

EHS INCIDENT REPORTING PROTOCOL

THIS PROTOCOL IS TO BE USED BY:

- a) A **CPC employee** who witnesses an environmental, health & safety incident or non-conformance, **OR**
- b) A **contractor** who has an environmental, health & safety incident while working on a CPC project.

DEFINITIONS—

An **Environmental, Health & Safety Incident** is an occurrence, arising in the course of work, activities, or facility operations that result in an environmental impact or effect, chemical spill, a **worker or public injury or illness**. A "near miss" or property damage is also considered an EHS incident.

Major Incidents are incidents that have one of the following characteristics—

- ◆ Involve corrective action that requires off-site or third party resources;
- ◆ May involve regulatory enforcement action;
- ◆ Are likely to create significant public injury and/or concern;
- ◆ Involves an unanticipated Heritage or Archaeological discovery;
- ◆ Equipment or property damage or loss greater than \$10,000.00.
- ◆ Motor vehicle incidents damage greater than \$5,000.00
- ◆ Includes **"SERIOUS INCIDENTS"**— a near-miss, injury incident or property damage **that did or could have reasonably been expected at the time of the incident to endanger life or cause permanent injury, or cause significant property damage**. Serious injuries include both traumatic injuries that are life threatening or that result in a loss of consciousness, and incidents such as chemical exposures, heat stress, and cold stress that are likely to result in a life threatening condition or cause permanent injury or significant physical impairment.

Minor Incidents are incidents that have one of the following characteristics—

- ◆ Involve corrective action that can be carried out by persons/resources on site;
- ◆ Includes minor worker injury that can typically be dealt with solely by first aid, or for which a worker was sent to hospital or clinic and no medical treatment was performed;
- ◆ Worker(s) involved in incident were immediately available to return to work;
- ◆ Near misses, not potentially creating a "serious injury";
- ◆ Equipment or property damage or loss less than \$10,000;
- ◆ Are not likely to involve regulatory enforcement action ; or
- ◆ Are not likely to create significant public concern.

Environmental, Health & Safety Non-conformance is a failure to conform with the Environmental and Health & Safety Policies, the EHS Management System, regulatory requirements or contract conditions.

In the event of a MINOR Incident or Non-conformance:

- Step 1** → If employee is competent/trained and it is safe to do so, they should initiate corrective action as soon as possible. If the employee is not competent/trained, notify qualified personnel immediately.
- Step 2** → Complete and submit Section 1 of the attached report to the Operations Assistant (cpcops@columbiapower.org) within 48 hours of the incident.

In the event of a MAJOR Incident:

- Step 1** → If employee is competent/trained and it is safe to do so, they should initiate corrective action as soon as possible. If employee is not qualified, notify qualified personnel immediately.
- Step 2** → Notify, as soon as possible, CPC's Manager, Environment, (250.304.5255) for environmental matters or CPC's Senior Health & Safety Manager (250.608.1552) for health and safety matters.
- Step 3** → Contractors should complete and submit Section 1 of the attached report to the Operations Assistant (cpcops@columbiapower.org) within 24 hours of the incident and immediately begin an accident investigation.

*CPC employees do not need to complete a report form for Major Incidents; the Manager, Environment, and the Senior Health & Safety Manager will do so.

If you are not sure what you are observing is an EHS non-conformance, contact the facility operator or CPC's Manager, Environment at 250.304.5255 or the Senior Health & Safety Manager at 250.608.1552.

All spills of hazardous material, whether reportable to EMBC or not, should be reported to CPC in accordance with this protocol.

***This Protocol is not intended to be an emergency plan. It is intended to provide the necessary forms for reporting an incident, non-conformance or emergency to Columbia Power Corporation. In the event of an emergency, please refer to the appropriate emergency plans and procedures.**