

Environment 24-hour Line
306-566-6200

An incident is: **A)** an occurrence that did, or could have, resulted in damage, environmental impact or loss, and/or **B)** an occurrence that caused a breach of corporate policy, legislation or other requirement.

1. This reference chart is intended to serve as a minimum standard and it is expected there will be some exceptions. You should use your judgement when classifying incidents. If you need assistance, contact your Environment Specialist.
2. Timelines are based on calendar days unless otherwise specified.
3. If there are safety concerns associated with the incident refer to SaskPower Health & Safety Incident Reference Chart for Employees and Contractors.

INCIDENT TYPE		MINOR INCIDENT (Multiple occurrences may constitute a higher risk incident)	SIGNIFICANT INCIDENT (Multiple occurrences may constitute a higher risk incident)	MAJOR INCIDENT (Multiple occurrences may constitute a higher risk incident)	CRITICAL INCIDENT
		<p>Adverse Effects</p> <ul style="list-style-type: none"> Unlikely to cause adverse effects. Minor incidents may include: <ul style="list-style-type: none"> Spills into containment Surficial impacts Spills onto asphalt/concrete <p>Financial Implications</p> <ul style="list-style-type: none"> Associated financial implications less than \$25,000 <p>Regulatory/Non-Compliance</p> <ul style="list-style-type: none"> Low potential for regulator interest <ul style="list-style-type: none"> Regulated or non-regulated incident with low impact No risk of regulatory enforcement <p>Reputation</p> <ul style="list-style-type: none"> No impact to SaskPower's public reputation <p>Good Catch</p> <ul style="list-style-type: none"> Unlikely the good catch would cause adverse effects 	<p>Adverse Effects</p> <ul style="list-style-type: none"> Some adverse effects limited to the local community or environment and may occur on public or private property. Some adverse effects may include: <ul style="list-style-type: none"> Contamination of private property that directly negatively affects the landowner (e.g. soil impacts in a garden or backyard where children play) Spill in close proximity to sensitive area <p>Financial Implications</p> <ul style="list-style-type: none"> Associated financial implications greater than \$25,000 and less than \$100,000 (include costs for spill response, remediation and additional costs to stop work) <p>Regulatory/Non-Compliance</p> <ul style="list-style-type: none"> Potential for regulator interest <ul style="list-style-type: none"> Regulated or non-regulated incident with some impact Possible requirement to engage with regulator No risk of regulatory enforcement <p>Reputation</p> <ul style="list-style-type: none"> Low impact to SaskPower's public reputation <ul style="list-style-type: none"> Complaints to the company or second-hand knowledge of public concern <p>Good Catch</p> <ul style="list-style-type: none"> Good catch would cause some adverse effects 	<p>Adverse Effects</p> <ul style="list-style-type: none"> Moderate adverse effects to the local community or environment (public or private property) and/or extreme adverse effects to SaskPower owned property. Moderate adverse effects may include: <ul style="list-style-type: none"> Impacts to groundwater wells, surface water or a wetland Impacts to native prairie Spill of greater than 500 ppm PCBs Disturbance to sensitive wildlife species including disturbance of their habitat Disturbance to migratory bird and/or species at risk including disturbance of their habitat <p>Financial Implications</p> <ul style="list-style-type: none"> Associated financial implications greater than \$100,000 and less than \$500,000 (include costs for spill response, remediation and additional costs to stop work) <p>Regulatory/Non-Compliance</p> <ul style="list-style-type: none"> Potential for regulator interest and action <ul style="list-style-type: none"> Complaints to/concerns from regulators/authorities Potential for an external investigation with a possibility that a warning letter/notice of violation will be issued <p>Reputation</p> <ul style="list-style-type: none"> Medium impact to SaskPower's public reputation <ul style="list-style-type: none"> Potential for negative local or regional media attention <p>Good Catch</p> <ul style="list-style-type: none"> Good catch would cause moderate adverse effects 	<p>Adverse Effects</p> <ul style="list-style-type: none"> Extreme adverse effects to the local community or environment (public or private property) and/or some adverse effects beyond the local community or environment. Extreme adverse effects may include: <ul style="list-style-type: none"> Impacts