



SPILL INCIDENT REPORTING PROCEDURE

Spill Incident Reporting Requirements;

Scene Management – How to manage the incident scene for proper investigation

Evidence Collection – How to properly gather evidence for HSE & Investigation team

Witness Statements – Completed by all crewmembers or persons in attendance to the incident.

SPILL INCIDENT REPORTING & EMERGENCY RESPONSE PLAN

Incident/Accident Classification

For the purpose of this plan there will be two levels of emergency response; Major and Minor Spills. The steps for the most appropriate response are dependent on classification of the situation, as will be indicated in the respective sections below.

Determining Incident Classification

The person discovering the incident/accident (for the purposes of this plan shall be called scene commander) or the Supervisor(s) of workers directly involved, will be responsible for determining if the incident/accident is Major or Minor spill as well as ensuring the appropriate steps are followed in accordance with this plan.

Minor Spills

Definition:

A MINOR SPILL is defined as a Spill of non-harmful fluid on the ground or water of less than 20 liters, and less than 5 litres of harmful fluid that can be controlled, cleaned up, treated or otherwise rectified within 10 minutes and/or with minimum manpower and equipment that is immediately available at the site; if the incident doesn't have the potential to impact the environment, property/buildings, or affect the safety of the public.

Examples include:

- Spill for fresh water or canola oil of less than 20 liters
- Spill of produced water or crude oil of less than 5 litres

Reporting and Control of Minor Emergencies

The person who discovers the situation will

- Notify the supervisor
- Control/Assist in the control of the situation, if safe to do so
- Provide a verbal report to Operations manager as soon as reasonably possible
- Capture the incident scene as soon as the spill is under control
- Provide a written report of the incident/accident within 12 hours to be given to the Product Line Coordinator/Manager & QHSE Manager

Supervisor:

- Determine and initiate any further cleanup or control measures as required
- Capture the incident scene as soon as the spill is under control with pictures using the Scene Management guidelines
- Provide a report to the Prime Contractors Safety Officer

Safety Coordinator:

- Report to the appropriate authorities if necessary or required by legislation
- Complete an Incident/Accident Investigation Report
- Review Report with Operations Manager

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249