

Standard Operating Procedure

Document Title: Contractor Spill Reporting and Response

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Department: Environment

Owner: Sylvie St. Jean

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Rev 0	10/25/2019	Carolyn Winik	Create Contractor specific Spill Reporting and Response Procedure.

Approvals

Title	Name	Signature	Date
General Manager	Eric Vinet		2-12-2019
Environmental Manager	Sylvie St. Jean		Nov-22-19
Business Services Manager	Rob Rutledge		11/22/19.
Construction Manager	Brian Gagne		Nov-22-19
Controller Finance	Sabina Janik		NOV 28/19
Health & Safety Manager	Claude McKenzie		Dec 2, 2019
Maintenance Manager	Tony Lord		Nov. 27. 19.
Mill Manager	Tyler Buckingham		Nov-22-19
Mine Manager	Darrol VanDeventer		22 Nov 2019

	ENV-SOP-0007 Contractor Spill Reporting and Response
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1. Guidelines & Instructions

1.1 Spill Response

- **STOP THE WORK:** When a spill is initially discovered all work should cease immediately if safe to do so. Work should stop until the source of the spill is eliminated.
- **STOP THE FLOW:** Once the work has stopped, the source of the spill should be identified and safely stopped as soon as possible.
- **STOP THE SPREAD:** The spill should be contained from spreading as safety allows. A spill kit, spill tray or any other appropriate materials as identified by the supervisor should be used to contain the spill from spreading.
 - Especially for spills which are a liquid, the flow should be diverted away from any nearby water courses
- **COMMUNICATE:** All spills must be reported to your supervisor or your HSE Advisor as soon as possible.
- Supervisors are to provide support and aid in the immediate spill response.
 - The spill should be documented and cleaned up
 - Removal of contaminated material to approved containment as identified by the Environmental Department.
 - Repairs and cleaning of any equipment or structural failure.
 - Post incident reporting as per Section 1.3.

For all spills including spills on third party property, report as soon as possible to the Environmental Department.

- During day shift, Supervisor to contact site Environment Team via site radio Channel 4 or On-Call phone 1-807-632-6152.
- In the event the spill is outside 0700hrs to 1630hrs the initial contact should be directed to: Environmental On-Call 1-807-632-6152 (Environmental Manager or designate).

1.2 Post Incident Reporting

All spill reporting must follow Contractor Spill Response Flow Chart (See Appendix 1):

- All spills are to be documented using the Spill Reporting Form (Appendix 2) by the person first observing the spill or their supervisor or designate HSE Advisor and completed by the end of shift.
- The Spill Reporting Form can be found in Contractor Packages or may be obtained by contacting the Environmental Department.
- The completed Spill Report is to be sent to the following emails:
RainyRiver.Enviro@newgold.com and RainyRiver.Incident@newgold.com

2. Documentation

The Spill Report Form (Appendix 2) will be used as the investigation report. The initial report must be completed prior to the end of shift. A final investigation with supporting documentation to follow within 72 hours.

Supporting documentation should include photos of the scene including initial spill, clean up, any witness statements and maintenance records. Contaminated material removal evidence should be included with the final spill report.

The Supervisor or HSE Advisor is responsible for ensuring its completion within 7 days after submission of initial spill report.

Send initial and final Spill Report along with all requested supporting documents to the following emails: RainyRiver.Enviro@newgold.com and RainyRiver.Incident@newgold.com

All records must be maintained for 5 years in New Gold's incident reporting system, INControl. Follow up investigations may be required.

3. Reference Table

- *Transportation of Dangerous Goods (TDG) Act*
- *O. Reg 189/98*
- *O. Reg 675/98*
- *ENV-POL-0001 – Environmental Site Wide Spill Reporting Policy*
- *Environmental Protection Act, R.S.O. 1990*

