Purpose
This document defines the minimum requirements to enable consistent, uniform, and accurate Environmental and Occupational Safety and Health (EOSH) performance measurements and reporting.

These requirements are designated for entry into The Coca-Cola Company Safety and Environmental data management system. They are applicable to the collection of site-level safety and environmental data.

Scope
This document applies to all of the following Coca-Cola system locations:

- Manufacturing
- Distribution
- Offices
- Laboratories
- All other locations (producing and non-producing)
- Organizations and fleets worldwide

Requirements

1. Compliance
The information that follows provides Environmental and Occupational Safety and Health (EOSH) compliance requirements.

1. Implement management practices and procedures according to the stricter of the following two requirements:
   a. Applicable legal requirements
   b. Company requirements

2. Establish and maintain processes to identify, access, and periodically verify compliance with current versions of these applicable legal requirements. These processes may be specific to EOSH measurement, recordkeeping and reporting or part of a more comprehensive compliance process.

3. In cases where these regulations and Company requirements are in conflict (for example, due to different definitions or measures), keep records meeting both regulatory and Company requirements.
**NOTE:** In order to meet regulatory and Company Requirements, it may be necessary to maintain multiple record sets. As an example, the Company requirements do not include safety incidents while traveling to and from work, even though some countries require that these incidents are included. In this case, the facility must maintain legal records with these incidents included, and Company records with these incidents excluded. This allows legal compliance, consistent internal measurement and internal/external benchmarking.

2. **Administrative Controls**

2.1 **Continuous Improvement Programs**
1. Establish a program to track EOSH metrics and calculated measures on a monthly basis.
   a. Use the metrics and the resulting calculated measures to determine the following:
      i. Trends and
      ii. Objectives and milestones
   b. Include reviews of the performance metrics and progress toward meetings objectives and targets in your Management Review program.
   c. Where necessary to track progress toward an organization’s specific EOSH objectives, goals and targets, establish additional outcome or in-process metrics and the management systems to maintain them.

2.2 **Reporting**

2.2.1 **Data Entry**
All facilities, fleets, and organizations are responsible for ensuring the entry of data into The Coca-Cola Company Safety and Environmental Data Management System for the required metrics at least quarterly for Environmental measures and at least monthly for Safety measures.
2.2.2 Data Entry

**Table 1a: Environmental Data Entry Schedule - Quarterly**
(Including all environmental and associate fleet measures)

<table>
<thead>
<tr>
<th>Period</th>
<th>Data Entry Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>June 1</td>
</tr>
<tr>
<td>Q2</td>
<td>September 1</td>
</tr>
<tr>
<td>Q3</td>
<td>December 1</td>
</tr>
<tr>
<td>Q4</td>
<td>March 1 of following calendar year</td>
</tr>
</tbody>
</table>

**Table 1b: Safety Data Collection Schedule - Monthly**
(Including all safety and associated fleet measures)

<table>
<thead>
<tr>
<th>Period</th>
<th>Data Entry Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>February 28</td>
</tr>
<tr>
<td>February</td>
<td>March 28</td>
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<tr>
<td>March</td>
<td>April 28</td>
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<td>July</td>
<td>August 28</td>
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<td>August</td>
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<td>September</td>
<td>October 28</td>
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<td>October</td>
<td>November 28</td>
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<tr>
<td>November</td>
<td>December 28</td>
</tr>
<tr>
<td>December</td>
<td>January 28</td>
</tr>
</tbody>
</table>
2.2.3 Data Reporting

1. Facility and fleet management is responsible for ensuring the accuracy and the timeliness of the data reported.
   a. In the absence of robust tracking systems, reasonable estimations are acceptable. Document and consistently apply the method of estimation.
   b. If no method exists for reasonable estimation, leave the entry blank (Do not enter a “0” value for blank entries).

2. In the case of facilities and fleets with both KO volume and non-KO volume, only report KO volume.
   a. If an accurate means of segregation or estimation exist (for example, separate dedicated meters), report only the portions of environmental and safety metrics related to KO volume. Document the methods used for segregation or estimation.
   b. If accurate methods of measurement or estimation do not exist, calculate production volume-based ratios using the total volume including all KO and non-KO volume.

   ![NOTE] For additional information, refer to Requirement 4.1, “Calculation for Production Volume and Sales Volume.”

3. Record all injuries and illnesses experienced by the following employees:
   a. Hourly;
   b. Salaried;
   c. Temporary employees who are on a facility’s payroll; and
   d. Contractors and temporary employees that meet the definition of “employee.”

4. Report all fatalities and serious EOSH incidents, including those to members of the general public, through both of the following:
   a. The Incident Management and Crisis Resolution (IMCR) system
   b. The Coca-Cola Company Safety and Environmental Data Management System

5. Follow First Aid Requirements (ES-RQ-145) for tracking and documenting incident investigations for all injuries and illnesses.

   ![NOTE] For additional information, refer to Requirement 5, “Occupational Safety and Health Calculations and Definitions.”
3. Facility and Fleet EOSH Metrics and Characteristics

3.1 Facility Environmental Metrics
The following provides an alphabetical listing of the required facility environmental metrics:

1. Annual goals for Water Use Ratio, Energy Use Ratio, Total Waste Ratio, Recycling percentage (update annually)
2. Direct greenhouse gas emissions (total quantity, by substance)
3. Electricity generation (total quantity, by fuel and generation method)
4. Energy consumption (total quantity, by energy type)
5. Exported electricity power (total quantity)
6. Fines, penalties or restitution paid, environmental (total cost)
7. Notices of violation, environmental (number)
8. Ozone depleting substance emissions (total quantity, by substance)
9. Portion of purchased electricity from renewables (total quantity)
10. Production volume (total quantity, by type)
11. Spills and releases exceeding threshold quantities (number, by substance)
12. Total waste generated (total quantity)
13. Total waste land applied (total quantity)
14. Total waste recovered or recycled (total quantity)
15. Use of purchased ingredient carbon dioxide (total quantity)
16. Wastewater discharged, re-used or recycled (total quantity by destination)
17. Water use (total quantity, by source)

NOTE: Requirement 4, “Environmental Definitions and Calculations,” provides definitions and associated calculations for each metric.
3.2 Facility OSH Metrics
The following is a listing of the required OSH metrics:

1. Annual goal, if set, for Lost Time Incidents and an annual estimate for hours worked (need only be updated annually).
2. Employees (number)
3. Fatalities, work related (number, by employee, by KO-affiliated contractor/third party and member of the general public, with incident descriptions).
4. Fines, penalties or restitution paid, OSH (total cost)
5. Hours worked (number)
6. Lost Time Incidents, work related (total number, and by type, cause and location).
7. Lost days (number)
8. Lost Time Incident Opportunity Cost (total costs) - (facilities need to track both indirect and direct. Direct costs are the only costs that need to be entered into the TCCC S&E data management system.)
9. Medical treatment cases (number)
10. Notices of violation, OSH (number)

NOTE: Requirement 4, “Environmental Definitions and Calculations,” provides definitions and associated calculations for each metric.

3.3. Fleet EOSH Metrics
The following provides a listing of required Fleet EOSH metrics. Comply with KORE Fleet Management Requirements (ES-RQ-155).

1. Annual goal, if set, for both vehicle crashes and annual estimates for number of owned and leased vehicles, and distance traveled by owned and leased distribution and “all other” vehicles (update annually)
2. Distance traveled (total distance by “distribution” and “all other” and by owned/leased/third party)
3. Fuel consumption, distribution fleet (total quantity, by fuel type)
4. Vehicles (number by “distribution” and “all other” and by owned/leased/third party)
5. Vehicle crashes (total number owned and leased, distribution and “all other” vehicles)
6. Vehicle crash costs (total direct and indirect costs)
7. Volume distributed by distribution fleet, (total volume by owned/leased/third party)

**NOTE:** Refer to Requirement 5, “Occupational Safety and Health Calculations and Definitions” for Fleet EOSH metric definitions and associated calculations.

