to support operational implementation, provided that such instructions are aligned with, and do not deviate from, Group-level governing documents.

Group Safety Expert Network → Shall support and ensure consistent and accurate classification, effective reporting process, consolidated reporting and analyses and act as a support function for GEC

Health and safety support functions → Shall support with investigation, reporting to authorities, classification and expertise etc.

Line management → Shall ensure that all incidents are reported and that immediate actions, investigations, classifications, and corrective and preventive actions are carried out in accordance with this instruction and the Group Directive

HR or Equivalent function → Shall support in matters related to work ability, work restrictions, rehabilitation, insurance handling and employee support, as relevant to the incident. Shall deliver personnel data for Group KPIs

Employees (permanent and temporary) → Shall report incidents, hazards, and risks in a timely manner and provide accurate and sufficient information to support classification, investigation, and follow-up measures

3.1 Governance and approval of classification

The classification of incidents shall follow a defined and documented approval process to ensure consistency, transparency, and auditability.

Any deviation from instruction, for example regarding the classification of an incident, shall be approved by the relevant Divisional Head or an appointed delegate, in accordance with established escalation and reporting requirements.

4. Definitions

4.1 Personnel category

Own employees: Employed by SSAB.

Contractors: Individuals employed by an external company and performing work for or on behalf of SSAB.

Any divisional or site-specific deviations from this principle must be formally approved and documented.

Current approved and documented deviations:

- SSAB Americas: Contractor MTI and RWI data are excluded from TRIF reporting.
- Occasional contractors who typically spend a short time on site, such as providers of office equipment maintenance, workwear services, first aid equipment, and other non-embedded contractors, are excluded from safety reporting.
- Luleå: Contractors associated with the transformation project are excluded from safety reporting.
- Oxelösund: Contractors covered by a contractual legal arrangement under which SSAB has explicitly determined that the work falls outside SSAB's scope of control are excluded from safety reporting.

The approved exceptions outlined in the Instruction are also disclosed in external reporting, such as the Annual Report, to ensure transparency regarding reporting scope, definitions, and data limitations.

4.2 Incident categories and KPIs

Workplace injury: A work-related injury that occurs in the work environment, including SSAB premises and other locations where employees work or are present as a condition of employment. The injury must directly result from work-related activities and be caused by a sudden incident involving an external influence. All injuries must be reported to the manager within 24 hours of the incident.

Injuries should be classified in only one category, based on the highest consequences.

Case	
MI / Minor Injury	A workplace injury that does not require medical treatment beyond first aid. Minor work restrictions, lost time, or medical treatment beyond first aid are involved.
MTI / Medical Treatment injury	A workplace injury which requires medical treatment (beyond first aid treatment) given by a licensed healthcare professional without loss of work time other than time of the shift on which it occurred, and the injured person continues with his/her normal scheduled work.
RWI /Restricted injury	A workplace injury where the injured person is unable to perform their normal duties on the day following the injury but is able to undertake temporary work, work reduced hours in their regular role, or continue in a permanently assigned role with significant task limitations. Work restrictions must be documented by a licensed healthcare professional in accordance with local regulatory requirements.

LTI /Lost Time Injury	A workplace injury results in the employee not being able to return to work following the accident and the injured person is treated by a licensed healthcare professional (beyond first aid) after the incident and/or receives documented work restrictions from a licensed healthcare professional and is not able to return to work.
TRI / Total recordable injury	Common definition for injuries which includes lost time injuries (LTI), restricted work injuries (RWI) and medical treatment injuries (MTI).
Near miss	An incident that physically occurred but there was no personal injury to the employee, contractor or visitor but which could have resulted in an injury.
Serious near miss	An incident that physically occurred but there was no personal injury to the employee, contractor or visitor but which could have resulted in a fatality.
Occupational disease	Injury or illness resulting from prolonged exposure (e.g. to noise, chemicals, unergonomic working postures) at the workplace. Diagnosed by a licensed healthcare professional
Commuting accident	An accident which results in death or personal injury and occurs on habitual route, in either direction, between workplace, other working place appointed by the employer or work-related training and the worker's principal residence (home) or secondary residence (e.g. a hotel during a business trip)
Fatality	A fatal incident resulting from a work-related activity as determined by local legislation and guidelines.

Lost time injury frequency (LTIF)

$$\text{LTIF} = \frac{\text{Number of LTI`s (pcs)}}{\text{Theoretical or actual work hours (h)}} \times 1\,000\,000$$

LTIF is normally monitored as rolling 12-month cumulative figure, if not stated otherwise.

Total recordable injury frequency (TRIF)

$$\text{TRIF} = \frac{\text{Number of LTI´s + MTI´s + RWI´s (pcs)}}{\text{Theoretical or actual work hours (h)}} \times 1\,000\,000$$

TRIF is normally monitored as rolling 12-month cumulative figure, if not stated otherwise. Data on US contractors regarding medical treatment injuries (MTI) and restricted work injuries (RWI) are not available and hence excluded from the TRIF calculation.

Other non-statistical injuries and illnesses

Due to country specific legislation and other factors, there are recorded injuries and illnesses which are not included in statistics and do not fulfil the definition of a workplace injury. These cases include, but are not limited to, for example exposure to environmental factors, physical stressors, chemical agents, biological agents, repetitive motion, heat, noise, or other workplace conditions or activities.

4.3 Proactive indicators

Safety observation	Positive safety observation: A positive, proactive and documented examination of a task or duty with the intention of identifying best practices, good behaviors and opportunities for process / task improvement which promotes safety. Risk Observation: A risk observation is an observation or circumstance that could lead to a near miss or an accident if not corrected.
Safety Round	A round or a walk focusing on safety, well-being, S+5S and risks. The findings of these tours must be documented and corrective and preventive actions to remove the observed risks must be planned and carried out. All walks are reported as one, i.e. one walk with 3 participants is one walk not 3 walks.
Safety Moment	A safety moment is a short, planned occasion for a work group/team/shift, aimed at promoting occupational safety and well-being. Discussing safety-related matters and current issues. The purpose is to raise awareness, encourage dialogue, and support proactive safety culture.

5. Reporting

At a minimum, the following information shall be documented: type of incident, personnel category, classification category, justification for classification, absence, work restrictions, and treatment provided, as well as assessments of reporting obligations and insurance or occupational accident cases.

Only information necessary for classification and follow-up shall be documented, and all documentation shall comply with applicable data protection and confidentiality requirements.

Different reporting systems may be used across countries to meet local legal and regulatory requirements. However, the principles and definitions set out in this Instruction shall be applied consistently to ensure alignment at Group level.

5.1 Reassessment and follow-up

Classification shall be reviewed if new relevant information becomes available, including but not limited to medical assessments, absence, work restrictions, treatment provided, investigation outcomes, or changes to the reporting scope. Any reclassification shall be justified and documented, including the rationale and supporting information.