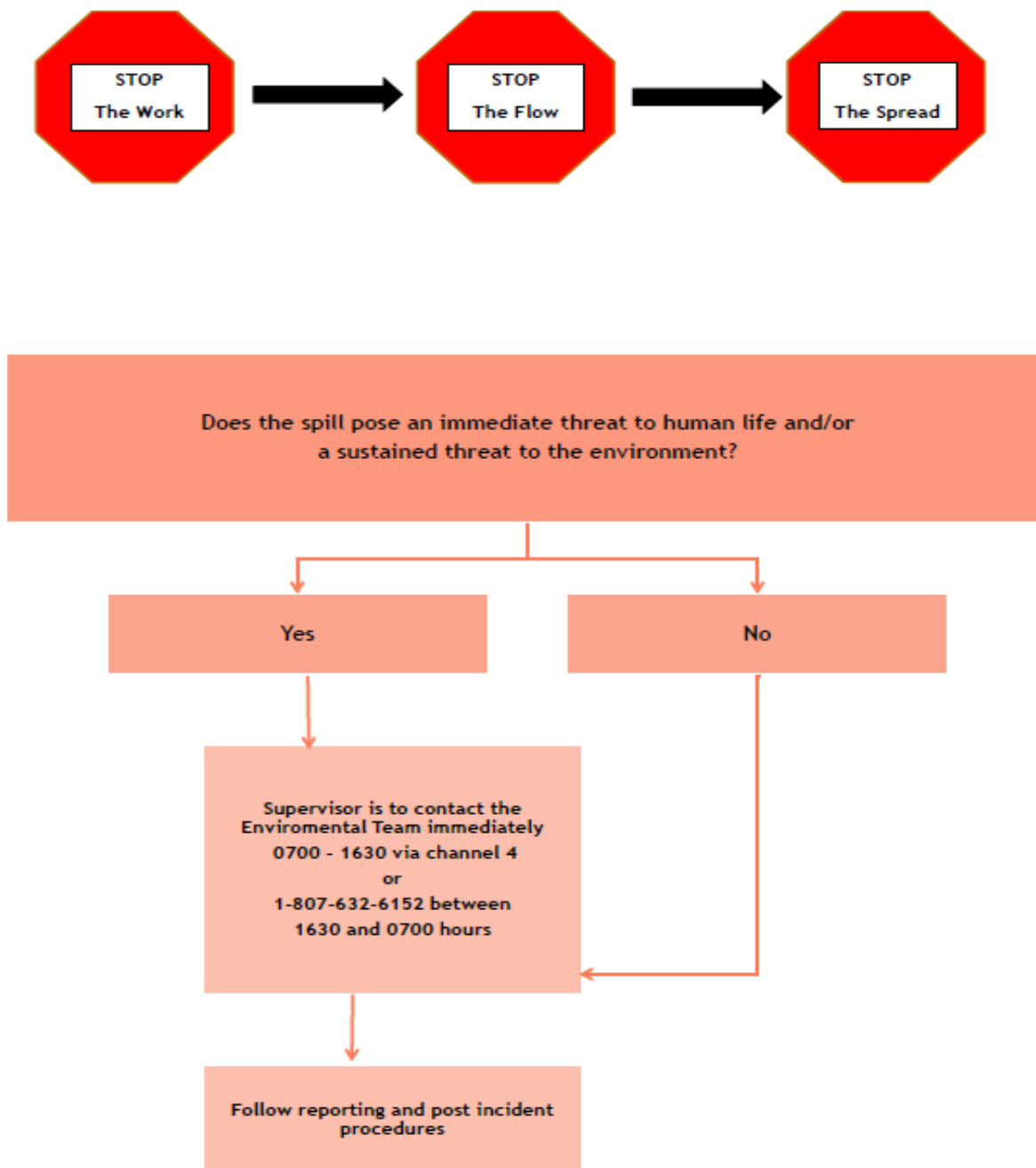
4. Appendix

Appendix 1: Contractor Spill Response Flow Chart

Appendix 2: Spill Reporting Form

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New Gold Rainy River Mine Contractor Spill Response Flow Chart



V1 October 25, 2019

Appendix 2: Spill Reporting Form

SPILL REPORTING FORM

Date of reporting:	Time of reporting:
Person first observing spill/witness;	Weather:
Employer/Contractor associated with spill;	
Date of spill:	Time of Spill: Duration of spill:
Type of spilled material:	
Volume spilled:	
Spill location and address:	
Distance to, and nature of, nearest sensitive receptors (watercourse, 3 rd party, residence):	
Did any spill flow into watercourse or drainage? Yes <input type="checkbox"/> No <input type="checkbox"/> :	
Action taken, status of clean up and success of clean up:	
Volume of contaminated material removed from site:	
Type of contaminated material removed from site:	
Method of disposal (attach photos to document cleanup):	
Description of spill/Activity at time of spill:	
Equipment or source of spill (make/model/ID):	
Preliminary assessment of cause: Mechanical Failure <input type="checkbox"/> Impact/Collision <input type="checkbox"/> Procedural error <input type="checkbox"/> MVA <input type="checkbox"/> Other (describe) <input type="checkbox"/> :	
Items used from spill kit:	kit replenished: <input type="checkbox"/> Y <input type="checkbox"/> N
Preliminary corrective actions/mitigation:	
Report completed by:	Contact information:
Title/Company:	Date:

REPORT ALL SPILLS IMMEDIATELY TO CREW SUPERVISOR

NEWGOLD CREW SUPERVISOR TO REFERENCE SPILL REPORTING PROCEDURE ENV-SOP-0001

CONTRACTOR CREW SUPERVISOR TO REFERENCE SPILL REPORTING PROCEDURE ENV-SOP-0007

CONTACT NEWGOLD ENVIRONMENT IMMEDIATELY FOR ASSISTANCE 1-807-632-6152

Email completed form to rainyriver.enviro@newgold.com and rainyriver.incident@newgold.com

ENV-SOP-0007 - Contractor Spill Reporting and Response Procedure

ACCEPTANCE Form

I (print name) _____ have read the above procedure and acknowledge the expectations set at the Rainy River Mine Site.

It is the responsibility of all personnel and contractors to ensure that they are aware of all current standard operating procedures that relate to the mining operation. It should be understood that standard operating procedures are working documents and are the minimum standard required. Changes will be made to the content of these standard operating procedures on an as required basis. Circumstances will require changes to standard operating procedures during operations and your Supervisor will inform you of any changes.

Signed: _____

Date: _____