### 3.4 Facility Characteristics

Review the characteristics below at least annually and updated when necessary:

1. Facility name, address, geographic coordinates
2. TCCC-owned or operated (Y/N) - (Includes consolidated bottling operations (CBOs))
3. Ownership/bottler name
4. Activity type percentage:
   a. Based on the percent of the total population engaged in each activity
   b. Options include manufacturing, logistics, office, lodging, lab, cold drink operation and other (such as equipment fulfillment and make ready centers under bottler control)
   c. Offices, labs, or warehouses primarily associated with manufacturing facilities should be included under “manufacturing.”
5. Manufacturing activity subtype percentage (if applicable). Based on volume produced; options include the following:
   a. Concentrate (beverage, flavors or juice)
   b. Finished beverage product (carbonated, coffee, tea, isotonic, juice, water, other)
   c. Syrup
   d. Packaging
6. Facility active and inactive dates (if applicable):
   a. The dates that a facility began operation
   b. The date the facility stopped operation, if permanently closed during the reporting period,
   c. Facility acquisition and divestiture dates (if applicable): The date that a previously existing facility was acquired (newly brought in to The Coca-Cola system) or divested (sold, but in continued operation outside the Coca-Cola system).
7. Certifications: (Indicate all that apply)
   a. ISO 14001
   b. OHSAS18001
8. Water re-used within the facility (prior to entry in wastewater system) (Y/N).
   Examples include the following:
   a. Using heated water from one process for heat transfer in another process
   
   ![NOTE: This category does not include recycled wastewater, such as that used in irrigation.]
9. Does the facility have an onsite truck washing facility? (Y/N)
10. Does the facility produce ice onsite? (Y/N)
11. Does the facility discharge to a publicly-owned treatment works (POTW) or a municipal/government-approved wastewater treatment plant (WWTP) with secondary treatment?
12. Does the facility discharge to the natural body of water without secondary treatment (Y/N)?
13. Onsite WWTP with secondary treatment (Y/N for all that apply)? Options include:
   a. Activated sludge
   b. Equalization and neutralization
   c. Sequencing batch reactor
   d. Up flow anaerobic sludge blanket
   e. Trickling filter
   f. Aeration ponds or lagoons
   g. Constructed wetlands
   h. Rotating biological contactors
   i. Membrane bioreactors
   j. Anaerobic fixed film reactors
   k. Anaerobic hybrid reactors
   l. Anaerobic fluidized bed reactors,
   m. Chemical precipitation
   n. Primary clarification and others
14. Does this facility maintain a fish habitat to verify wastewater quality?
15. Is the facility co-located with a brewery, sharing resources across both KO and brewery production?
16. Does the facility manufacture PET pre-forms on site?
17. Does the facility perform onsite bottle blowing?
18. Does the facility produce or generate carbon dioxide onsite?
19. Does the facility generate ozone with any activity on the premise?
20. Ammonia charge quantity: Total amount of anhydrous ammonia onsite as the charge for a refrigeration system. This is not asking for an amount released, or recharged during the year, but the amount contained within any ammonia refrigeration system that may be onsite. Sites that do not have ammonia refrigeration systems will answer “0”.

### 3.5 Fleet Characteristics
Review the characteristics below at least annually and update when necessary.

1. Fleet name and address for the base of operations
2. Identify if the Fleet is TCCC-owned or operated (Y/N)? Includes Consolidated Bottling Operations (CBOs)
3. Ownership/bottler name
4. Fleet active and inactive dates (if applicable): the dates that a facility began operation and, if permanently closed during the reporting period, the date the facility stopped operation
5. Fleet vehicle ownership type: owned, leased, third party (indicate all that apply); see below for definitions
6. Are vehicle fueling operations conducted on-site at the fleet base of operations?

### 4. Environmental Definitions and Calculations
Environmental definitions and calculation requirements consist of the following:

#### 4.1 Calculations for Production Volume, Sales Volume
As a means of normalizing resource use for manufacturing plants of different sizes, the calculation of several environmental metrics uses production volume.

1. Manufacturing plants must track the production volume of TCCC products by category and by container type (refillable or nonrefillable).
2. Concentrate plants will report in kilograms of concentrate.
3. Non-Concentrate plants must also report the production volume of packaged water (in refillable and non-refillable containers).

![NOTE: Packaged water excludes flavored water.](image-url)
4.1.1 Non-Concentrate Refillable Containers (kiloliters)
The information that follows defines non-concentrate refillable containers (kiloliters).

1. Refillable Glass Bottles:  Finished beverage production volume packaged in refillable glass bottles during the reporting period.

2. Pre-mix:  Beverage product produced in one of the following pre-mix physical states and packaged in any refillable container during the reporting period:
   a. Pre-mix finished drink
   b. Pre-mix frozen carbonated beverage
   c. Pre-mix frozen non-carbonated beverage

3. Post-mix final syrup:  Beverage product produced in one of the following post-mix final syrup physical states and packaged in refillable containers during the reporting period.
   a. Post-mix syrup
   b. Post-mix syrup-frozen carbonated beverage
   c. Post-mix syrup-frozen non-carbonated beverage

4. Post-mix final beverage:
   a. Estimated volume of finished beverage produced based on the volume of post-mix syrup produced and packaged in refillable containers during the reporting period.
   b. The facility may produce multiple post-mix syrup products, each with their own specific finished beverage yield.
   c. This facility level volume takes into account the full product mix.  For example, 1000 liters of syrup might produce 6000 liters of finished product.
   d. Each site reporting post-mix final syrup volumes must enter the estimated resulting post-mix final beverage volume as described here.

5. All other refillable containers:  Finished beverage production volume packaged in all other refillable containers not specifically listed above during the reporting period.

4.1.2 Non-concentrate non-refillable containers (kiloliters)
The information that follows defines the requirements for non-concentrate non-refillable containers (kiloliters).

1. Plastic bottles:  Finished beverage production volume packaged in non-refillable plastic bottles during the reporting period.

2. Glass bottles:  Finished beverage production volume, packaged in non-refillable glass bottles during the reporting period.
3. Cans: Finished beverage production volume packaged in non-refillable cans during the reporting period.

4. Post-mix final syrup: The volume of beverage product produced in one of the following post-mix final syrup physical states and packaged in non-refillable containers during the reporting period:
   a. Post-mix syrup
   b. Post-mix syrup-frozen carbonated beverage
   c. Post-mix syrup-frozen non-carb beverage

   **NOTE:** This is the actual production volume of the Post-mix syrup.

5. Post-mix final beverage:
   a. Estimated volume of finished beverage produced based on the volume of Post-Mix syrup produced and packaged in Non-Refillable containers during the reporting period.
   b. The facility may produce multiple post-mix syrup products, each with their own specific finished beverage yield.
   c. This facility level volume takes into account the full product mix.
   d. Each site reporting Post-Mix Final Syrup volumes must enter the estimated resulting Post-Mix Final Beverage volume as described here.

6. All other non-refillable containers: Finished beverage production volume packaged in non-refillable containers not specifically listed above during the reporting period.

### 4.1.3 Non-concentrate Packaged Water Volume (kiloliters)

The total volume of packaged water produced at the facility during the reporting period, including both refillable and non-refillable container types.

This is a subset of total production and should already be included within the production categories above.

### 4.1.4 Refillable Concentrate Containers (kilograms)

The following information defines the requirements for concentrate refillable containers (kilograms).

1. Glass jars: Concentrate production volume packaged in refillable glass jars during the reporting period.
2. Stainless steel containers: Concentrate production volume packaged in refillable stainless steel containers during the reporting period.
3. PET jars and intermediate beverage containers (IBCs): Finished beverage production volume packaged in refillable PET jars and IBCs during the reporting period.

4. Bulk: Concentrate production volume packaged in refillable bulk containers during the reporting period.

5. Distribution only: Concentrate production volume packaged in refillable distribution only containers during the reporting period.

6. All other: Concentrate production volume packaged in all other refillable containers during the reporting period.

4.1.5 Concentrate Non-Refillable containers (kilograms)
The information that follows defines the requirements for concentrate non-refillable containers (kilograms)

1. Glass jars: Concentrate production volume packaged in Non-refillable glass jars during the reporting period.

2. Stainless steel containers: Concentrate production volume packaged in Non-Refillable Stainless Steel containers during the reporting period.

3. PET jars and IBCs: Finished beverage production volume packaged in non-refillable PET jars and IBCs during the reporting period.

4. Bulk: Concentrate production volume packaged in non-refillable bulk containers during the reporting period.

5. Distribution only: Concentrate production volume packaged in non-refillable distribution only containers during the reporting period.

6. All other: Concentrate production volume packaged in all other non-refillable containers during the reporting period.
4.1.6 Calculating Key Indicators for Production/Sales Volume

Table 2: Calculating Key Indicators for Production/Sales Volume

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Production Volume, non-concentrate (kiloliters)</td>
<td>Add all refillable and non-refillable non-concentrate production <strong>except</strong> post-mix final beverage.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Post-mix final syrup is included in total production.</td>
</tr>
<tr>
<td>Total Sales Volume, non-concentrate (kiloliters)</td>
<td>Add all refillable and non-refillable non-concentrate production <strong>except</strong> post-mix final syrup (includes post-mix final beverage).</td>
</tr>
<tr>
<td>Total Production Volume, concentrate (kilograms)</td>
<td>Add all refillable and non-refillable concentrate production (does not include production shipped in from other facilities).</td>
</tr>
</tbody>
</table>

4.2 Calculations for Water Use

To view water use calculation categories, refer to the following:

4.2.1 Total Water Use (kiloliters)

The total water use (kiloliters) is the total amount of all of the water used by the facility, from all sources, including municipal, well, surface water and collected rainwater.

