	Work Instruction	Group Capital
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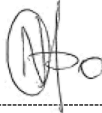

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1 Introduction

The environmental legal and other requirements, to which Medupi Power Station Project Site must comply, provide the baseline criteria for sound environmental management practices.

2 Scope

This process applies to all Environmental incidents that occur on the Medupi construction site and activities deemed to form part of such, under relevant Contractual arrangements. This Procedure shall be applied by Team Medupi and Contractors as applicable.

Principal Contractors shall undertake the following activities in support of this Procedure.

- Notification and Reporting of the Incident.
- Investigating the Incident, utilising own systems and processes of Investigation.
- Submit all Reports in line with NEMA Section 30 or NWA Section 20, if such an incident occurs.
- Submit Investigation Reports in line with:
 - The Medupi Power Station, s.4 Employer Policy and Procedures – Part 9; Safety, Health and Environmental Requirements Schedule,
 - The Eskom Procedure for the Environmental, Occupational Health and Safety Incident Management, and
 - The Environmental Liaison Committee Performance Indicator Reporting Procedure.
- Record and undertake Corrective Actions, as required to address the root cause of incidents.
- Deliberate and discuss Incidents and Lessons Learnt with their staff members and relevant HSE contractor meetings.

2.1 Purpose

The purpose of this procedure is to:

- Define the Incident Management process to ensure compliance to applicable legislations, Client and international standard requirements (ISO 14001:2015).
- Provide for the effective and efficient Notification, Reporting, Investigation, and close-out of Environmental Incidents.

2.1.1 Applicability

This document shall apply throughout Medupi Power Station Construction activities including the Medupi Facilities and excluding activities handed over to the client- Generation.

2.1.2 Effective date

The date of authorisation shall be the effective date.

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2.2 Normative/Informative References

2.2.1 Normative

- [1] 348-961711 Project Execution Plan
- [2] 348-883902 Project Quality Plan
- [3] 348-653867 Development and Change of Medupi QMS Documents
- [4] 348-883808 Document and Record Management Procedure
- [5] 348-639974 Unit Construction Work Instruction
- [6] ISO 14001, Environmental Management Systems, Requirements with guidance for use ISO 14001
- [7] 348-681011 The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase, Rev 2, 2010
- [8] 348-631731 Medupi RoD
- [9] National Environmental Management Act (107/1998)
- [10] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management
- [11] National Water Act 36 of 1998
- [12] 200-35208 The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase
- [13] National Environmental Management Act: Air Quality Act 39 of 2004
- [14] 348-860848 Medupi Environmental Policy
- [15] 32-249 Environmental Liaison Committee Performance Indicator Reporting Procedure
- [16] 240 91688868 Emergency Preparedness and Response Plan
- [17] 240-133087117 Environmental Incident Management Procedure
- [18] 348-717685 Procedure for the handling of HSE Non-conformities and Corrective Action
- [19] 348-10115769 Incident Flash Report
- [20] 348-10115765 Hydrocarbon Spill Assessment Form Table
- [21] 348-10115749 Hydrocarbon Spill Feedback form
- [22] 348-275237 Medupi Environmental Communications Work Instruction

2.2.2 Informative

- [23] ISO 9001:2015 Quality Management System
- [24] ISO 14001:2014 Environmental Management Systems, Requirements with guidance for use

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2.3 Definitions

Term	Explanation
Breach	Refers to the noncompliance with requirements of environmental legislation (including provincial legislation and District/Municipal bylaws), authorisations, permits and licenses. Note: The total number of breaches reported includes environmental legal contravention-incidents (as defined in this document) and administrative non-compliances (as established through reviews or audits etc.
Classification	A process of determining through applying a set of classification criteria, whether an incident is an environmental legal contravention incident, an environmental legal contravention as a result of significant business failure, or an environmental event.
Critical/Extreme Environmental incident	Incident has a recognised global environmental impact. Widespread or permanent local ecological damage. Remediation would take longer than one year. Could result in a major public health hazard. Magnitude is unknown.
Environment	The Environment means the surroundings within which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelationships (ISO 14001:2015).Note: Occupational Health & Safety incidents are managed through the Occupational Health and Safety Incident Management Procedure (32-95).
Environmental Event	Refers to all incidents that are not classified as an environmental legal contravention incident and/or an environmental legal contravention incident as a result of significant business failure.
Environmental Impact	A change to the environment, whether adverse or beneficial, wholly or partial resulting from an organisation's aspects (ISO 14001:2015)
Environmental incident	Any unplanned event, which could or does result in harm, damage and/or environmental pollution or degradation.
Environmental legal contravention incident:	An incident where a provision of environmental legislation (national, provincial, or local) and/or condition of an environmental approval (for example, environmental authorisation, water use license, waste licence, licence in terms of the National Forests Act) or any other legal document issued in terms of environmental legislation is contravened. (An environmental legal contravention incident is considered a breach in terms of compliance reporting). <i>Note: Environmental Legislation refers to legislation or legal requirements that has/have or potentially has/have an impact on activities interacting with the physical environment as defined in NEMA, including, but not limited to events that result in either air pollution, sterilising the soil, or destroying rare, endangered or protected fauna or flora(as set out in the NEMA: Biodiversity or provincial environmental ordinances) or result in making any water resource unfit for its original purpose, such as domestic, agricultural, or industrial use, or reduce the water quality to such a state that human intervention is required to restore it to its original quality.</i>
Environmental legal contravention -	These are specific cases of environmental legal contravention incidents that are considered to be of very high significance in terms of its impact on the

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Term	Explanation
incident as a result of significant business failure(FBS):	environment and/or Eskom in that they have a material business impact and illustrate a significant failure of business systems. Within the above principles they are identified in terms of the criteria below. If any one of the criteria specified as well as the principle defined is relevant to a specific contravention of environmental legislation, then that environmental legal contravention incident is a potential "environmental legal contravention - incident as a result of significant business failure".
Flash Report	It is a notification document informing the business of an incident that has occurred.
Hydrocarbon spill	Refers to the release of liquid petroleum hydrocarbon (oil, diesel, jet fuel, etc.) spillage into the environment (includes soil and water) which could or does result in environmental damage, and/or pollution or degradation.
Immediate action	Steps taken after the incident in order to contain or minimise further damage.
Incident Classification	A process of determining whether the incident is an environmental legal contravention - incident, environmental legal contravention - incident in terms of the OHD or an environmental event.
Low Environmental incident	Incident with little or no ecological/environmental effect/impact and no measurable impact on human health.
Major Environmental Incident	Incident could/does result in a major uncontained or sustained environmental release, impacting the regional environment only. Ecological damage can be remedied within 1 year. Health hazard to humans in the immediate vicinity resulting in critical or fatal injury/illness.
Minor environmental incident	Minor ecological effect Ecological damage can be remedied within six months. Minor hazard to humans in the immediate vicinity.
Moderate environmental incident	Incident could/does result in a moderate uncontained or sustained environmental release, impacting the local environment only. Ecological damage can be remedied in less than one year. Health hazard to humans in the immediate vicinity but not resulting in critical or fatality/injury/illness.
NEMA Section 30 Incident	Emergency Environmental incident, as described in section 30 of NEMA as follows: An unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property.
NWA Section 20 Incident	Includes any incident or accident in which a substance (a) pollutes or has the potential to pollute a water resource or (b) has or is likely to have a detrimental effect on the water resource.
Principal Contractor	An employer who performs construction work and includes principal contractors. Contracted companies are specifically viewed as employers in their own right, as per the OHSAct.

