

An incident is:

- An occurrence that did, or could have, resulted in damage, environmental impact or loss and/or;
 - 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 business days.
 3. If there are safety concerns associated with the incident refer to Health and Safety's 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
ACTIONS	SPILL RESPONSE	Refer to the Spill Response Procedures applicable to your business area.	Refer to the Spill Response Procedures applicable to your business area.	Refer to the Spill Response Procedures applicable to your business area.	Refer to the Spill Response Procedures applicable to your business area.
	COMMUNICATE	<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>Department Director shall Notify:</p> <ul style="list-style-type: none"> • Department VP • Others as required 	<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>Director, Environment shall Notify:</p> <ul style="list-style-type: none"> • President & CEO • Department VP • Asset Management, Planning and Sustainability VP <p>President & CEO shall Notify:</p> <ul style="list-style-type: none"> • Corporate & Regulatory Affairs and General Counsel VP • HR and Safety VP* • Director of Corporate Relations • Director of Health & Safety • 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><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 • Incident report in ESMIS is completed by the Supervisor/Manager – 14 Days (can be extended by Manager) • Brief investigation is conducted by Supervisor/Manager • Supervisor/Manager identifies at least one root cause • Interim actions or corrective actions may be assigned • Environment Specialist to provide guidance as requested • Optional incident bulletins distributed by investigator if there is valuable information to be shared (Action Bulletin – 3 business days, Final Bulletin – 14 business days) 	<ul style="list-style-type: none"> • Incident entered in ESMIS with preliminary incident classification within 24 hours • Statements from witnesses – 24 Hours • Incident report in ESMIS is completed by the Supervisor/Manager – 14 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 investigator if there is valuable information to be shared (Action Bulletin – 3 business days, Final Bulletin – 14 business days) 	<ul style="list-style-type: none"> • Incident entered in ESMIS with preliminary incident classification within 24 hours • Statements from witnesses – 24 Hours • Lead investigator assigned from Environment • Formal Investigation Report required and must include at least one action for each root cause identified (due in 30 days and can be extended by Department Director or Director of Environment) • 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 – 15 business days, Final Bulletin – 30 business days) 	<ul style="list-style-type: none"> • Incident entered in ESMIS with preliminary incident classification within 8 business hours • Statements from witnesses – 24 Hours • Lead investigator assigned from Environment • 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 30 days and can be extended by Business Unit VP) • 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 – 15 business days, Final Bulletin – 30 business days)
	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 (i.e. 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 (i.e. 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"> • i.e. Permit required an environmental monitor on site; however, environmental monitor was not present for work. Work was completed with no environmental impacts. 	<p>Examples:</p> <ul style="list-style-type: none"> • A release of any substance to a fish bearing water body • A release of PCB oil from out of service equipment • A release of PCB oil from in service equipment in a sensitive area • Vegetation clearing without an appropriate permit • A permit violation which resulted in environment impact that meets the criteria described above <ul style="list-style-type: none"> • i.e. Rutting (damage can be remediated) and violation of a permit condition 	<p>Examples:</p> <ul style="list-style-type: none"> • A release to a water body (non-fish bearing or fish bearing) with the potential for impacts (i.e. large spill upstream of a drinking water intake or a spill with direct impacts to aquatic life) • A large volume spill in a sensitive area (any substance including PCBs) • Irreversible rutting (i.e. mixture of topsoil and subsurface soil) resulting in damage to native prairie) • Direct impact to migratory bird that is also a rare or endangered species • A permit violation which resulted in environment impact that meets the criteria described above <ul style="list-style-type: none"> • i.e. Operating a facility under the conditions of an expired permit