1. Total water use (kiloliters) includes water used for the following:
   a. Production
   b. Water-treatment
   c. Boiler makeup
   d. Cooling – contact and non-contact
   e. Cleaning and sanitation
   f. Backwashing filters
   g. Irrigation
   h. Washing trucks and other vehicles
   i. Kitchen or canteen
j. Toilets and sinks
k. Fire control

NOTE: Total water use (kiloliters) does not include water used for the following:

1. Return water
   a. Underground water returned to the aquifer, the aquifer recharge area, or the natural drainage basin without significant modification (based on environmental impact evaluated by a hydro geologist).
   b. Water released during validation of water source (pumping tests and water process setup) is included as return water. Typically applicable at mineral/spring water production facilities, referring to the continuous flow required to maintain microbial balance in the piping system.

2. Non-branded bulk water donation to the community
   a. Total Water Use excludes this volume.
   b. Capture and update annually on the H2O Projects Tab of The Coca-Cola Company Safety and Environmental Data Management System

4.2.2 Total Wastewater Discharged (cubic meters (m³))
The following provides information for Total wastewater discharged (cubic meters (m³)):

1. Total all process wastewater discharged from onsite wastewater treatment (including spray fields, etc.), to the following:
   a. Offsite wastewater treatment
   b. Third parties for reuse
   c. Directly to natural bodies of water

2. Do not include storm water collected from rainfall into separate, dedicated storm water drains.

NOTE: If you combine storm water with process wastewater, count the total volume.
3. Include sanitary wastewater for toilets, sinks, and canteens only if you combine it with process wastewater on-site.

4. As noted in Requirement 4.2.3, do not include any wastewater re-used or recycled prior to discharge.

**4.2.3 Total Wastewater Re-used or Recycled (m³)**

The total wastewater re-used or recycled (m³) is the total volume of process wastewater (as defined above) re-used or recycled and not discharged through on- or off-site wastewater treatment or to a natural body of water.

Any quantity included as re-used or recycled would not be included in the volume of total wastewater discharged. An example of re-use would be for onsite irrigation.

**4.2.4 Calculations for Water**

Table 3: Water Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Use Ratio (liters of water per liter of product produced)</td>
<td>Total water use (liters) ÷ Production volume (liters). This is equivalent to the total water use (kiloliters) ÷ Production volume (kiloliters).</td>
</tr>
</tbody>
</table>

**NOTE:** Concentrate plants will report in liters of water per kilogram of production.

**4.3 Calculations for Energy Use and Carbon Dioxide (CO₂) Emissions**

**4.3.1 Net energy use (MJ, mega-joules)**

Net energy use (MJ, mega-joules) is the total of all energy consumed, with the exception of fuels used for fleet operations (accounted for in the Requirement 6, Fleet EOSH Calculations and Definitions, as noted below).

1. Include energy use of secondary operations, such as pre-form manufacturing, bottle blowing, and lift truck operation.

2. The “facility characteristics” section will allow you to note these other operations.

3. *Does not include* any exported power (generated on site, but exported to the Local Utility Grid or elsewhere).
4. Energy use associated with onsite power generation from fueled generators is accounted for in the fuel use and not the electricity generated.

Potential energy sources include the following:

1. Electricity Use (MJ) is the total amount from each of the following sources. If the facility has more than one service feed, each must be totaled.
   a. **Electricity Purchased from Local Utility Grid** - If applicable, include the effect of exported power in this amount through one of the following means:
      i. Manual subtraction of the exported power amount; or
      ii. Through a lower meter reading
   b. **Electricity Purchased from Local Non-Grid Source** – If applicable, the amount of electricity purchased from a local district energy plant that is connected directly to one or more end-uses and NOT to the entire utility grid. Report by generation type (generation only or co-generation) and fuel type.
   c. **Electricity Generated Onsite (Non-Fueled Generation)** - Total all of the electricity generated onsite by solar, wind or other non-fueled means.

2. **Fuel Use (MJ)**
   Total fuel used from each of the following sources.

   ![NOTE:](image)

   Includes fuel used for lift trucks and electricity generation.
   a. Light fuel oil
   b. Heavy fuel oil
   c. Ethanol
   d. Kerosene
   e. Propane and liquefied petroleum gas (LPG) – This section also includes use of commercial blend of propane and butane.
   f. Natural gas
   g. Coal
   h. Landfill gas - Report as flaring (if the unused gas is burned) or non-flaring
   i. Bio-fuels
j. Wastewater Treatment Plant Gas - Report as flaring (if the unused gas is burned) or non-flaring.

k. Biodiesel - Report by the percent of the bio-diesel mixture

l. Biomass

m. Other Biofuel - Any other biofuel energy source not already listed.

   Total the amount purchased from each of the following sources.

   NOTE: Account for heat energy generated on site in the fuels above.

   a. Steam - Report by generation type (generation only or co-generation) and fuel type.

   b. Hot water - Report by generation type (generation only or co-generation) and fuel type.

4.3.2 Electricity Generated Onsite (Fueled Generation) (MJ)
   Report by generation type (generation only or co-generation) and fuel type.

   NOTE: This energy amount is not included in net energy use (since the fuel use is already accounted for above), but is used to calculate total electricity and CO₂ emissions.

4.3.3 Exported Power (MJ)
   The amount of electricity generated onsite (either fueled or non-fueled generation), but exported offsite and not used by the facility.

   NOTE: This will be less than or equal to the total amount of electricity generated onsite.

4.3.4 Portion of Purchased Electricity from Renewables (MJ)
   If applicable, report the portion of electricity purchased from local utility grid that is specifically from carbon neutral sources.

   NOTE: This will be a separate line item on the utility invoice, at an additional cost, and is the portion of purchased renewable energy over and above the grid. Include any purchased renewable energy credits.

   Do not include any electricity generated on site, purchased from a Local Non-Grid Source, or electricity provided as a standard/default electrical supply from the grid.
### 4.3.5 Calculations for energy use and CO$_2$ emissions

**Table 4: Energy Use and CO$_2$ Emissions Calculations**

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Energy Use Ratio</strong> (MJ of energy consumed per liter of product produced):</td>
<td>Net Energy Use (MJ) $\div$ Production volume (liters) &lt;br&gt; <strong>NOTE:</strong> Concentrate Plants will report in MJ per kilograms of production.</td>
</tr>
<tr>
<td><strong>Total Electricity</strong> (MJ):</td>
<td>(Quantity of electricity purchased from local utility grid) + (quantity of electricity purchased from local non-grid source) + (quantity of electricity generated on-site-fueled generation) + (quantity of electricity generated on-site-non-fueled generation)</td>
</tr>
<tr>
<td><strong>Percent Total Electricity generated on site:</strong></td>
<td>$100 \times \frac{\text{quantity of electricity generated on-site-fueled generation}}{\text{total electricity}}$</td>
</tr>
<tr>
<td><strong>Percent electricity purchased from renewable sources:</strong></td>
<td>$100 \times \frac{\text{quantity of portion of purchased electricity from renewables}}{\text{Total Electricity}}$</td>
</tr>
<tr>
<td><strong>Total Electricity Use</strong> (MJ):</td>
<td>Total Electricity – Exported Power</td>
</tr>
</tbody>
</table>
### Table 4: Energy Use and CO₂ Emissions Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total CO₂ Emissions from all energy sources:</strong></td>
<td>(country specific CO₂ factor * ((electricity purchased from Local Utility Grid) - (Portion of Purchased Electricity from Renewables) - (Exported Power))) + (fuel specific CO₂ factor * 2.5 * (electricity purchased from Local Non-Grid Source generation)) + (fuel specific CO₂ factor * 1.25 * (electricity purchased from Local Non-Grid Source cogeneration)) + (fuel specific CO₂ factor * (energy from each fuel source)) + (fuel specific CO₂ factor * 1.5 x (hot water energy from generation only + steam energy from generation only)) + (fuel specific CO₂ factor * 1.25 * (hot water energy from cogeneration + steam energy from cogeneration))</td>
</tr>
<tr>
<td><strong>CO₂ Emissions Ratio</strong> (grams of CO₂ emissions per liter of product produced):</td>
<td><strong>Total</strong> CO₂ emissions (g) ÷ Production volume (liters)</td>
</tr>
</tbody>
</table>

**NOTE:** Concentrate Plants will report in g per kilograms of production.
4.4 Calculations for Waste Generated and Recycled or Recovered

4.4.1 Total Waste Generated, Metric Tons (MT)
Total waste generated, metric tons (MT) includes all waste generated at the site due to production, construction, food service or any other activities.

Examples of waste include the following:

- Paper
- Corrugated cardboard
- Sludge from water
- Waste oils
- Damaged ingredients or products
- All hazardous wastes; such as solvents, inks, and lab wastes
- Plastic
- Metal, glass
- Any liquid wastes disposed off-site
- Residuals from Wastewater and sugar treatment processes
- Fleet wastes (tires, batteries, coolants, oils, etc.)

1. Do not include liquid wastes disposed through the wastewater system; wastewater discharge volume and wastewater sludge.
2. Document the cause for any unusually high quantities of generated waste (for example, waste resulting from heavy construction activity).