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Term	Explanation
Repeat Environmental Incident	Any Environmental incident that occurred within 12 months of the previous environmental incident, occurred within the same OU/BU, is related to the same legislation and/or license, has the same causes and the corrective and preventive actions identified but not implemented, but were not effective and failed. Note: This definition must be applied in conjunction with the definition of an OHD and the duty of care principle for repeat environmental legal contravention incidents.
Wildlife	Refers to birds, game, non-domesticated animals and marine and freshwater fish. Note: this definition is only applicable to the incident management procedure in order to enable practitioners to categorise biodiversity incidents into wildlife or vegetation types. Domestic animal incidents (for example, electrocution of a cow) and animal encounters/interactions that do not meet the definitions of an environmental incident such as snake encounters must be dealt with either through the OU/BU Environmental Management System (EMS) or dealt with as safety or property damage incidents and will not be covered in this procedure.

2.4 Abbreviations

Abbreviation or Acronym	Explanation
DFFE	Department of Forestry, Fisheries and the Environment
DWS	Department of Water and Sanitation
EEIC	Eskom Environmental Incidental Committee
EMS	Environmental Management System
EOHSIM	Eskom Environmental, Occupational Health and Safety Incident Management (32-95)
ESKOM	Eskom Holdings SOC limited
FBS	Failure of Business Systems
HSE	Health, Safety and Environment
ISO	International Standards Organisation
LC	Environmental Legal contravention incident
LEDET	Limpopo Economic Development, Environment and Tourism
LLM	Lephalale Local Municipality
NEMA	National Environmental Management Act (107 of 1998)
NWA	National Water Act
OU/BU	Operating Unit/Business Unit
PC	Principle Contractor
NCA	Nonconformity and Corrective Action
S	Section of applicable legislation

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Abbreviation or Acronym	Explanation
SAP	Systems, Applications, and Products in Data Processing
SAP EH&S	SAP Environmental Health and Safety (system)
SOC	State owned company
TM	Team Medupi

2.5 Roles and Responsibilities

a) Responsible

Those who do the work to achieve the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.

b) Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There must be only one accountable specified for each task or deliverable.

c) Consulted (sometimes counsel)

Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

d) Informed

Those who are kept up to date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

Table 1: RACI Matrix

Process Step/Activity	TM General Manager	TM Construction Manager	TM Departmental Managers	TM HSE Manager	TM Environmental Practitioners	TM Contract Managers	Contractors (Env. Practitioners)	ECO
Incident notification (Contractor Incidents)				I	C,I	I	R, A	I
Incident notification (Team Medupi and ESKOM Incidents)	I	I	I	A	R	I		C;I
Incident Reporting via Flash Report				I	C,I, A, R	I	R, A	I
Incident report (Flash Report) data integrity review				A	R		C,I	I

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Process Step/Activity	TM General Manager	TM Construction Manager	TM Departmental Managers	TM HSE Manager	TM Environmental Practitioners	TM Contract Managers	Contractors (Env. Practitioners)	ECO
Incident Investigation (Contractor Incidents)				I	C	I	R, A	I
Incident Investigation (TM Incidents)	I	I	I	A	R	C		C, I
Complete Section 30 (Notification of Emergency Incidents) document	I	I	I	A	C, A, R	I	R, A	I
Submit Section 30 (Notification of Emergency Incidents) to DEA	C, I	C, I	C, I	A	R	I	R, C	I
Report incidents on SAP EHS				A	R		C	
Review Incident reports				A	R		R	I
Undertake Corrective Action (Contractor Incidents)		I	I	C, I	C, I		R, A	I
Undertake Corrective Action (Team Medupi Incidents)	A	I	I	R	C, I	I	I	
Close out of incidents and corrective actions	I	I	A	I	R	I	R, A	I

2.6 Supporting Documents

The table below is a list of supporting documents for additional process clarification in relation to the types of Incidents listed.

Environmental Incident Type	Supporting Document
All incident types	Environmental Incident Management Procedure (240-133087117)
AEL NEMA S30	<ol style="list-style-type: none"> 1. AEL incidents: Initial report in terms of NEMA Section 30 –Document Number (240-7667761) 2. Atmospheric Emission License Practice Note- (ENV20-R103, Rev 3.) including Emission Monitoring and Reporting Instruction Note.

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Environmental Incident Type	Supporting Document
NEMA Section 30 incidents	<ol style="list-style-type: none"> 1. NEMA Section 30 (control of incidents) Report Template – can be obtained from the DFFE website(https://www.environment.gov.za/documents/forms#legal_authorisations)-search emergency incident report. 2. DFFE Guidelines on administration of incidents (as described in Section 30 of the National Environmental Management Act 107 of 1998) Supported by the decision note and/or position paper on incident management requirements (ENV19-I164)
Wildlife incidents	Wildlife Interaction and Management Standard (32-829)
Protected Tree cutting	<ol style="list-style-type: none"> 1. Emergency tree cutting: Government Gazette No.773 issued by the Department of Water Affairs-24 August 2007. Exemptions in terms of Sections 7(1) and 15(1) of the National Forest Act, 1998 (Act 84 of 1998) as amended. 2. Briefing Report Guidelines for protected tree cutting applications-dated 12 April 2013
Hydrocarbon Spills	Spill Assessment form (348-10115765) Incident Flash Report (348-10115769) Spill Feedback form (348-10115749)
Environmental legal contravention incidents-(LC)	<ol style="list-style-type: none"> 1. Environmental Incident Initial Notification Report – (240-161144504) 2. EICC Environmental Legal Contravention Incident Closure Certificate- Document Number (240-765076507067) 3. Decision Record for the Eskom Environmental Incident Classification Committee (EICC): Ownership and accountability of environmental incidents in areas of shared responsibilities between Eskom and Eskom –owned entities or contractors dated 11 January 2016. 4. Environmental Classification Committee TOR (240-67689003)

3. Document Content

3.1. Process Map/ Flowchart

Not compiled.

3.2. Incident Notification

- All incidents must be reported. Notify the TM Environmental Practitioner/Manager immediately after becoming aware of the incident occurrence.

