

Environment Incident Reference Chart

Definition of an Incident: An occurrence that did, or could have, resulted in damage, environmental impact or loss or an occurrence that caused a breach of corporate policy, legislation or other requirement. Multiple occurrences may constitute a higher risk incident.

	MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
Classification	<p>Environment - Non-Compliance An incident, regulatory non-compliance and/or breach of SaskPower Polices, Standards, Procedures which could result in any of the following:</p> <ul style="list-style-type: none"> • Unlikely to cause adverse effects; • Associated financial implications less than \$25,000; • No impact to SaskPower's reputation. 	<p>Environment - Non-Compliance An incident, regulatory non-compliance and/or breach of SaskPower Polices, Standards, Procedures which could result in any of the following:</p> <ul style="list-style-type: none"> • Some adverse effects to the local community or environment (public or private property); • Associated financial implications greater than \$25,000 and less than \$100,000; • Low impact to SaskPower's regulatory or public reputation. <p>Low impact to reputation is defined as complaints to the company and/or second-hand knowledge of public concern. Multiple significant occurrences may constitute a major incident.</p>	<p>Environment - Non-Compliance An incident, regulatory non-compliance and/or breach of SaskPower Polices, Standards, Procedures which could result in any of the following:</p> <ul style="list-style-type: none"> • Moderate adverse effects to the local community or environment (public or private property); • Extreme adverse effects to SaskPower owned property; • Associated financial implications greater than \$100,000 and less than \$500,000; • Medium impact to SaskPower's regulatory or public reputation. <p>Medium impact to reputation is defined as negative local or regional news coverage of protests and/or complaints to/concerns from regulators/authorities requiring management involvement (i.e. investigation with a possibility that a warning letter/notice of violation will be issued).</p>	<p>Environment - /Non-Compliance An incident, regulatory non-compliance and/or breach of SaskPower Polices, Standards, Procedures which could result in any of the following:</p> <ul style="list-style-type: none"> • Extreme adverse effects to the local community or environment (public or private property); • Some adverse effects beyond the local community or environment; • Associated financial implications greater than \$500,000; • High impact to SaskPower's regulatory or public reputation. <p>High impact to reputation is defined as negative national or international news coverage of protests or irreparable damage to reputation (i.e. investigation from a regulator with a probability that charges/fines will be laid).</p>
Notification	<p>As Soon As Possible</p> <ul style="list-style-type: none"> • Direct Manager; • Environmental Specialist • Contractor Admin (contractor to notify within 24 hours) • Insurance (Risk Management) • Properties (when damage to building property) 	<p>As Soon As Possible</p> <ul style="list-style-type: none"> • Direct Manager; • O/S Manager; • Environmental Specialist • Contractor Admin (contractor to notify within 24 hours) • Insurance (Risk Management) • Properties (when damage to building property) 	<p>As Soon As Possible</p> <ul style="list-style-type: none"> • Direct Manager; • O/S Manager; • Environmental Specialist • Director; and • Director, Environment • Contractor Admin (contractor to notify within 24 hours) <p>In addition, Director, Environment will notify:</p> <ul style="list-style-type: none"> • Law Department (Regulatory); • Human Resources • Corporate Communications • Stakeholder Relations • Properties (when damage to building property) • Insurance (Risk Management) • Division Vice President; • President / CEO 	<p>As Soon As Possible</p> <ul style="list-style-type: none"> • Direct Manager; • O/S Manager; • Environmental Specialist • Director • Director, Environment • Contractor Admin (contractor to notify within 8 hours) <p>In addition, Director, Environment will notify:</p> <ul style="list-style-type: none"> • Law Department (Regulatory); • Human Resources • Corporate Communications • Stakeholder Relations • Properties (when damage to building property) • Insurance (Risk Management) • Division Vice President; • President / CEO
Reporting	<p>Final Report May Be Extended On Manager Approval Only</p> <ul style="list-style-type: none"> • Initiate internal reporting and data entry – 15 Days • Investigation is not required 	<p>Final Report May Be Extended On Director Approval Only</p> <ul style="list-style-type: none"> • Initiate internal reporting and data entry – 7 Days • Operations lead investigation required • Formal Investigation Report not required • Environmental Specialist may complete a review 	<p>Final Report May Be Extended On Division Vice President/Director Environment Approval Only</p> <ul style="list-style-type: none"> • Witness Statements – 24 Hours • Initiate internal reporting and data entry – 7 Days • Environment lead investigation required • Formal Investigation Report required (due in 30 days) • Incident Operational Lead must complete a review of investigation report and corrective actions prior to completion • Preliminary Incident Bulletin distributed by Environment within 48 hours. 	<p>Final Report May Be Extended On Division Vice President/Director Environment Approval Only</p> <ul style="list-style-type: none"> • Witness Statements – 8 Hours • Initiate internal reporting and data entry – 7 Days • Environment lead investigation required • Formal Investigation Report due (due in 30 days) • Incident Operational Lead must complete a review of investigation report and corrective actions prior to completion • Preliminary Incident Bulletin distributed by Environment within 24 hrs. InfoShare to targeted groups within 48 hrs Updated bulletin distributed once corrective/preventive actions are approved.

Emergency Response: Control the scene. If required, activate Emergency Response Plan