**NOTE:** The terms “Total Waste” and “Solid Waste” are interchangeably used. The term “Solid Waste,” as sometimes used within TCCC, also includes the liquid wastes described above unless specifically and clearly defined otherwise.

If no longer needed for site use, any solid, liquid, or other material is waste, regardless if the material is ultimately destined for disposal or recycling. Include site waste in the total waste weight, including pallets.

4.4.2 Total waste recovered or recycled in (metric tons)
The Total waste recovered or recycled (metric tons) is the quantity of the waste recovered through recycling, burning with energy recovery, composting or land application. As noted above, this quantity is included in the Total Waste Generated quantity. This includes total waste recovered inside the facility or if re-used outside the facility (e.g. by third party).
4.4.3 Total Waste Land applied (kilograms):
The Total Waste Land Applied (kilograms) is the quantity of wasteland applied, as defined in Waste Management Requirements (ES-RQ-220). This does not include wastewater used for the following:

1. Irrigation
2. Treated in spray fields
3. Waste sent to landfills
4. Waste sent to compost facilities (unless and until the point that the composted material is land applied)
5. Total Waste Land Applied (kilograms); a subset of “Total Waste Recovered or Recycled.”

4.4.4 Waste Calculations

Table 5: Waste Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Waste Ratio</strong></td>
<td>(Total waste generated (MT) * (1,000,000 gm/MT)) ÷ Production volume (liters)</td>
</tr>
</tbody>
</table>

**NOTE:** Concentrate Plants will report in grams per kilograms of production

| Percent recovered or recycled (by weight) | Waste recovered or recycled (MT) ÷ Total waste generated (MT) |

4.5 Calculations for Environmental Compliance

4.5.1 Notices of Violation (NOVs), Environmental (US dollars)

Notices of Violation (NOVs) and Environmental (US dollars) are the total number of communications from a regulatory enforcement agency that is documenting non-compliance with an environmental requirement.
4.5.2 Fines, Penalties or Restitution Paid, Environmental (US dollars)
Fines, penalties or restitution paid, Environmental (US dollars) includes the following:

1. Any monies assessed against the operation due to documented non-compliance with an environmental requirement

2. Any negotiated settlements and corrective actions (for example, capital costs, etc.) incurred due to noncompliance with an environmental requirement plus any other legal sanctions (for example, expenses associated with clean-up orders, etc.)

4.5.3 Environmental Compliance Calculations

Table 6. Environmental Compliance Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices of violation (NOVs), Environmental</td>
<td>Add the number of NOVs during the reporting period.</td>
</tr>
<tr>
<td>Fines, penalties or restitution paid, Environmental</td>
<td>Add the total sums of all fines, penalties, or restitution during the reporting period.</td>
</tr>
</tbody>
</table>

4.6 Calculations for Spills, Releases

4.6.1 Spills and Releases Exceeding Threshold Quantities
“Spills and Releases Exceeding Threshold Quantities” is the total number of spills or releases, on-site or off-site, greater than the specified threshold quantities for each of the substances contained in Table 7: Substance and Threshold Quantities.

Table 7: Substance and Threshold Quantities

<table>
<thead>
<tr>
<th>Substance</th>
<th>Threshold Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anhydrous Ammonia</td>
<td>&gt;45.5 kg</td>
</tr>
<tr>
<td>Chlorine Gas</td>
<td>&gt;4.5 kg</td>
</tr>
</tbody>
</table>
Table 7: Substance and Threshold Quantities

<table>
<thead>
<tr>
<th>Substance</th>
<th>Threshold Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phosphoric Acid</td>
<td>&gt;2270 kg (~3000 gallons)</td>
</tr>
<tr>
<td>Sulfuric Acid</td>
<td>&gt;454 kg (~540 gallons)</td>
</tr>
<tr>
<td>Diesel Fuel</td>
<td>&gt;100 liters</td>
</tr>
<tr>
<td>Non-Diesel Petroleum Product</td>
<td>&gt;100 liters</td>
</tr>
<tr>
<td>Ozone Depleting Substance</td>
<td>&gt;2270 kg</td>
</tr>
<tr>
<td>Sodium Hydroxide</td>
<td>&gt;454 kg (~479 gallons)</td>
</tr>
<tr>
<td>Potassium Hydroxide</td>
<td>&gt;454 kg (~500 gallons)</td>
</tr>
<tr>
<td>Concentrate or Beverage Base</td>
<td>&gt;454 kg (750 gallons)</td>
</tr>
<tr>
<td>Caramel</td>
<td>&gt;454 kg (750 gallons)</td>
</tr>
<tr>
<td>Ethanol</td>
<td>&gt;1375 kg (~500 gallons)</td>
</tr>
<tr>
<td>Other Regulated Substance</td>
<td>&gt; Threshold reportable quantities as set by local regulations</td>
</tr>
</tbody>
</table>

4.7 Calculations for Emissions with Climate Protection Impact

4.7.1 Ozone depleting substance emissions, kg

Ozone Depleting Substance Emissions, kg is the total amount emitted for each of the ozone-depleting substances:

1. Chlorofluorocarbons (CFCs)
2. Hydrochlorofluorocarbons (HCFCs)
3. Halons

If these emissions are not “measured,” approximate as: (total amount of charge replaced) minus (amount recaptured).

4.7.2 Purchased-Ingredient Carbon Dioxide (CO₂) Use (kg)
Purchased-Ingredient Carbon Dioxide (CO\textsubscript{2}) Use (kg) is the total amount of purchased CO\textsubscript{2} used as an ingredient during the reporting period in each of the following categories:

1. **Total Ingredient CO\textsubscript{2} purchased Only:**
   a. The **Total Ingredient CO\textsubscript{2}-purchased only** is the total amount of purchased CO\textsubscript{2} used as an ingredient during the reporting period.
   b. Include total use (production plus any yield loss) if known, or estimate based on production volume if more accurate figures are not available.
   c. If the suppliers’ CO\textsubscript{2} generation processes are known (e.g. fertilizer production, phosphate well, fuel combustion), include this information in the report.

2. **Biogenic Ingredient CO\textsubscript{2} From Biomass Source:**
   a. The **Biogenic Ingredient CO\textsubscript{2} from Biomass Source** is a subset of **Total Ingredient CO\textsubscript{2}-purchased only**.
   b. This is the portion of **Total Ingredient CO\textsubscript{2}-Purchased only**, or diverted from non-combustion process (such as fermentation, in the case of co-located brewing operations) including both biogenic ingredients and those sourced from biomass. Exclude this quantity from any carbon footprint calculations. If uncertain of the Ingredient CO\textsubscript{2} source, do not enter a value for this metric.

**NOTE:** Do not include any CO\textsubscript{2} manufactured on site as these emissions are captured elsewhere. This data is used in some reporting protocols, along with CO\textsubscript{2} from energy use, in calculating a site’s total carbon footprint.

### 4.7.3 Direct Greenhouse Gas Emissions (kg)

Direct greenhouse gas emissions (kg) is the total amount directly emitted for each of the following direct greenhouse gases:

1. Carbon dioxide (CO\textsubscript{2})
2. Methane (CH\textsubscript{4})
3. Nitrous oxide (N\textsubscript{2}O)
4. Hydrofluorocarbons (HFCs)
5. Perfluorocarbons (PFCs)
6. Sulfur hexafluoride (SF\textsubscript{6})
NOTE: Carbon dioxide (CO$_2$) in this category does not include CO$_2$ related to fuel use or other energy related to CO$_2$.

5. **Occupational Safety and Health Calculations and Definitions**

5.1 **Calculations for Employees and Hours Worked**

5.1.1 **Employee**

Table 8 provides details for the scope for the definition of employee to be included in the calculations.

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>In-Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>X</td>
</tr>
<tr>
<td>Salary</td>
<td>X</td>
</tr>
<tr>
<td>Temporary employees who are on a facility’s payroll</td>
<td>X</td>
</tr>
<tr>
<td>Contractors and temporary employees who are not on a facility’s payroll, but for whom facility management provides the following:</td>
<td></td>
</tr>
<tr>
<td>· Day-to-day supervision of their work</td>
<td>X</td>
</tr>
<tr>
<td>· Details, means, methods, and processes to accomplish the work objective</td>
<td></td>
</tr>
<tr>
<td>Examples include the following:</td>
<td></td>
</tr>
<tr>
<td>· Temporary agency employees</td>
<td></td>
</tr>
<tr>
<td>· Permanent contractors such as the following:</td>
<td></td>
</tr>
<tr>
<td>o Janitorial</td>
<td></td>
</tr>
<tr>
<td>o Catering</td>
<td></td>
</tr>
<tr>
<td>o Security</td>
<td></td>
</tr>
<tr>
<td>· Other routine site services</td>
<td></td>
</tr>
<tr>
<td>Contractors and temporary employees managed exclusively by an outside firm. For example:</td>
<td></td>
</tr>
<tr>
<td>· Construction workers</td>
<td>X</td>
</tr>
<tr>
<td>· Pest control personnel</td>
<td></td>
</tr>
<tr>
<td>· Similar project or task-specific workers)</td>
<td></td>
</tr>
</tbody>
</table>
5.1.2 Number of Employees
The number of employees is the average number of employees during the reporting period, rounded to the nearest whole number.