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- Provide the following information for this initial notification:
 - Date
 - Time:
 - Place:
 - Brief description of what happened:
 - Immediate actions taken:
- Convey the above information in person, telephonically, via SMS, by email etc., whichever is appropriate at the time. Photographic evidence and preliminary findings may also be included in the initial notification.
- EWT will register wildlife incidents on EWT's Central Incident Register (CIR) System and provide an incident number as a reference to the relevant individual or OU/BU reporting the incident

3.3. Incident Reporting

- Principle Contractors must complete a Flash Report before end of the shift.
- The TM Environmental Practitioner shall in case of any incident involving activities associated with Team Medupi complete a Flash Report within 24hrs after which an incident occurred.
- The Flash Report shall be completed by filling in all required fields.
- When submitting Flash Reports relating to spillages such shall be accompanied by a completed Spill Assessment form (348-10115765).
- The relevant TM environmental practitioner shall immediately review information provided by the contractor on the Flash Report. Where it is found that any data is incorrect or incomplete, such practitioner shall reject the Flash Report and provide reasons for such rejection. Once the relevant TM environmental practitioner is satisfied with information provided, he/she shall accept the flash report within 24 hours.
- Once the Flash report has been accepted, TM Environmental Department shall capture and record it on SAP EHS (for all incidents that meet SAP reporting criteria). It should be noted that ERI packages are responsible to load their incidents on SAP EHS.
- In case of potential legal contravention incidents as well as the NEMA S30 and NWA S20 incidents, the Divisional or subsidiary Environmental Management Department to be notified as well as the Sustainability Systems Environmental Management Department (SS: EM) as required.
- If a EWT incident is perceived to have the potential to affect the external stakeholders i.e. interested parties as identified in terms of the site EMS such as neighbouring farmers, communities, Eskom Lenders etc. They need to be notified accordingly.
- The Reporting of Environmental Incidents to different management levels as per their Priority rating:
 - Low - to be reported to Middle Manager and Environmental Practitioner level
 - Moderate - to be reported to OU/BU Management, OU/BU Environmental Manager and/ Practitioner

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- High - to be reported to OU/BU Management, OU/BU Environmental Manager and/practitioner, as well as the EEIC representative and SS: EM.

*Extreme- To be reported to OU/BU Management, OU/BU Environmental manager and/practitioner, as well as the EEIC representative and SS: EM as well as the Senior Environmental Manager and divisional/ subsidiary group executive***3.3. Incident Prioritisation**

3.3.1. Consequence and Priority Rating

- All Environmental incidents must be prioritised, classified in order to determine the potential consequences and actions required to mitigate the incident timeously.
- Environmental Consequence and Priority form (part of incident flash report) to be used to determine the Consequence and priority thereof. Incidents shall be categorised according to their consequence as classified into Low/Minimum, Minor, Moderate, Major and Critical incidents and Priority rated as Low, Moderate, High and Extreme.
- EWT will use their incident investigation decision tool to determine and prioritise wildlife incidents for further detailed investigation or monitoring for recurrence.
- Environmental incidents must be classified using the Eskom Classification Criteria for Environmental Incidents in order to determine if the incident is an environmental event, environmental legal contravention or environmental legal contravention in terms of the Operational Health Dashboard (OHD).
- Where the incident is considered a potential LC or a LC in terms of the OHD, as defined in this procedure, the incident must automatically be prioritised as high and extreme respectively regardless of the actual consequence.
- Where an Environmental Incident is classified as NEMA Section 30 and/or NWA Section 20 the incident, it shall be reported by TM Environmental Department to all three spheres of government (DFFE, DWS and LLM) within 24 hours of the occurrence of the incident.

3.3.2 Action and responsibility requirements

All environmental incidents must be reported on SAP within 24 hours of the incident occurring or as soon as becoming aware of the incidents as specified in legislation and /or conditions of applicable licences/authorisations. Documented proof of the notification must be available on the incident management system (SAP). The responsible manager must ensure that the initial notification is communicated according to timeframes (24hrs) specified in this document. The action and responsible table (Appendix F) must be used for communication to different levels of management.

3.4 Incident Investigation

- The Contractor or TM shall undertake investigations of environmental incidents in accordance with the priority ratings as outlined below (i.e. for Low, Moderate, High and Extreme). Where multiple parties are involved (either contractors or Generation), all parties will be invited to be represented on the investigation team and a combined investigation will be conducted.
- **Low:** A basic investigation (Assessment) that determines the direct cause of the incident to be initiated within 7 (seven) working days and completed within 30 (thirty) calendar days.

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- Note: A basic assessment shall be carried out for low and minor incidents and an investigation may be required if there are multiple repeats of minor incidents or a minor incident could have resulted in a more serious consequence should other circumstances have prevailed; such instances will be determined on a case-by-case basis by TM Environmental Practitioner.
- **Moderate priority:** An investigation that determines the apparent cause including processes and organisational issues (evaluation) shall be initiated within 7 (seven) working days of occurrence of the Incident and completed within 30 (thirty) working days.
- **High Priority:** A full detailed investigation to establish the causes, including root causes and /or organisational weaknesses of the incident and the appropriate preventive and corrective actions (analysis) to be initiated within 48hrs and completed within 45 (forty-five) calendar days.
- **Extreme priority:** A full detailed investigation to establish the causes, including root causes and /or organisational weaknesses of the incident and the appropriate preventive and corrective actions (analysis) to be initiated within 24 hours, and completed within 45 (forty-five) calendar days.
- Where an incident is classified as NEMA Section 30 and/or NWA Section 20, the responsible Contractor shall compile and submit the NEMA Section 30 and/or NWA Section 20 report and investigation report within 7 working days of occurrence to TM Environmental Department.
- TM Environmental Department shall review and submit the final signed NEMA Section 30 and/or NMW Section 20 incident report within 14 working days of occurrence to three spheres of government (DFFE, LEDET, DWS and LLM).
- Where an incident is classified as an Environmental Legal Contravention or an Environmental Legal Contraventions a result of significant business failure, the incident must be reported to the EEIC via divisional EEIC representative within the same month the incident occurred where reasonably practical.
- The EEIC representative shall be informed of the outcome of all Major Incident investigations to determine and verify the status i.e. Environmental Legal Contravention Incidents and Environmental Legal Contravention Incidents as a result of significant business failure.
- Records pertaining to the Incident and Investigation thereof shall be uploaded on SAP, which shall act as the record repository.

3.4.1. Contractors

- For all major incidents the Contractor will be required to present the incident investigation to TM Environmental Department and relevant TM managers. The investigations should also be presented or discussed at the Contractors Environmental meetings and/or HSE Contractors meeting. This shall include Lessons Learnt arising from these incidents.
- The Contractor's Environmental Practitioner shall ensure that relevant Incidents and Lessons Learnt are discussed with all staff members and that records of such be kept.

3.4.2. Team Medupi Environmental Department

- TM Environmental Department may request that the investigation for minor incidents based on the frequency or severity, be presented at the Contractors Environmental and/or HSE Contractors Meetings. This shall include Lessons Learnt arising from these incidents.

