

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 EHS 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.

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.**