5.1.3 Hours Worked
The total hours worked during the reporting period by all employees. This excludes hours not worked, such as vacation, holidays or absences. Use the most accurate data available, typically payroll data. If no better data is available, estimate the hours worked based on the average work week.

5.2 Calculations for Fatalities

5.2.1 Fatalities
The total number of fatalities in the reporting unit during the reporting period, reported separately for employee, contractor, and general public, and for each fatality incident type.

5.2.2 Employee Fatality
A loss of life occurring to an employee, as the result of a work-related incident.

5.2.3 Contractor/Third Party Fatality
A loss of life occurring to a contractor as the result of a work-related incident while performing work exclusively for the Company; OR a loss of life occurring to a third party (such as a vendor or site visitor) as the result of a work-related incident that occurs while on Company property. Example: the death of a general public pedestrian or vehicle driver resulting from a collision with a Company vehicle off of Company property would not be included, regardless of fault. The death of the driver of a distribution vehicle would only be included if the driver were an employee or contract carrier as defined in the Fleet Management Requirements (ES-RQ-155), but not if the driver were a third party driving a third-party vehicle.

5.2.4 General Public Fatality
A general public fatality (Fatality, General public) is the death of a person not affiliated with The Coca-Cola Company as a result of interaction with Company property or work-related interaction with Company employees or contractors.

5.2.5 Fatality Incident Types (Employee or Contractor/Third Party)
For each employee and contractor/third-party fatality, select the description that best fits the incident type. Select only one incident type for each fatality.

- Vehicle: Fatality resulting from a vehicle crash.
- Fall from height: Fatality resulting from a fall not at ground level.
- Violence: Fatality resulting from violence in the workplace, either on-site or offsite (offsite examples include violence during a robbery, or shootings in which our employee was merely a bystander).
• Energized equipment: Fatality resulting from interaction with energized equipment.
• Boiler explosion: Fatality resulting from overpressure or explosion of a boiler, steam generator, vaporizer or other fuel-fired combustion equipment.
• Lift truck: Fatality resulting from interaction with a lift truck.
• Confined space entry: Fatality resulting from activities during confined space entry.
• Compressed gas/chemical: Fatality resulting from interaction with compressed gas or chemicals.
• Crushed/hit: Fatality resulting from being crushed or hit by an object other than energized equipment or a lift truck.
• Natural disaster: Fatality resulting from weather or other natural incident (examples include lightening, storm, flooding, earthquake, etc.).
• Other: Fatality resulting from an incident other than those described above.

5.2.6 Fatality Incident Types (General Public)
For each general public fatality, select the description that best fits the incident type. Select only one incident type for each fatality.
• Vehicle: Fatality resulting from a vehicle crash, as defined below.
• Immediate consumption equipment: Fatality resulting from an interaction with Company immediate consumption equipment.
• Violence: Fatality resulting from violence in the workplace, either perpetrated by an employee or contractor, or during a robbery of or attack against an employee, contractor, or property.
• Other: Fatality resulting from an incident other than those described above.

5.2.7 Fatality Description
For each fatality, include a description of the incident that, at a minimum specifies the location of the incident, the task being performed, the role(s) of the individual(s) involved, the nature and cause of the injury/illness, and any other relevant information.

5.2.8 Work-related Incident
Refer to Table 11 for incident information.

Table 11: Incident Examples
### Incident

| Incident                                                                                                                                  | Include as Work-Related Incident?
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event(s) in which an injury or illness (regardless of severity) or fatality occurred, or could have occurred, as the result of interaction during working hours with Company property, vehicle, product, process, procedure or employee, regardless of fault.</td>
<td>X</td>
</tr>
<tr>
<td>Incidents that occur during travel to or from work and the individual is traveling on Company business, or the transportation is a service provided by the Company (e.g. employee transport bus).</td>
<td>X</td>
</tr>
<tr>
<td>Incidents that occur during travel to or from work and the individual is not traveling on Company business, or the transportation is a service that is not provided by the Company (e.g. employee transport bus).</td>
<td>X</td>
</tr>
<tr>
<td>Workplace injuries due to a natural disaster or workplace violence.</td>
<td>X</td>
</tr>
<tr>
<td>An individual has a heart attack during work hours but not specifically diagnosed as “workplace stress.”</td>
<td>X</td>
</tr>
</tbody>
</table>

### 5.2.9 Work-related Injury:

A work-related injury is any injury with the following characteristics:

1. A cut, fracture, sprain, amputation, etc. that results from a work accident or from exposure involving a single incident in the work environment.
2. Conditions resulting from an instantaneous exposure to chemicals.
3. Conditions resulting from animal bites, such as insect or snakebites.
5.2.10 Work-related Illness:
A work-related illness is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

A work-related illness includes acute and chronic illnesses or diseases possibly caused by inhalation, absorption, ingestion, or direct contact. Acute and chronic illnesses or diseases may include, but are not limited to the following:

- Skin disorders
- Poisoning
- Cumulative trauma disorders
- Radiation
- Respiratory conditions
- Hearing or vision loss
- Illnesses related exposures to extreme temperatures
- Blood-borne pathogens

5.3 Calculations for Lost Time Incidents and Lost Days and LTI Opportunity Costs

5.3.1 Lost Time Incident (LTI)
A Lost Time Incident (LTI) includes the following:

1. A work-related incident resulting in one or more lost days
2. A work-related incident resulting a fatality
3. A “disabling injury”
4. A single event resulting in Lost Days for two or more employees counts as two or more LTIs.

Number of LTIs = the total number of LTIs during the reporting period.

5.3.2 Lost Days
The following provides information regarding Lost Days: A Lost Day occurs when, in the opinion of the medical professional of record, the employee’s work-related injury or illness prevents the person from being able to work.

- Lost Days are counted as calendar days.
  
  i. Counting Lost Days begins the first day after the injury occurred.
     The first Lost Day is the first day following the injury even if the first day is not a scheduled workday.
  
  ii. Counting Lost Days ends when a person, in the opinion of the medical professional of record, is able to return to work, leaves employment, or reaches 180 Lost Days.
b. Zero Lost Days are recorded for a fatality.
c. Lost Days are associated with the LTI that caused them and do not transfer across reporting periods (for example, lost days associated with a Lost Time Injury in a prior reporting period are not counted in the current reporting period).
d. If an employee is still out of work at the end of a reporting period, enter the estimated total number of Lost Days.
e. If the actual number of Lost Days is different from the estimate, update the record for the reporting period in question.

5.3.3 Number of Lost Days
The Number of Lost Days is the total number of Lost Days associated with LTIs that occurred during the reporting period.

5.3.4 LTI Categories
For each LTI, select the description that best fits the incident within each category (incident type, involved body part, incident location), as defined in the paragraphs that follow. Select only one description for each category.

5.3.4.1 LTI Incident Type
- Illness: As defined above.
- Vehicle crash: Injury or illness resulting from a vehicle crash, as defined below.
- Laceration or puncture: Injury that breaks the skin, including scratches, cuts and punctures.
- Sprain or strain: Injury resulting from the overstretching of a ligament, muscle or tendon.
- Hit by or hit against: Injury resulting from being hit by an object, or by striking a part of the body against an object. Examples: hit by forklift, hit by falling tool, hitting head on bump hazard.
- Slip, trip or fall: Injury resulting from a slip, trip or fall.
- Caught in, under or between: Injury resulting from being caught in or underneath equipment or material, or in-between two objects. Examples: hand or other body part caught in equipment, pinch between two surfaces.
- Chemical exposure: Acute injury resulting from chemical exposure. Example: chemical burn.
- Other: Any injury type other than those above.

5.3.4.2 LTI Involved Body Part
- Hand or arm: Incident involving any part of the hand, arm or shoulder.
- Foot or leg: Incident involving any part of the foot, leg or hip.
• Eye or face: Incident involving any part of the face, including the eyes.
• Head: Incident involving any part of the neck or head, with the exception of the eye or face.
• Human trunk: Incident involving any part of the body not covered in the other descriptions.

5.3.4.3 LTI Incident Location
• On-Premises: Incident occurring while on Company property, or as the result of exposures while on Company property.
• Off-Premises: Work related incident occurring while off of Company property. Vehicle crashes of Company vehicles that occur off Company property fall in this category.

5.3.5 Lost Time Incident Opportunity Costs
Lost Time Incident Opportunity Costs are the direct medical treatment and property damage costs resulting from a LTI, regardless if paid directly or through insurance.

Organizations must implement a process to document the direct and indirect costs of Lost Time Incidents, although reporting of costs beyond direct medical treatment and property damage is not required.