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- All Corrective Actions identified and agreed during the Incident Investigation process shall be followed up by the relevant TM Environmental Practitioner.
- TM Environmental Manager or his representative shall ensure that the Environmental Performance Data (incidents trends) are discussed at the Contractors Environmental meetings and/or HSE Contractors meeting.
- Lessons Learnt and Incident Recall arising from major Incidents and/or repeat incident shall be communicated to all Contractors and relevant department within Eskom Group Capital. This shall be done as per the Medupi Environmental Communications Work Instruction 348-275237.

As part of close-out process of Section 30 NEMA or Section 20 NWA incidents, TM Environmental Department in consultation with the responsible contractor may be required to present the incident investigation to the relevant authority/ies.

3.5. Management of corrective actions

- a. There must be at least one corrective action for each cause identified during the investigation. All actions must be captured and managed on SAP EH&S
- b. The investigation committee must consider the following hierarchy of control when formulating corrective actions:
 - i. Engineering control to design/redesign in order to eliminate the risk
 - ii. Administrative control, ensuring procedures are updated to prevent incidents from occurring
 - iii. Substitution or elimination by removing the aspect that may result in an environmental incident and thus actual environmental impact.
- c. Planned start and completion (end) dates for all corrective actions must be clearly defined and must be SMART
 - i. Specific
 - ii. Measurable
 - iii. Achievable
 - iv. Realistic, with clearly allocated responsibilities
 - v. Timeous, with clear deadlines
- d. All actions, once completed must be verified by the person responsible in order to determine effective implementation. Documentary evidence of the implemented corrective action must be available and attached electronically to the incident in SAP EH&S before it is closed on the same system.
- e. Where a corrective action that has been implemented is deemed ineffective and, therefore action together with the proof of approval of the action change.

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- f. If a corrective action for an LC incident requires revision and /or the due date will not be met, the respective OU/BU process for approval and, in addition submit that request in writing for approval to amend the corrective actions and /or due date to their respective divisional/subsidiary Environmental Manager at least two weeks before the actual initial due date. Once the approval is obtained, documented proof must be available. The original action must be closed on SAP EH& S as “not implemented to requirements” and a new action captured on SAP EH& S with the approved revised action date. Where extension requests are not approved, those actions must remain overdue. The following minimum information is required when submitting an action extension request:
- I. Motivated reason for the extension
 - II. Proof of action commencement from when the action was developed and allocated
 - III. Risk Assessments and assurance that repeat or similar incidents are being prevented by treatment plans
 - IV. Adequate timelines and sequence of events to highlight reasons for project delays
 - V. Engagements with respective authority for extensions or an update of corrective actions previously submitted have been taking place.
 - VI. The motivation must be supported by both the respective environmental manager and OU/BU Manager.
 - VII. Environmental Impact Assessment of the incident that includes monitoring trends and actions to address the impact as needed.
- g. To ensure the prompt follow-up and close-out of actions from an incident investigation report, periodic status reports must be provided from SAP EH& S to site management until all recommendations have been acted on closed-out.
- h. The EEIC may also track the corrective actions for incidents LCs and incidents LCs as a result of significant business failure as part of the monthly meetings.
- i. Wildlife Incidents: Recommendations/Corrective actions shall be implemented by the ESKOM OU/BU according to the applicable and approved timelines and related divisional key performance indicators (KPI's) for bird incidents. For other wildlife incidents, the timelines according to the recommendations/corrective actions shall be adhered to.
- j. All investigation reports (including wildlife incidents) should be finalised and signed within **14 calendar days** of completing the investigation.
- k. The corrective actions for all incidents (excluding the wildlife incidents that will be captured by EWT on the CIR) must be captured on SAP EH&S within seven calendar days of signing the investigation report.

3.5.1. Document management

The OB/BU is responsible for scanning and attaching all relevant documentation (for example the Initial Notification Report, SAP EH& S system generated flash report, proof of corrective action implementation, investigation reports, spill assessment, environmental impact assessment of the incident etc.) needed to demonstrate that the incident has been managed according to the incident management process, as soon as the documents are completed and are available

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3.6. Incident Close-out

- The close-out is the final step of the incident management process. The action of closing out an incident signifies that all corrective actions have been effectively implemented, lessons learnt effectively communicated, all relevant documents attached and verified by TM Environmental Practitioner.
- The incident must then be closed on SAP EH&S as an action
- All LCs and LCs as a result of significant business failure must have a signed closure certificate uploaded (240-76707067)
- Wildlife Incidents: Eskom OU/BU and/ or Environmental manager shall inform EWT when all recommendations / corrective actions have been implemented with all the related documented information as evidence. An incident will be closed on EWT CIR by capturing the date the recommendations were implemented, completed and verified. If the incident was reported by an external stakeholder (public or Landowner) EWT might contact the stakeholder to confirm if mitigations have been implemented.
- Close-out of environmental legal contravention and contravention incidents in terms of the OHD must have a closure certificate completed.
- Once the incident investigation has been completed on WISPA, such information shall be captured, records uploaded and closed out on SAP EH&S by the TM Environmental Department.

3.7. Records

The following quality records are utilised to record necessary process data required to verify process conformity:

- Flash Reports,
- Spill feedback form
- Spill assessment form
- Incident Investigation reports and records,
- NEMA Section 30 Emergency Reports,
- NWA Section 20 Reports, and
- Minutes of Contractors HSE meetings.

Documented information generated as a result of this document shall follow the process defined in the 348-883808 "Document and Record Management Work Instruction.

4. Process for Monitoring

4.1. Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPA's / KPIs) shall be measured, analysed and reported. The Process Owner shall be accountable and assign the responsibility at the frequency

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as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

Table 2: KPAs/KPIs

Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsibility	Records
All Incidents reported to the TM and reported timeously	Initial notification	100%	Every incident	PC	Communication records
	Report all incidents	100% notification before end of shift	Every incident	PC	Flash report
	All Incidents reported on SAP	100% incidents reported within 24hrs	Every incident	Environmental Practitioners (TM/ERI)	SAP register
Incident data integrity	All incidents reported enabling review prior to acceptance	100%	Every incident	Environmental Practitioners (TM/PC)	Incident accepted
Prevention of recurrence	Lessons Learnt communicated to all Contractors	As per this procedure	Legal Contraventions , Major Events, NEMA Section 30, NWA Section 20	Environmental Practitioners (TM/PC)	Communication records
	Lessons Learnt communicated by all Contractors to staff and subcontractors	As per this procedure	Legal Contraventions , Major Events, Section 30	Contractor EO	Communication Records

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Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsibility	Records
	Corrective Action undertaken within stipulated timeframe and effectively so.	As per this procedure	Every incident	Environmental Practitioners (TM/PC)	NCA's closed with evidence
	Investigations effectively identify Root, Contributory and Direct Causes in all cases	As per this procedure	Every incident	Environmental Practitioners (TM/PC)	NCA's closed with evidence
Investigation reports closed out timeously	Investigations undertaken and/or lead by competent Incident Investigators	As per this procedure	As per audit schedule	Environmental Practitioners (MPT/PC)	Investigation Reports
	Investigations presentations undertaken	As per this procedure	Major event and Legal Contravention	Environmental Practitioners (TM/PC)	Incident register

