



In this policy, the term “employees” refers collectively to the directors, officers and employees of Sinopec Canada and its Canadian affiliates (Sinopec Canada Energy Ltd., Sinopec Daylight Energy Ltd. and SinoCanada Petroleum Corporation) (“Sinopec Canada” or the “Company”) and to contractors and consultants who are engaged to act on its behalf.

PURPOSE AND SCOPE

This Policy presents the requirements for reporting incidents within Sinopec Canada and externally. Compliance with this Policy will enable Sinopec Canada to respond properly to incidents as they occur, and to remedy hazardous situations and thereby make our activities safer for employees and the public. Compliance will also enable Sinopec Canada to meet its external reporting obligations.

Detailed standards and procedures are set out in the Incident Reporting & Investigation section set out in the Company’s Health, Safety & Environmental Manual, and are overseen by the Company’s Health, Safety & Environment (“HSE”) group.

DEFINITIONS

“**Incident**” means an undesired or unplanned event that results in, or may potentially result in, injury or illness to Sinopec Canada employees or the public, or damage to property involving Sinopec Canada operations.

POLICY

Incident Reporting

If an incident results in a loss or has the potential to cause a loss (near miss), then it must be reported as set forth below. This includes all regulatory audits or inspections regardless of the findings.

Adherence to this Policy and the reporting requirements set out herein will assist the Company in accomplishing the following three objectives:

- Understanding the types of incidents that occur and the causes of such incidents, and allow the Company to take the necessary steps to reduce the number of incidents and resulting losses;
- Communicating hazardous situations to employees throughout the Company's operations, and the public where required; and
- Assessing the Company’s performance with respect to the frequency and type of incidents which may occur relative to legislated and regulatory requirements.

Injury and Illness

In the event that an employee experiences a workplace injury or illness, however minor, it is the responsibility of that employee to notify their Supervisor/Field Foreman of the incident as soon as practicable. It is important that the injured or ill person receives appropriate medical attention, even if the incident is thought to be minor.

Other Incidents

In the event that an employee witnesses any other type of incident (Vehicle damage, LOPC, etc), however minor, it is the responsibility of that employee to notify their Supervisor/Field Foreman of the incident as soon as practicable, so the appropriate response and resources can be directed to the incident.

Supervisors/Field Foremen

It is the Supervisor/Field Foreman's responsibility to complete a Sinopec Canada Incident Report for all reportable incidents. This report, and any supporting documentation, must be submitted to HSE via fax or e-mail immediately, and no later than 24 hours of the incident occurring, depending on the severity.

Supervisors/Field Foremen are responsible for informing HSE and their team management. HSE and the affected team management will then coordinate further internal or external communication (e.g. Chief Executive Officer, Executive Vice Presidents, Vice Presidents, etc.).

Reporting to Government Agencies

Regulators require reporting of all incidents that result in a contravention of regulated limits which are identified by a facility license or otherwise.

While the wording and specific requirements may vary from jurisdiction to jurisdiction, each province has regulations that require immediate reporting of safety and environmental incidents.

Further explanation of limitations and requirements is available from HSE.

Management Reporting

HSE is responsible for providing the Company's executive management team and the Board of Directors with a quarterly summary of incidents.

All HSE metrics allow measurement of Sinopec Canada's HSE performance with the same quantitative precision as other indicators of organizational productivity. The main purpose of calculating HSE metrics is to assist in identifying gaps or deficiencies revealed by the data in comparison to the desired goals and objectives. It also allows benchmarking our performance with industry peers.

Life Saving Rules



Report incident as required by the SIPC Incident Management Procedure

Know the incident reporting requirements; inform your supervisors or Person in Charge of any incident that happened to you or occurred in the activity you are involved. **Reference Incident classification & Response COP for further information.**