Typical costs include both of the following:
1. Direct costs (medical treatment, third party liability costs, property damage, legal fees); and
2. Indirect costs (replacement worker wages and training costs, lost production, time spent responding to the incident, increases in insurance premium payments).
5.3.6 Calculating Lost Time Incidents, Lost Days, and LTI Opportunity Costs

Refer to Table 12 for calculating Lost Time Incidents, Lost Days, and LTI Opportunity Costs.

**Table 12: Lost Time Incidents, Lost Days, and LTI Opportunity Costs Calculations**

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Time Incident Rate (LTIR)</td>
<td>(Number of LTIs * 200,000) ÷ (Number of Hours Worked in the reporting period)</td>
</tr>
<tr>
<td>Lost Time Incident Rate (LTIR) continued</td>
<td><strong>NOTE:</strong> The calculation is based on 200,000 hours (100 full-time equivalent employees (FTE) working 40 hours per week for 50 weeks)</td>
</tr>
<tr>
<td></td>
<td>The LTIR can be approximated as: (Number of LTIs * 100) ÷ (Number of FTEs)</td>
</tr>
<tr>
<td>Lost Time Injury Severity Rate (LTISR)</td>
<td>(Number of Workdays Lost * 200,000) ÷ (Number of Hours Worked in the reporting period)</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> The LTISR is an indication of Lost Days per 200,000 hours and not the number of Lost Days per LTI.</td>
</tr>
<tr>
<td></td>
<td>The LTISR can be approximated as: [Number of Workdays Lost * 100] ÷ [Number of FTEs]</td>
</tr>
<tr>
<td>Lost Time Incident Costs</td>
<td>Add all direct medical treatment and property damage costs from lost time injuries (converted to US$)</td>
</tr>
</tbody>
</table>
5.4 Calculations for Medical Treatment Cases and Absent Days

5.4.1 Medical Treatment Case

The **Number of Medical Treatment Cases** is the total number of medical treatment cases during the reporting period. A **Medical Treatment Case** is a work related injury or illness that requires medical treatment beyond standard first aid.

Refer to Table 13 for medical treatments included in this requirement.

**Table 13: Medical Treatment Case Treatments**

<table>
<thead>
<tr>
<th>Medical Treatment</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation, diagnostic procedures, or precautionary actions, such as tetanus shots to prevent infection</td>
<td>X</td>
</tr>
<tr>
<td>Over-the-counter medication</td>
<td>X</td>
</tr>
<tr>
<td>Prescription medication</td>
<td>X</td>
</tr>
<tr>
<td>All fatalities, Lost Time Injuries, and incidents resulting in loss of consciousness or fractures of bones or teeth</td>
<td>X</td>
</tr>
</tbody>
</table>

1. Classification is based on the treatment required in the opinion of the medical professional of record, regardless of who provides it or even if it is actually provided.
2. The number of medical treatment cases will always be greater than or equal to the number of LTIs, since every LTI counts as a medical treatment case.

5.4.2 Medical Treatment Procedures

The following procedures are generally considered medical treatment:

1. Treatment of second- or third-degree burns
2. Wound closure (e.g. application of sutures, stitches, steri-strips, glue or staples)
3. Injections, except self-administered injections
4. Removal of foreign bodies embedded in the eye
5. Removal of foreign bodies from a wound if the procedure is complicated because of depth of the embedment, size, or location
6. Use of prescription medications
7. Surgical debridement (cutting away of dead skin)
8. Rigid immobilization of any joint
9. Dental work for damage to the teeth (knocked out, broken, chipped, etc.)
10. Intubation or starting of an artificial airway
11. Use of a defibrillator or AED device
12. Admission to a hospital or equivalent medical facility for treatment
13. Treatment of infection resulting from an injury
14. Restriction of work that prevents the performance of routine job functions, or requires a job transfer
15. Drainage of fluid, other than from a blister

5.4.3 Medical Treatment Diagnosis
Diagnosis of the following work-related illnesses are generally considered medical treatment cases:

1. A punctured eardrum or confirmed work-related STS and a 10 dB shift from audiometric zero in the same ear
2. Occupational dermatitis with blistering and/or cracking of skin
3. Occupationally-acquired HIV; Hepatitis B or C
4. Occupationally-acquired infectious diseases
5. Occupationally-acquired cancer, or disease of the lungs, nervous system, thyroid, or other vital organs
6. Musculoskeletal diseases resulting in medical treatment
5.4.4 Calculations for Medical Treatment Cases
To determine the actual Total Incident Rate (TIR) or approximate the Total Incident Rate, refer to Table 14.

Table 14: Total Incident Rate Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Incident Rate (TIR)</td>
<td>(Number of Medical Treatment Cases * 200,000) ÷ (Number of Hours Worked in the reporting period)</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>The calculation is based on 200,000 hours (100 full-time equivalent employees (FTE) working 40 hours per week for 50 weeks) and can be approximated as: [Number of Medical Treatment Cases * 100] ÷ [Number of FTEs]</td>
</tr>
<tr>
<td>Approximate Total Incident Rate (TIR)</td>
<td>(Number of Medical Treatment Cases * 100) ÷ (Number of FTEs)</td>
</tr>
</tbody>
</table>

5.5 Calculations for OSH Compliance

5.5.1 Notices of Violation (NOVs), OSH
Notices of Violation (NOVs), OSH are the total number of formal communications from a regulatory enforcement agency documenting non-compliance with an OSH requirement.

5.5.2 Fines, penalties or restitution paid, OSH (US$)
For information regarding fines, penalties or restitution paid, OSH (US$), refer to the following:

1. Fines, penalties or restitution paid, OSH (US$) includes the following:
   a. Any monies assessed against the operation due to documented noncompliance with an OSH requirement.
   b. Any negotiated settlements, corrective actions, capital costs, etc., incurred because of non-compliance or exceeding established limits and other legal sanctions (for example, expenses associated with required mitigation actions, etc.)
2. **Fines, penalties or restitution paid, OSH (US$)** do not include the following:
   
a. Notices of vehicle-related traffic and parking violations issued to individual drivers or vehicles
   
b. Any associated fines

5.5.3 **Calculations for OSH compliance**
Refer to Table 15 for OSH compliance calculation formulas.

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated method of calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices of violation (NOVs), OSH</td>
<td>Add the number of NOVs during the reporting period</td>
</tr>
<tr>
<td>Fines, penalties or restitution paid, OSH</td>
<td>Add all fines, penalties, or restitution applied during the reporting period</td>
</tr>
</tbody>
</table>

NOTE: See Calculation 4.5.2 for guidelines.

6. **Fleet EOSH Definitions and Calculations**

6.1 Calculations for Number of Vehicles, Distance Traveled, and Volume Distributed

- **Distribution Vehicles**
  All motorized over-the-road transport vehicles that distribute our products.

- **“All Other” Vehicles**
  All motorized over-the-road vehicles not used for distribution (includes autos, trucks, trailers, vans, motorcycles, employee transport vans and buses and yard tractors, inclusive of those used for Company cars, route sales, cold drink services, etc.).
  By definition, **“All Other” Vehicles** do not include lift trucks, personnel lifts or similar equipment.

- **Owned Vehicles**
  Owned vehicles are distribution or “all other” vehicles directly owned by the Company.
• **Leased Vehicles**  
  Distribution or “all other” vehicles leased by the Company. Rental cars for business travel would only be included here if the rental period coincided with the entire reporting period.

• **Third Party**  
  Distribution vehicles owned or leased by a third party contract carrier, regardless of whether the carrier is within the scope of Fleet Management Requirements (ES-RQ-155).

• **Number of Vehicles**  
  The Number of Vehicles includes the following:

  1. Required Fleet Environmental measures reflect the performance of all distribution vehicles, whether owned, leased or third party.

  2. Fleet OSH measures reflect the performance of all owned or leased (but not third party) vehicles, regardless of whether they fall in the “Distribution” or “All other” category.

  3. To ensure that each metric includes the targeted set of vehicles, track the number of vehicles in each category below:

     a. Owned, Distribution

     b. Owned, “All Other”

     c. Leased, Distribution

     d. Leased, “All Other”

     e. Third Party, Distribution
Refer to Table 16 for number of vehicles, distance traveled, and volume distributed calculations.

**Table 16: Vehicles, Distance Traveled, and Volume Distributed Calculations**

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform this calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Vehicles</strong> for each category</td>
<td>Determine the average number of vehicles used during the reporting period.</td>
</tr>
</tbody>
</table>
| **Distance Traveled, kilometers** | Add the total distance traveled during the reporting period by all vehicles within each of the following categories:  
  - Owned, Distribution  
  - Owned, “All Other”  
  - Leased, Distribution  
  - Leased, “All Other”  
  - Third Party, Distribution |
| **Volume Distributed (kiloliters)** | Add the total volume of Company products delivered to a customer during the reporting period by all vehicles within each of the following categories:  
  - Owned, Distribution  
  - Leased, Distribution  
  - Third Party, Distribution |

**NOTE:** In situations where the same volume may be distributed by more than one fleet type, pro-rate the volume distributed by fleet type as accurately as possible, assuring that the total volume distributed is accurate.