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Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsibility	Records
Statutory Incident reporting occurring within stipulated timeframe and in correct format	Where an Environmental Incident is classified as a "NEMA Section 30", the incident should also be reported to all three spheres of government (DFFE, DWS, LEDET and LLM) within 24 hours of the occurrence of the incident	All NEMA incidents reported within 24hours	All applicable incidents	Environmental Manager	Initial notification
Statutory Incident reporting occurring within stipulated timeframe and in correct format	Section 30 documents submitted to TM Environmental Manager within 7 (seven) working days of occurrence	All Section 30 documents submitted within 7 working days	All applicable incidents	Environmental Manager	Section 30 Report
Statutory Incident reporting occurring within stipulated timeframe and in correct format Document control	Section 30 documents submitted to all three spheres of government (DFFE, DWS, LEDET and LLM) within 14 working days of occurrence.	All Section 30 documents submitted within 14 working days of occurrence of incident	All applicable incidents	Environmental Manager	Section 30 Report

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Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsibility	Records
	Retain and store records generated as a result of this document as defined in the 348-883808 "Document and Record Management Procedure"	100% retained documents	Annually or as required	EMS Co-ordinator	As generated by the procedure
Revision of Document	Revision requirements in line with Medupi Procedures 348-653867 "Development and Change of Medupi QMS Documents" and 348-883808 "Document and Record Management Procedure"	All documents due for review are revised within stipulated timeframe	Annually or as required	Environmental Manager	New revised document

4.2. Document Review and Self-Assessment

4.2.1. Document Self-Assessment

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- the process / procedure operational integrity
- process efficiency
- the level of stakeholder knowledge and implementation.

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Participants and results of the “self-check” review shall be documented by the Process Owner in the “Self-Assessment Checklist” (**Template No. 348-655890**) included as an Appendix to this procedure which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures, 348-653867 “Development and Change of Medupi QMS Documents” and 348-883808 “Document and Record Management”.

4.2.2. Revision Period

This document shall be subject to a compulsory 3 yearly revision.

4.3. Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
N. Khuzwayo	Safety, Health and Environmental Manager
L. Ndlovu	Quality Assurance Manager
Z. Shange	General Manager

6. Revisions

Date	Rev.	Compiler	Remarks
May 2025	09	N Nengobela	Three yearly review including moving to new template. Replacement of WISPA with manual system. Change PCAR to NCA. Move to new self-assessment template. Removed definition of ash spillage. Change project quality manager from B. Mgidlana to L. Ndhlovu.
March 2022	08	M Boshomane	Three Yearly Review including alignment to the latest version of the Eskom Environmental Incident Management Procedure 240-133087117
January 2018	07	M Boshomane	Annual Review including new ISO 14001:2015 requirements, alignment to alignment to the new Eskom Environmental Incident Management Procedure 240-133087117 and audit findings

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7. Development Team

The following people were involved in the development of this document:


- N Nengobela
- S Mamabolo
- D Mudzielwana
- H Magau

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Appendix A - Process Self-Assessment Checklist

	<h1>MEDUPI POWER STATION PROJECT</h1>				Template Identifier	348-655890	Rev	3
					Document Identifier	xxxxx	Rev	xx
					Effective Date	February 2025		
					Next Review Date	February 2030		
TITLE: Document Self-Assessment Checklist Incident Management								
Discipline:			Applicable Document No.: 348-693723				Self-Assessment Date: / /	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment		
			Yes	Part	No			
1	5.2.1	Is an Incident handled in line with the Medupi Emergency Preparedness and Response Procedure?						
2	3.1	Is the Environmental Practitioner notified immediately of occurrence of an incident?						
3	3.1	Is the following information provided for this initial notification:						
3.1	3.1	• Time						
3.2	3.1	• Place						
3.3	3.1	• Brief description of what happened						
3.4	3.1	• Immediate actions taken						
4	3.1	Are the above information conveyed in person, telephonically, by email, or by radio, whichever is appropriate at the time?						

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5	3.2	Do Principle Contractors complete a Flash Report by end of shift of an incident having occurred?				
6	3.2	Does the Flash Report contain:				
6.1	3.2	<ul style="list-style-type: none"> A brief description of the incident describing what occurred 				
6.2	3.2	<ul style="list-style-type: none"> Actions taken to make the situation stable 				
7	3.2	Does the Environmental Practitioner complete a Flash Report by end of shift of incident occurring, where such incident involves members of the TM?				
8	3.2	Does the Environmental Practitioner review information provided on the Flash Report and where found that any data is incorrect or incomplete, does such Practitioner reject the Flash Report and provide reasons for such rejection?				
9	3.2	Do all Environmental Flash Reports submitted have Oil Spill Assessments attached, as applicable?				
10	3.2	Does the Chairman of the TM Contractors HSE meeting ensure that reported Incidents are discussed at the monthly meeting of such meeting?				
11	3.4	Does the Contractor, or TM, undertake a formal Incident Investigation of all moderate, high and extreme incidents?				
12	3.4	Are such formal investigation submitted?				
13	3.4	Are the formal Incident Investigation undertaken by a person appointed to such a function, and who is in possession of suitable Incident Investigator training and competence?				
14	3.4	Are formal Incident Investigation initiated within 7 (seven) working days of occurrence of the Incident and completed within 30 working days?				

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15	3.4	Identification of Immediate, Root, and Contributory Causes				
	3.4	<ul style="list-style-type: none"> Lessons Learnt 				
	3.4	<ul style="list-style-type: none"> Corrective Action 				
	3.4	<ul style="list-style-type: none"> Where an Environmental Incident is classified as a "NEMA Section 30", is a Section 30 report completed within 7 (seven) Working days of occurrence and submitted to the TM Environmental Manager for verification? 				
16	3.4	Does the TM Environmental Manager submit such a Section 30 report to the DEA within 14 working days of occurrence?				
17	3.4	Are records pertaining to the Incident and Investigation kept, which shall act as the record repository?				
18	3.4	Is the Contractor or Functional Manager presenting the incident investigation (for all Legal Contravention, Major Environmental Event) to the TM Management Team within 21 Working days of occurrence to ensure close-out?				
19	3.4	Are all the identified and agreed Corrective Actions as per the Incident Investigation process followed-up by the relevant TM Environmental Practitioner?				
20	3.4	Is this in line with the requirements of TM Procedure for the Handling of Non-conformities and Corrective and Preventive Action?				
21	3.4	Are the results of such incident investigations discussed at Contractors HSE Meeting?				
22	3.5.2.	Does this include Lessons Learnt arising from Contractor incidents?				