observed downstream of the incident location Topsoil and subsoil mixing in native prairie or other sensitive area Large volume spill in sensitive area Extensive or long-term remediation and/or monitoring required Action that led to direct impact to sensitive wildlife species and/or impact to their habitat Action that led to direct impact to migratory bird and/or species at risk and/or impact of their habitat <p>Financial Implications</p> <ul style="list-style-type: none"> Associated financial implications greater than \$500,000 (include costs for spill response, remediation and additional costs to stop work) <p>Regulatory/Non-Compliance</p> <ul style="list-style-type: none"> Potential for severe regulatory discipline arising from non-compliance with an authorization or legislation <ul style="list-style-type: none"> Investigation from a regulator with a potential for summary conviction or indictment Civil litigation Occurrence or potential occurrence of operating under conditions of an expired regulatory approval <p>Reputation</p> <ul style="list-style-type: none"> High impact to SaskPower's public reputation <ul style="list-style-type: none"> Potential for negative national or international media attention <p>Good Catch</p> <ul style="list-style-type: none"> Good catch would cause extreme adverse effects
ACTIONS		<p>SPILL RESPONSE</p> <p>Refer to the Spill Response Procedures applicable to your business area.</p>	<p>Refer to the Spill Response Procedures applicable to your business area.</p>	<p>Refer to the Spill Response Procedures applicable to your business area.</p>	<p>Refer to the Spill Response Procedures applicable to your business area.</p>
		<p>COMMUNICATE</p> <p>Communicate as per Spill Response Procedures. In addition:</p> <p>Employee or Contractor shall Notify:</p> <ul style="list-style-type: none"> Direct Supervisor/Manager Contract Administrator <p>Supervisor shall Notify:</p> <ul style="list-style-type: none"> Project Manager (if applicable) Environment Specialist Properties (when damage to building property) Enterprise Security (when breaches of security) <p>Automatic Notification sent to:</p> <ul style="list-style-type: none"> Insurance@saskpower.com IncidentsEnv@saskpower.com 	<p>Communicate as per Spill Response Procedures. In addition:</p> <p>Employee or Contractor shall Notify:</p> <ul style="list-style-type: none"> Direct Supervisor/Manager Contract Administrator <p>Supervisor shall Notify:</p> <ul style="list-style-type: none"> Project Manager (if applicable) Environment Specialist O/S Manager Properties (when damage to building property) Enterprise Security (when breaches of security) <p>Automatic Notification sent to:</p> <ul style="list-style-type: none"> Insurance@saskpower.com IncidentsEnv@saskpower.com 	<p>Communicate as per Spill Response Procedures. In addition:</p> <p>Employee or Contractor shall Notify:</p> <ul style="list-style-type: none"> Direct Supervisor/Manager Contract Administrator <p>Supervisor shall Notify:</p> <ul style="list-style-type: none"> O/S Manager Environment Specialist Properties (when damage to building property) Enterprise Security (when breaches of security) <p>Director, Environment shall Notify:</p> <ul style="list-style-type: none"> Director of Law, Land and Privacy Manager of Risk Management & Insurance Other departments as required <p>Automatic Notification sent to:</p> <ul style="list-style-type: none"> Insurance@saskpower.com IncidentsEnv@saskpower.com Legal@saskpower.com Investigations@saskpower.com <p>O/S Manager shall Notify:</p> <ul style="list-style-type: none"> Department Director Director, Environment Project Manager (if applicable) <p>O/S Manager shall Coordinate (if requested by VPs):</p> <ul style="list-style-type: none"> A phone call with appropriate VPs and Directors 	<p>Communicate as per Spill Response Procedures. In addition:</p> <p>Employee or Contractor shall Notify:</p> <ul style="list-style-type: none"> Direct Supervisor/Manager Contract Administrator Report incident to 306-566-6200 <p>Supervisor shall Notify:</p> <ul style="list-style-type: none"> O/S Manager Environment Specialist Properties (when damage to building property) Enterprise Security (when breaches of security) <p>O/S Manager shall Notify:</p> <ul style="list-style-type: none"> Department Director Director, Environment Project Manager (if applicable) <p>O/S Manager shall Coordinate:</p> <ul style="list-style-type: none"> A phone call with President & CEO and appropriate VPs and Directors <p>Director, Environment shall Notify:</p> <ul style="list-style-type: none"> President & CEO <p>President & CEO shall Notify:</p> <ul style="list-style-type: none"> Safety, Environment and Corporate Responsibility Committee and Board Chair (as appropriate) <p>Automatic Notification sent to:</p> <ul style="list-style-type: none"> Insurance@saskpower.com IncidentsEnv@saskpower.com Legal@saskpower.com Investigations@saskpower.com <p><small>*Involvement of Union to be determined based on consultation with HR</small></p>