**NOTE:** Fleet EOSHPM metrics do not include any other type of transport (air, rail, ship, non-motorized, etc.).
In some situations, the same vehicle may be used to distribute both Company and non-Company products. In these cases, determine, document, and use the best available method to estimate the number of vehicles and distance traveled associated with distribution of Company product. See EOSH Performance Measurement Guidelines (ES-RF-130) for additional discussion.

6.2 Calculations for Fuel Consumption

6.2.1 Fuel Consumption, Distribution Fleet
Calculations for total fuel use and fleet emissions are based on the diesel equivalent fuel consumption for all fuel types by all distribution vehicles. For each of the fuel types below, record the total quantity of fuel consumed by all owned, leased and third party distribution vehicles in the fleet during the reporting period:

1. Gasoline, regular unleaded
2. Gasoline, RFG (10% MBTE)
3. Diesel
4. Liquefied Natural Gas
5. Compressed Natural Gas (CNG)
6. Propane (LPG)
7. Methanol (M-100)
8. Methanol (M-85)
9. Ethanol (E-100)
10. Ethanol (E-85)
11. Biodiesel (B-20)

NOTE: For fuels or mixtures other than those choices provided, select the closest choice and document the actual fuel type used.
### 6.2.2 Calculations for Fuel Consumption and Fleet Emissions

**Table 17: Fuel Consumption and Fleet Emissions Calculations**

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the related calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel use, equivalent diesel liters</td>
<td><em>(Total distribution fleet fuel consumption (by type))</em>&lt;br&gt;<em>(diesel equivalent conversion factor)</em></td>
</tr>
<tr>
<td>Total fuel use, equivalent diesel liters</td>
<td>Sum of equivalent diesel liters for all fuel types.</td>
</tr>
<tr>
<td>Fuel ratio</td>
<td><em>(Total Fuel use, equivalent diesel liters) ÷ (sum of volume distributed for owned, leased, third-party distribution vehicle, kiloliters)</em></td>
</tr>
<tr>
<td>Fleet emissions</td>
<td>*(Total Fuel use, equivalent diesel liters) * (average emission factors) <em>(available from Corporate)</em>&lt;br&gt;Fleet emissions may be calculated automatically through the EOSHPM data collection system, or manually using emissions factors available from the Environment and Water Resources department.</td>
</tr>
</tbody>
</table>
6.3 Calculations for Vehicle Crashes and Crash Costs
To view Vehicle Crashes and Crash Costs calculation categories, refer to the following:

6.3.1 Vehicle Crash

Table 18: Vehicle Crash Definition

<table>
<thead>
<tr>
<th>Vehicle Crashes involving the following:</th>
<th>Included in Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>A Company vehicle (whether in motion, temporarily stopped or parked) that results in personal injury and/or material property damage, regardless of the following:</td>
<td>X</td>
</tr>
<tr>
<td>- Who was hurt</td>
<td></td>
</tr>
<tr>
<td>- What property was damaged</td>
<td></td>
</tr>
<tr>
<td>- Who was responsible</td>
<td></td>
</tr>
<tr>
<td>- Whether the incident was or was not preventable</td>
<td></td>
</tr>
<tr>
<td>- Whether the incident was or was not legally required to be reported</td>
<td></td>
</tr>
<tr>
<td>Owned and leased (but not third party) distribution and “all other” vehicles.</td>
<td>X</td>
</tr>
<tr>
<td>Rented or leased vehicles or personal vehicles used on Company business.</td>
<td>X</td>
</tr>
<tr>
<td>Company cars are included regardless of whether they occur during business or personal use.</td>
<td>X</td>
</tr>
<tr>
<td>Incidents resulting only in minor damage such as windshield chips, paint scratches, or minor “dings” with no impact on vehicle safety or roadworthiness, and in which there is no known collision.</td>
<td>X</td>
</tr>
</tbody>
</table>
Vehicle Crashes are independent of any associated injury; Report a single vehicle crash resulting in Lost Time Incidents (LTIs) of two employees as follows:

1. As one vehicle crash in the Fleet metrics
2. As two Lost Time Incidents (LTIs) in the Facility OSH metrics

### 6.3.2 Number of Vehicle Crashes

The **Number of Vehicle Crashes** is the total number of vehicle crashes that occurred during the reporting period.

### 6.3.3 Major Vehicle Crash

A vehicle crash, as defined above, that results in one or more of the following outcomes:

1. A fatality (employee, contractor/third party, or general public)
2. An employee medical treatment case, or an injury to a contractor/third party or member of the general public that meets the severity criteria for a medical treatment case.
3. A rollover in which any vehicle involved tips over onto its side or roof, even if there is no injury, damage or involvement with other vehicles.
4. A tractor-trailer jack-knife in which the cab and trailer end up facing different directions and the vehicle is unable to move.

**NOTE:** This counts as a major vehicle crash even if there is no injury, damage, or involvement with other vehicles.

5. Any vehicle fire, regardless of severity or a fire in which vehicle components were involved.
6. Damage that renders any of the involved vehicles not roadworthy due to impaired physical function or impaired occupant safety such as the following:
   - Impaired physical function:
     1) Vehicle is inoperable as designed. Examples include the following:
        - The vehicle is significantly out-of-alignment
        - An axle is bent or broken
        - Engine damage to the extent that the vehicle will not operate at designed speeds
   - Impaired occupant safety:
     1) Operating the vehicle impairs the safety of the occupants. Examples include the following:
        - Airbags deployed
ii. Doors, trunk or hood that will not latch
iii. Obstructed view due to damaged windshield;
iv. Headlights, windshield wipers, horn, seatbelts, or brakes are inoperable.
c. Superficial damage does not meet the criteria for Major Vehicle Crash. Examples include the following:
   1) Damage that is limited to scratched paint
   2) Superficial dents with no impact on operability
   3) Broken glass related to headlights, tail lights, directional signals or other lights
   4) Burst tire with only cosmetic damage to the rim (regardless of whether a spare tire is available)

7. Damage to property requiring replacement or functional repair. Examples include the following:
   a. A bent or broken fence, pole or other property
   b. A damaged building
   c. Damaged trees, shrubs, or similar vegetation
   d. Destruction of other property

**NOTE:** Determination is made based on the extent of damage, regardless of whether the repair or replacement is carried out.

Examples of damage that would not require functional repair include:
   a. Scratched paint
   b. Minor damage to decorative coverings with no impact on functionality

6.3.4 Number of Major Vehicle Crashes
The **Number of Major Vehicle Crashes** is the total number of Major Crashes that occurred during the reporting period.

Since every **Major Vehicle Crash** counts as a **Vehicle Crash**, the number of Major Vehicle Crashes will always be greater than or equal to the number of Vehicle Crashes.

6.3.5 Vehicle Crash Costs
Vehicle “Crash Costs” is the sum of all incurred costs from vehicle accidents in the reporting period.

Refer to Table 19 for costs included in this Crash Cost estimates.
Table 19: Vehicle Crash Costing

<table>
<thead>
<tr>
<th>Crash Cost Element</th>
<th>Included in Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property damage direct costs</td>
<td>X</td>
</tr>
<tr>
<td>Third party liability costs</td>
<td>X</td>
</tr>
<tr>
<td>Claims handling and legal fees</td>
<td>X</td>
</tr>
<tr>
<td>Third party medical injury cost</td>
<td>X</td>
</tr>
<tr>
<td>Repair or replacement costs of vehicles or other property</td>
<td>X</td>
</tr>
<tr>
<td>Fees, penalties and other accruals</td>
<td>X</td>
</tr>
<tr>
<td>Insurance premium payments</td>
<td></td>
</tr>
<tr>
<td>Broker fees</td>
<td>X</td>
</tr>
</tbody>
</table>

6.3.6 Calculating Vehicle Crashes and Crash Costs

To calculate Vehicle Crashes and Crash Costs, refer to Table 20, Vehicle Crash and Crash Costs Calculations.