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23	3.5.2.	Are all lessons Learnt and Incident Recall arising from serious Incidents, or Incident trends, communicated to all Contractors and relevant department within Eskom Group Capital via the TM Environmental Communications Procedure?				
24	3.5.2.	Does each Contractor ensure that relevant Incidents and Lessons Learnt are discussed with all staff members and record of such be kept				
Self assessment by:		Name:	Position:	Revision Required? (Yes / No)		Planned Revision Date:
Comments:						
Attendees:						

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APPENDIX B- Incident Flash Report

	MEDUPI POWER STATION PROJECT	Template Identifier	348-10115769	Rev	1
		Unique Identifier	xxx	Rev	xxx
		Effective Date	May-25		
		Next Review Date	May-30		
Title: Incident Flash Report					
Incident Number		Area			
Principal Contractor					
Package		Subcontractor			
Date		Time			
Incident Classification	Event				
Report To Authorities?	NEMA Section 30 & NWA Section 20				
Category	Other				
Reason for Category					
Receptor Category					
Weather condition (e.g. temperature, wind speed & direction etc.)					
Brief Description of Incident and Treatment Given					
Immediate Action Taken To Recover the Situation					
Person Notified			Date		
Investigation Date					
Notified By			Date		
Notification method			Notification date & Time		
Name and Contact of 16(2) Appointee					
Environmental Consequence and Priority Rating Table					
Consequence Categories	Low/ Minimum	Minor	Moderate	Major	Critical
Consequences	Little or no ecological effect and no measurable impact on human health	Minor ecological effect. Ecological damage can be remedied within three months. Minor hazard to humans in the immediate vicinity.	Incident could/does result in a moderate uncontained or sustained environmental release, impacting the local environment only. Ecological damage can be	Incident could/does result in a major uncontained or sustained environmental release, impacting the regional environment only. Ecological	Incident has a recognized national or international environmental impact. Widespread or permanent local ecological damage. Remediation would take

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			remedied in less than six months. Health hazard to humans in the immediate vicinity, but not resulting in	damage can be remedied in less than one year. Health hazard to humans in the immediate vicinity resulting in critical or fatal injury/illness.	longer than one year. Could result in a major public health hazard. Magnitude is unknown.
Environmental Priority Rating	Low	Moderate	High	Extreme	
Guide	Environmental incident detail				
Reference Legislation	The applicable Act with specific reference to the section of the act contravened should be included here. This data is available from Division Legal Registers.		National Environmental Management Act, (Act 107 of 1998)/National Water Act, (Act 36 of 1998)		
Nature of Event	Full details of the event must be given i.e.: Chemical Spill, including whether the event is considered an "Emergency Incident" in terms of NEMA or NWA.		Hydraulic oil spillage was found at Center Square Laydown Area. Water truck with registration number HK94GCGP was busy refilling a water tank when the incident occurred. Water truck operator only noticed that the water truck is spilling oil when he was busy refilling water tank at ADF P42A Project. Approximately +/- 5 litres of hydraulic oil spilled on the ground. The Spill was as a result for damaged hydraulic pipe supplying water pump Power Take-Off system.		
Details of Communication with Regulatory Authority	List details of interaction with authorities. This should include dates and media used, and copies of any correspondence.		N/A		
Results of Evaluation to Determine If a "Repeat Event"	As per flow diagram set out in Environmental Incident Management Procedure (240-133087117) Annexure A		N/A		
ELC Criteria for Classification of Environmental Incidents					
Element			N/A	Yes	No
1. Did the incident result in a contravention of any environmental legislation and/or condition of a licence, authorisation, or permit?					
2. Environmental duty of care (Section 28 of NEMA) – Did the incident result in either sterilising the soil or destroying rare, endangered, or protected fauna or flora?					
3. Environmental duty of care and prevention of pollution (Section 28 of NEMA and Section 19 of NWA) – Did the incident result in making any water resource unfit for its original purpose such as domestic, agricultural, or industrial use or reduce the water quality to such a state that human intervention is required to restore it to its original quality?					
4. Environmental duty of care and prevention of pollution (Section 28 of NEMA and Section 19 of NWA) – Did Eskom fail to take reasonable measures to prevent pollution or degradation from occurring?					
5. Environmental duty of care and prevention of pollution (Section 28 of NEMA and Section 19 of NWA) – Did Eskom fail to prevent pollution or degradation from continuing?					
6. Environmental duty of care and prevention of pollution (Section 28 of NEMA and Section 19 of NWA) – Did Eskom fail to implement measures to prevent pollution or degradation from recurring?					
Specify legislation, the applicable section within legislation, and licence condition that were contravened.					

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7. Classification If "Yes" to any of the questions, classify the incident as legal contravention. If "No" to all of the questions, classify as an event			
NOTE: If Classified as an Environmental Legal Contravention, Check Against Following Criteria.			
Criteria OHD definition: These are specific case(s) of environmental legal contravention incidents that are considered to be of very high significance in terms of its environmental impact and/or Eskom in that they have a material business impact and illustrate a significant failure of business systems. Within the above principles, they are identified in terms of the criteria below. If any one of the criteria specified in Appendix C or the principle defined above is relevant to a specific contravention of environmental legislation, then that environmental legal contravention incident is a potential "environmental legal contravention incident in terms of the OHD" (OHD means operational health dashboard) and/or the criteria below.		Yes	No
1. The environmental legal contravention incident results in formal censure from the government. These are a compliance notice, a directive, a fine (including a NEMA Section 24g application), or prosecution.			
2. The environmental legal contravention incident is not reported through the initial notification to the applicable department according to this procedure (240-133087117).			
3. The environmental legal contravention incident is considered a repeat environmental legal contravention (using the process flow found in Appendix A of this document). Note: This criterion can only apply if the previous incident was classified as an environmental legal contravention.			
4. The corrective action(s) for the legal contravention incident is not implemented within 30 days after the due date according to this procedure (240-133087117).			
OHD EVENT (Any shaded area marked)			
Compiled by	Name	Date	Signature
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.</p> <p>No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.</p> </div>			
File Name: 348-10115769 Incident Flash Report Template Rev 1- Final			

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APPENDIX C – Spill feedback assessment form