INVESTIGATE & REPORT		<ul style="list-style-type: none"> Incident entered in ESMIS with preliminary incident classification within 24 hours Verification of Incident completed by Environment Specialist Incident report in ESMIS is completed by the Supervisor/Manager – 21 Days (can be extended by Manager) Supervisor/Manager identifies at least one root cause and at least one action to assist in preventing future incidents Environment Specialist to provide guidance as requested Optional incident bulletins distributed by Supervisor/Manager if there is valuable information to be shared (Action Bulletin – 3 business days, Final Bulletin – 21 days) 	<ul style="list-style-type: none"> Incident entered in ESMIS with preliminary incident classification within 24 hours Verification of Incident completed by Environment Specialist Incident report in ESMIS is completed by the Supervisor/Manager – 21 Days (can be extended by Manager or Department Director) Supervisor/Manager identifies at least one root cause and at least one action to assist in preventing future incidents Environment Specialist to provide guidance as requested Optional incident bulletins distributed by Supervisor/Manager if there is valuable information to be shared (Action Bulletin – 3 business days, Final Bulletin – 21 days) 	<ul style="list-style-type: none"> Incident entered in ESMIS with preliminary incident classification within 24 hours Verification of Incident completed by Environment Specialist Lead Investigator assigned from Environment for both employee and contractor incident A parallel contractor investigation is required Formal Investigation Report required and must include at least one action for each root cause identified (due in 45 days and can be extended by Department Director or Director of Environment) Manager, P&R (Environment) shall notify Director (Environment), Director of Responsible Area and appropriate VPs if timeline for final investigation report is extended. Incident Owner must complete a review of investigation report and lead development of corrective actions prior to completion Incident bulletins distributed by Environment (Action Bulletin – 3 business days, Update Bulletin (optional), Final Bulletin – 7 days after development of corrective actions) 	<ul style="list-style-type: none"> Incident entered in ESMIS with preliminary incident classification within 8 hours Verification of Incident completed by Environment Specialist Lead Investigator assigned from Environment for both employee and contractor incident A parallel contractor investigation is required Incident Owner with support of Lead Investigator must present an Information Item to Safety, Environment and Corporate Responsibility Committee at the next scheduled meeting Formal Investigation Report required and must include at least one action for each root cause identified as well as consideration for a recommendation that addresses systemic issues (formal report due in 45 days and can be extended by Business Unit VP) Manager, P&R (Environment) shall notify Director (Environment), Director of Responsible Area, appropriate VPs and President and CEO if timeline for final investigation report is extended. Incident Owner must complete a review of investigation report and lead development of corrective actions prior to completion Incident bulletins distributed by Environment (Action Bulletin – 3 business days, Update Bulletin (optional), Final Bulletin – 7 days after development of corrective actions)
		EXAMPLES		<p>Examples:</p> <ul style="list-style-type: none"> Antifreeze spilled on the floor of a SaskPower vehicle maintenance garage A release of non-PCB oil from in service equipment in a non-sensitive area (e.g. asphalt) 	<p>Examples:</p> <ul style="list-style-type: none"> Toxic or corrosive material spilled and contained within secondary containment A release of PCB oil from in service equipment in a non-sensitive area (e.g. asphalt) A release of any substance to a non-fish bearing water body Multiple minor incidents of the same type within a short time period A permit violation which resulted in no environment impact <ul style="list-style-type: none"> e.g. Permit required an environmental monitor on site; however, environmental monitor was not present for work. Work was completed with no environmental impacts.