Table 20: Vehicle Crash and Crash Costs Calculations

<table>
<thead>
<tr>
<th>To determine the following:</th>
<th>Perform the associated calculation method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Crash Rate, per 100 vehicles</td>
<td>(Number of Vehicle Crashes * 100) ÷ (Number of owned and leased distribution and “all other” Vehicles)</td>
</tr>
<tr>
<td>Vehicle Crash Rate, per million kilometers</td>
<td>(Number of Vehicle Crashes * 1,000,000) ÷ (Total distance traveled for owned and leased distribution and “all other” vehicles (kilometers))</td>
</tr>
<tr>
<td>Vehicle Major Crash Rate, per 100 vehicles</td>
<td>(Number of Major Vehicle Crashes * 100) ÷ (Number of owned and leased distribution and “all other” Vehicles)</td>
</tr>
<tr>
<td>Vehicle Major Crash Rate, per million kilometers</td>
<td>(Number of Major Vehicle Crashes * 1,000,000) ÷ (Total distance traveled for owned and leased distribution and “all other” vehicles (kilometers))</td>
</tr>
<tr>
<td>Vehicle Crash Costs</td>
<td>Sum of all incurred costs from vehicle crashes (converted to US$).</td>
</tr>
</tbody>
</table>
References
Occupational Health and Safety Standard  BS OHSAS 18001.2007
Measuring and Reporting Environmental Performance Guidelines  ES-RF-130
First Aid Requirements  ES-RQ-145
Fleet Management Requirements  ES-RQ-155
Waste Management Requirements  ES-RQ-220
Water Resource Sustainability Requirements  ES-RQ-235
Environmental Management System  ISO 14001
## Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Jan-2016</td>
<td>Moved from Quarterly SAFETY Reporting to Monthly SAFETY Reporting. Updated grammar, additional examples, tables and formatting for clarity.</td>
</tr>
<tr>
<td>13-Dec-2013</td>
<td>Updated terminology for consistency and clarity to definitions to Calculations for Water Use, Fatalities, and Lost Days. Added new content for Fatality incident types and Major Crash.</td>
</tr>
<tr>
<td>16-Nov-2012</td>
<td>Updated section to include specific dates for SDW data entry and to update section 2.2 Reporting, section 3.2 Facility OSH Metrics; 5.1 Calculations for Employees and Hours Worked; 5.3 Calculations for Lost Time Incidents and Lost Days and LTI Opportunity Costs; 5.4 Calculations for Medical Treatment Cases and Absent Days; and 6.3 Calculations for Crashes, Crash Costs</td>
</tr>
<tr>
<td>15-Jun-2012</td>
<td>Updated Water Use Calculations for written clarity.</td>
</tr>
<tr>
<td>03-Dec-2010</td>
<td>Updated to match current EOSHPM data collection process, including additions to Energy and CO₂ calculations, and inclusion of metrics for ingredient CO₂ and general public fatalities.</td>
</tr>
<tr>
<td>01-Jan-2010</td>
<td>Revised document released as part of the TCCMS Redesign - Governance Reset. This document contains content from the previous version with reformatting and significant rewording.</td>
</tr>
<tr>
<td>10-Dec-2007</td>
<td>Updated to match current EOSHPM data collection process, add “Compliance” Requirement, reformat.</td>
</tr>
<tr>
<td>20-Apr-2005</td>
<td>Inclusion of OSH metrics, calculations and reformatted to TCCQS KQ format</td>
</tr>
</tbody>
</table>
Definitions

Administrative Controls: Administrative controls (or work practice controls) are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or other situations.

Some specific examples of administrative controls include:

- Performing maintenance operations that involve toxic substances at night when the usual production staff is not present.
- Rotating workers through various job assignments so that they do not develop repetitive motion injuries.
- Prohibiting workers from working with ionizing radiation once they have reached a predetermined level of exposure.
- Requiring workers in hot environments to take breaks in cool rest areas and providing fluids for rehydration.
- Prohibiting worker access to areas involving hazards such as laser equipment, energized electrical equipment, or excessive noise.
- Proper housekeeping by reducing clutter reduces the chances for an accident and minimizes the effects if an accident does occur.

Applicable Legal Requirements: Applicable legal requirements means any law, regulation, rule, requirement, standard, norm, decree or code applicable to the relevant facility and/or operation enacted, promulgated or issued by any governmental or regulatory agency or body at the national, federal, state, provincial, municipal or other local level. It may also include relevant and applicable international or regional laws, regulations, rules and agreements, such as, but not limited to United Nations Guidelines and/or European Union (EU) directives or regulations, whether adopted into locally applicable law or directly applicable without the need for local adoption.

Biodiesel Blends: Blends of biodiesel and conventional hydrocarbon-based diesel are products most commonly distributed for use in the retail diesel fuel marketplace. Much of the world uses a system known as the "B" factor to state the amount of biodiesel in any fuel mix:

Biodiesel: Biodiesel refers to a vegetable oil - or animal fat-based diesel fuel consisting of long-chain alkyl (methyl, ethyl, or propyl) esters.

Biodiesel is meant to be used in standard diesel engines and is thus distinct from the vegetable and waste oils used to fuel converted diesel engines. Biodiesel can be used alone, or blended with petro diesel in any proportions. Biodiesel blends can also be used as heating oil.

- 100% biodiesel is referred to as B100.
- 20% biodiesel, 80% petro diesel is labeled B20.
- 5% biodiesel, 95% petro diesel is labeled B5.
- 2% biodiesel, 98% petro diesel is labeled B2.

Blends of 20% biodiesel and lower can be used in diesel equipment with no, or only minor modifications, although certain manufacturers do not extend warranty coverage if equipment is damaged by these blends. The B6 to B20 blends are covered by the ASTM D7467 specification. Biodiesel can also be used in its pure form (B100), but may require certain engine modifications to avoid maintenance and performance problems. Blending B100 with petroleum diesel may be accomplished by:

- Mixing in tanks at manufacturing point prior to delivery to tanker truck.
- Splash mixing in the tanker truck (adding specific percentages of biodiesel and petroleum diesel).
- In-line mixing, two components arrive at tanker truck simultaneously.
- Metered pump mixing, petroleum diesel and biodiesel meters are set to X total volume, transfer pump pulls from two points and mix is complete on leaving pump.

**Bio-fuels:** Examples include biodiesel, tree trimmings, and sawmill scrap.

**Biomass:** Includes agricultural waste such as tree trimmings and sawmill scrap.

**Compressed Natural Gas (CNG):** Methane stored at high pressure.

**Electricity Purchased from Local Non-Grid Source:** The amount of electricity purchased from a local district energy plant that is connected directly to one or more end-uses and NOT to the entire utility grid.

**Electricity Purchased from Local Utility Grid:** The amount of electricity from the local utility grid purchased from the local utility or other public provider.

**Ethanol (E-85):** 85 is a blend of 85% ethanol and 15% gasoline. It is the most commonly available blended fuel for use in flex-fuel vehicles (FFVs).

Ethanol is a corrosive alcohol that will degrade common steel and rubber fuel system parts on conventional vehicles. Flex-fuel vehicles are manufactured with synthetic and/or composite fuel system parts that can tolerate high levels of alcohol.

**Ethanol (E-100):** E-100 is a pure ethanol fuel with no blending as with E-85 or other ratings.

**Heavy Fuel Oil:** Heavier liquid-petroleum fuels, such as #4, 5 and 6 fuel oil.

**Immediate Consumption Equipment:** Equipment used in conventional channels where beverages (hot or cold) are delivered in ideal quality conditions to be consumed immediately after being delivered. Examples include coolers, vending machines, and fountain dispensers.

**KO Volume:** Sales volume for TCCC. TCCC measures sales volume in two ways: gallons and unit cases of finished products. "Gallons" is a unit of measurement for
concentrates (sometimes referred to as beverage bases), syrups, finished beverages, and powders (in all cases, expressed in equivalent gallons of syrup) for all beverage products, which are reportable as unit case volume. Most of our revenues are based on gallon sales. Unit case volume represents the number of unit cases of licensed beverage products directly or indirectly sold by the Coca-Cola system to customers. Unit case volume is derived based on estimates supplied by our bottling partners and distributors.

**Landfill Gas** : Biogas produced from landfill operations. Reported as flaring (if the unused gas is burned) or non-flaring.

**Light Fuel Oil** : Liquid-petroleum fuels, such as diesel (#2 burner fuel)

**Liquefied Natural Gas (LNG)** : A natural gas (predominantly methane, CH\(_4\)) that has been converted to liquid form for ease of storage or transport.

**Methanol (M-100)** : A pure methanol fuel with no blending.

**Methanol (M-85)** : A blend of 85% methanol with 15% unleaded premium gasoline.

**Natural Gas** : A mixture of methane (55-98%), higher hydrocarbons (mainly ethane), and non-combustible gases, such as carbon dioxide, oxygen and nitrogen.

**Natural body of water** : includes rivers, lakes, ponds, storm water canals, ocean, sea, bay/harbor, municipal systems without secondary treatment, underground discharge, land application that exceeds carry capacity of the soil.

**Packaged Water** : Water that is placed in a sealed container and is sold for human consumption or other food or other beverage use without further processing. The term applies to both processed waters and natural source waters (commonly named as “natural mineral water” or “spring water”).

**PET** : Polyethylene terephthalate (sometimes written poly(ethylene terephthalate)), commonly abbreviated PET, PETE, or the obsolete PETP or PET-P, is a thermoplastic polymer resin of the polyester family that is used in synthetic fibers; beverage, food and other liquid containers; thermoforming applications; and engineering resins often in combination with glass fiber.

**Propane and Liquefied Petroleum Gas (LPG)** : Propane typically is LPG, which often contains 5-10% propylene.

**Public (General Public)** : A person or persons not affiliated with TCCC.

**Wastewater Treatment Plant Gas** : Biogas produced from anaerobic treatment of wastewater streams. Reported as flaring (if the unused gas is burned) or non-flaring.