	MEDUPI POWER STATION PROJECT		Template Identifier	348-10115749	Rev	1	
			Unique Identifier	XXXXX	Rev	XX	
			Effective Date			May-25	
			Next Review Date			May-30	
Title: Oil Spill Assessment Feedback Form							
1	Give a short description of the hydrocarbon spill incident?						
2	Give a short description on the following:						
	What was done immediately after the spill was discovered?						
	Could it be contained and how?						
	Was an emergency team involved and was it a contracted team?						
	Was free oil evident, how was this removed and what happened to this oil?						
3	Has final remediation begun and what is being done?						
	Was PCB test results available and during which phase was this established?						
4	Which role did you fulfil within the process?						
5	How many litres of oil were involved?						
6	How big was the area that was polluted?						
7	Did any water pollution occur in the following areas?						
	- trap dam						
	- river						
	- dam (water supply)						
8	- streams						
	- underground						
9	How would you describe the incident – minor, moderate, or major?						
10	Were there any other hazards or issues that needed attention?						
11	What was the weather conditions like?						
	- wind						
	- temperature						
12	- precipitation e.g., rain or fog						
	What were the causes – please explain?						
	- human						
13	- technical						
	- physical						
	- organizational						
14	What was affected?						
	- installation – describe						
	- establishment						
	- off-site local						
15	- offsite regional						
	How many people were affected?						
	- Employees						
16	- Locals						
	Describe the possible risks						
	What were the ecological effects?						
17	- pollution/contamination/damage						
	- residential area						
	- common wild fauna/flora						
	- water catchment area						
	- land						
18	- marine or other fresh water						
	What were the material losses (in Rands)?						
	- material						
	- response						
19	- clean-up						
	- restoration						
20	Was any community life disrupted?						
21	Was any utility such as electricity, sewage or water interrupted?						
22	Was there significant public concern?						
23	Who was notified within ERI?						
24	Who was notified outside of ERI?						
	What lessons were learnt from this?						
	- measures to prevent recurrence						
25	- measures to mitigate consequences						
	- useful references						
	Did your experience a lack of:						
	- guidance						
	- expertise						
26	- standards						
	- directives						
	- reference material						
	- ERI assistance						
27	- Outside assistance						
28	Any recommendations						
29	Any other comments:						
Package		Compiled by		Signature		Date	
Controlled Disclosure							
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File Name: 348-10115749 Oil Spill Assessment Feedback Form Rev 1 - Template							

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APPENDIX D: Hydrocarbon Spill Assessment

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			Unique Identifier	xxxxx	Rev	xx	
			Effective Date	May-25			
			Next Review Date	May-30			
Title: Oil Spill Assessment Form template							
Incident Details:							
<p>All hydrocarbon spills need to be assessed by completing this assessment table. Using your judgement based on the facts available, allocate the relevant <u>numerical</u> points (0, 1, 3 or 5) to the respective rows/columns. The cumulative score will automatically be updated and a colour coded rating allocated for you which then provides guidance on the appropriate corrective action. Consult with the relevant Environmental Officer for guidance, when unsure.</p>							
Condition	0		1		3		5
Source of the spill	Minor drip	0	Weep		Drip/leak		Explosion/incident
Age of spill	Spill happened now	0	Happened within last 24 hours		Happened recently - spill still moist (within the last week)		Historic (consequences/impact unknown)
Timeous response	Notification adequate and timeous according to Environmental Incident Management Procedure	0	Notification but action not adequate to prevent further damage		Notification but no further action		Environmental Incident Management procedure not followed
Threat to any water body until	None – in bund area, not impacted by weather conditions		Low threat (although not in bund area), good weather	1	Threat with rain, weather conditions are moderate and may		Raining and/windy with access to waterway/water
Ability to contain spill	Within bund area or containment tank		Leak is minor - can be controlled, contained and plugged with a spill kit	1	Leak is moderate - cannot be successfully managed with spill kit.		Leak is serious, containment is impossible
Are there any threatening conditions (human and)	None at all	0	Minor (potentially an environmental and health risk if not treated)		Moderate (environmental and/or health risk)		Serious (uncontrolled release, impacting environment, health or property (NEMA S30/NWA S20))
Properties affected	In bund area		On Eskom property inside Eskom security fence		On Eskom property but outside security fence	3	Off-site (Eskom's neighbouring properties and public roads)
Public relations threat	None	0	Small (no reputational damage envisaged)		Medium (reputational damage local)		Large (reputational damage national)
Surface types	Bund area/concrete or cement /impermeable surface		Clay or compacted ground	1	Loose or loam soil		Sandy soil and gravel
Traffic implications	Not on any road	0	Within Eskom boundaries		Public road/part of the road will just be cordoned off		Public road that will need to be closed off
PCB presence*	None	0	Less than 50 ppm in the oil		Unknown		Over 50 ppm in the oil will automatically get ≥25 points
Score	Sub total	0	Sub total	3	Sub total	3	Sub total
Total		6	Rating		Insignificant		
Rating and Mitigation Action	Insignificant spill		Minor spill		Moderate spill		Major spill
	≤ 6 POINTS		7 - 13 points		14 – 24 points		≥ 25 points
	Clean-up to be performed (using portable spill kits, rag, etc.), incident recorded in site register and reported to Environmental practitioner. Informed Recorded as 'For Noting'.		Clean-up must be performed (using portable spill kits, rag, etc.), site register updated and a report issued to the relevant Environmental practitioner, reported as an incident.		Contain, and consult or call in the assistance of the Environmental practitioner (and emergency response if needed), report as incident, possibly a legal contravention.		Contain, call on Environmental practitioner and site supervisor who will assess the situation and if needed call upon an emergency response team, report as an incident, possibly a legal contravention.
Package		Compiled by		Signature		Date	
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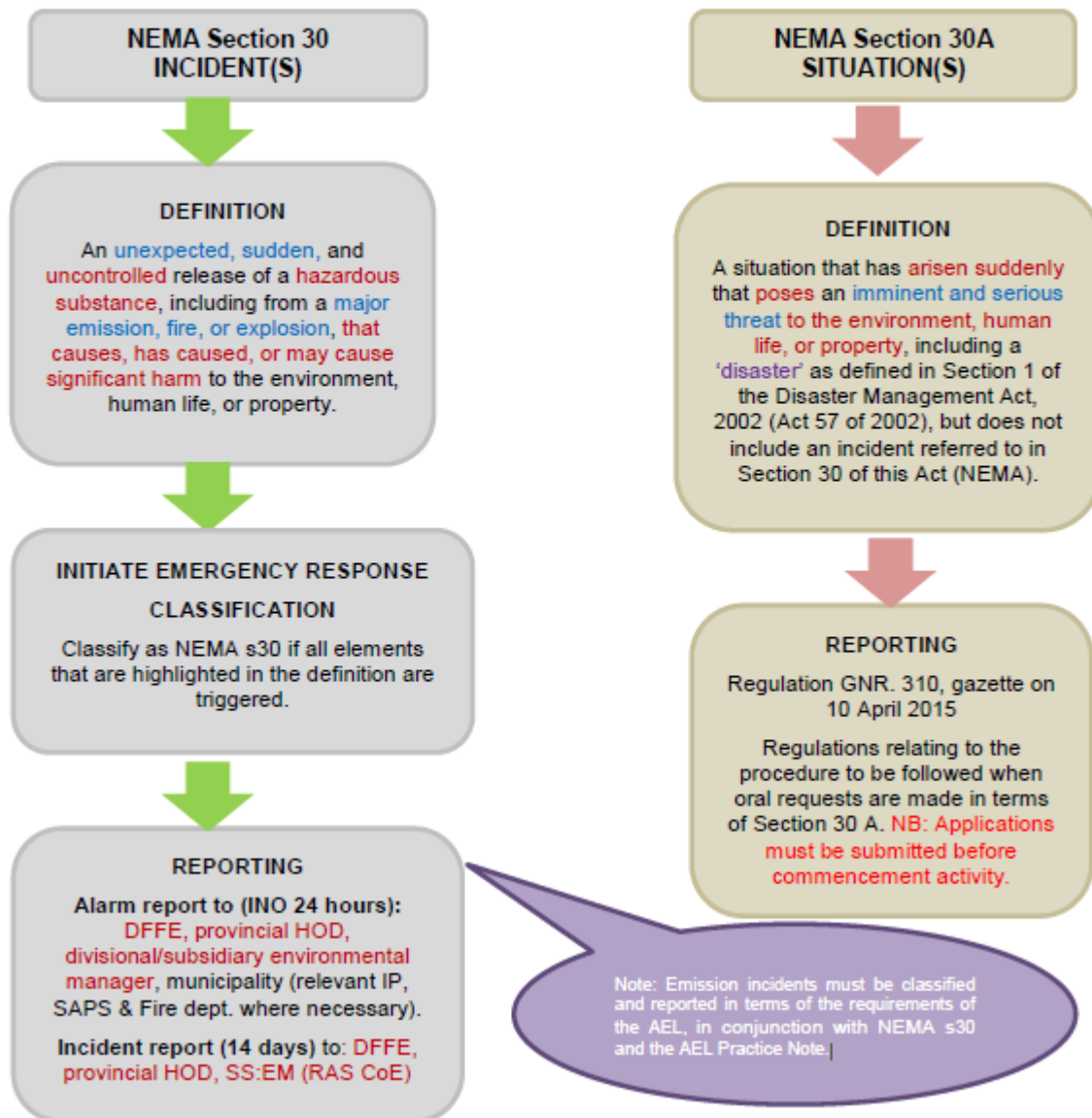
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APPENDIX E-NEMA Section 30 Control of Incidents and NWA Section 20 Control of Emergency Incident Classification and Reporting Guidance

