



113 – INCIDENT REPORTING

PURPOSE AND SCOPE

This policy presents the requirements for reporting incidents within Sinopec Canada and its Canadian affiliates (Sinopec Canada Energy Ltd., Sinopec Canada Energy Ltd. and SinoCanada Petroleum Corporation) (“Sinopec Canada” or the “Company”) 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 described in the Incident Reporting & Investigation Standard that is provided by the Health, Safety & Environment team (HS&E).

DEFINITIONS

Incident – an undesired or unplanned event that results in, or may potentially result in, injury or illness to Sinopec Canada employees, contractors and visitors, 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. This standard will assist the Company in accomplishing the following three objectives:

- Understanding the types of incidents that are taking place, focusing on understanding the causes of these incidents and taking the necessary steps to reduce the number of incidents and resulting losses;
- Communicating hazardous situations to staff and contractors throughout the Company's operations; and
- Assessing how well the Company is performing relative to government regulations.

Injury and Illness

In the event that an employee or contractor experiences a workplace injury or illness, however minor, it is their responsibility 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.

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 HS&E via fax or e-mail immediately or within 24 hours of the incident, depending on the severity.

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

Management Reporting

HS&E is responsible for providing the Executive and the Board of Directors with a quarterly summary of incidents.

All HS&E metrics allow measurement of Sinopec Canada's performance with the same quantitative precision as other indicators of organizational productivity. The main purpose of calculating HS&E 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 of our performance with industry peers.