Classification and reporting guidance

For an incident to be a NEMA S30 incident, the following elements highlighted within the definition of an incident must be triggered:

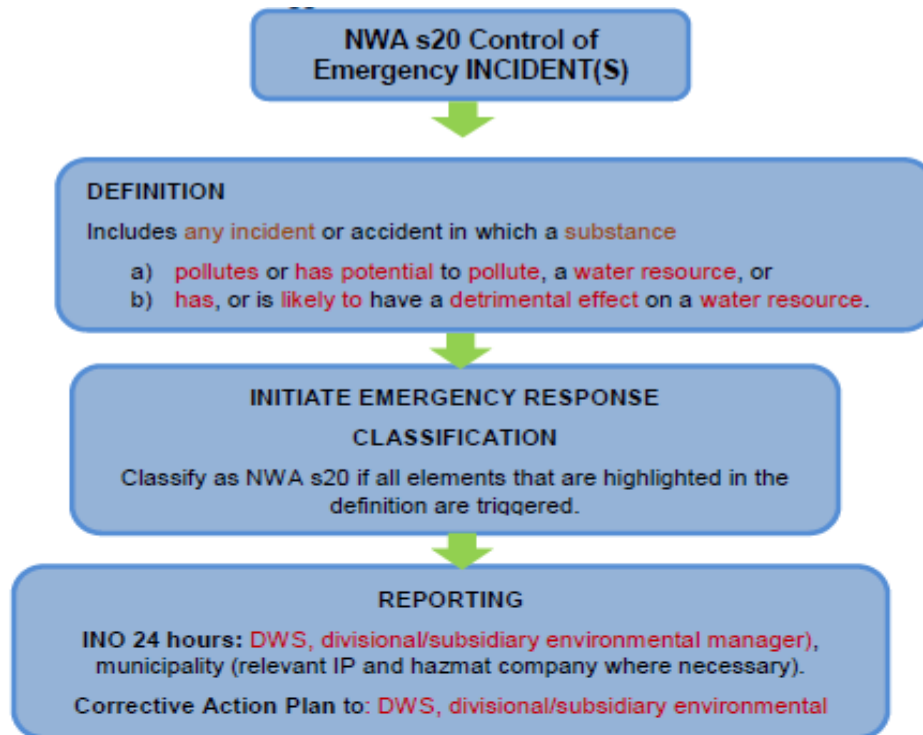


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For a NWA s20 incident, the below elements highlighted within the definition of an incident must be triggered



Action required for NEMA S30 incidents (Control of Incidents) and NWA S20 incidents (Control of Emergency Incidents)

1. Determine if the incident is a NEMA S30 or NWA S20 incidents using Appendix D above, applicable legislation, and consulting the divisional/subsidiary environmental manager.
2. Submit initial notification to the relevant divisional/subsidiary environmental manager, DFFE, and/or DWS.
3. Notify relevant stakeholders as prescribed in this procedure, and process flow in Appendix D. Initiate investigation within 24 to 48 hours. Investigations for NEMA S30 incidents must be completed within 14 calendar days.
4. Submit investigation report to DFFE and divisional/subsidiary environmental manager on the DFFE template within 14 days of the NEMA S30 incident. For NWA S20 incidents, a follow-up letter containing investigation results and corrective actions must be completed and submitted to the DWS as soon as the investigation is concluded. The divisional/subsidiary environmental manager must be consulted before final reports being communicated to the authorities.

Provide additional information to authorities once investigation is concluded and/or corrective and preventive actions are implemented.

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APPENDIX F-Action and responsibility table

Environmental priority rating	Low	Moderate	High	Extreme
Levels of management to be informed	Middle manager and environmental practitioner.	OU/BU management. OU/BU environmental manager/ practitioner.	Those specified under moderate plus the divisional EICC representative and SS:EM.	Inform those specified under high and the senior environmental manager and divisional/ subsidiary group executive.
Classification and recording requirements	Initial classification and recording of all incidents must be done on SAP EH&S within 48 hours. Unknown classification must be indicated as an event on the system until the status has been determined. Any change in classification must be done immediately when new information is available. Confirm classification during the investigation process.			
Investigation requirements <i>Investigations must be completed as specified within legislation, licences and using this table. Legislated timeframes are 14 calendar days from the date of the incident.</i> <i>*Refer to Appendix E for investigation cause guidance</i>	Initiate investigation process within seven working days. Complete investigation within 30 calendar days.	Initiate investigation process within seven working days. Complete investigation within 30 calendar days.	Initiate investigation process within 48 hours. Complete investigation within 45 calendar days.	Initiate investigation process within 24 hours. Complete investigation within 45 calendar days.
	Investigation team shall be determined by OU/BU in consultation with the OU/BU environmental practitioner.		Investigation team and chairperson shall be determined by OU/BU, in consultation with the divisional EICC representative, where needed, and/or SS:EM.	
	A basic investigation that determines the direct cause of the incident (assessment).	An investigation that determines the apparent cause including processes and organisational issues (evaluation).	A full detailed investigation to establish the causes, including root causes and/or organisational weaknesses, of the incident and the appropriate preventive and corrective actions (analysis).	
Incident communication	Notify the Environmental Department and line management in writing immediately or no later than 24 hours.		Notify the Environmental Department, line management, and/or EICC representative for LCs in writing immediately or no later than 24 hours.	

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