Introduction

The mission of the Division of Health Safety & Environment (HSE) is to identify and mitigate risks and hazards in an attempt to achieve the ultimate goal of zero incidents, zero injuries, and zero spills or environmental harm. Creedence Energy Services (the Company) is dedicated to the safe handling and management of all non-hazardous and hazardous materials, and the purpose of this policy identify the responsibilities of all employees for the purposes of general waste management.

Policy Statement

The Company is committed to providing a safe and healthy work environment for all employees. In pursuit of this goal, The Company will comply with all applicable legislation and other relevant requirements associated with our environmental aspects and impacts. The Company is committed to the continual improvement of all environmental aspects and impacts associated with our operations.

The Company is committed to the prevention of pollution in all aspects of business activities, and a sustainable approach to the development and provision of our products and services will be adopted where possible. The Company is dedicated to these high environmental standards and expect all employees to be familiar with and comply with the contents of this policy.
Management & Responsibilities

Division of HSE (HSE Director)

- Develop the overall environmental strategy, policy, and plans/programs pertaining to the generation and disposal of waste.
- Collaborate with the VP of Operations to ensure that all managers and division understand the following:
  - Environmental responsibilities in relation to the environmental strategy, policy, and plans/programs
  - Consider environmental impacts when designing and executing job responsibilities and tasks.
- Provide training and necessary resources to support the policy and programs with the appropriate accommodations and variations to reflect the conditions and environment of a specific functions or locations.
- Provide advice and consultation to the operations managers in preparation of environmental budgets.
- Provide guidance on new legislation and changes to existing legislation relating to the environment and assessing and advising on the implications for the Company.
- Generate progress reports for the Company at quarterly intervals highlighting implementation and progress against agreed environmental plans and programs including data on the Company’s key performance indicators for the relevant period.

Operations (VP of Operations) & President

- Ensure all employees receive environmental training sufficient to execute his/her responsibilities in compliance with environmental and general waste policies.
- Ensure all employees receive, understand and act upon information, instruction, and supervision as is necessary in order that they can undertake their role in an environmentally compliant manner.
- Ensure that environmental issues are given sufficient consideration when planning and making decisions in their areas of responsibility.
- Identifying and managing budgetary requirements in their areas of responsibility to ensure compliance with environmental legal requirements and agreed KPIs.
- Ensuring that workplace and work practice inspections and checks are regularly undertaken in their areas of responsibility.
- Implementing both existing and any new specific arrangements, procedures and environmental working practices to ensure compliance with the Environmental Policy, Plans / Programs and environmental legislative requirements.
- Allocating tasks appropriate to the individuals’ capabilities and environmental training.
- Ensuring environmental incidents are appropriately reported and investigated promptly and that any corrective or preventive actions are taken as appropriate.
Ensuring that environmental performance in their areas of responsibility is assessed, monitored and reviewed in order to continually improve on performance.

Employees

- Carry out their assigned duties and tasks in accordance with the General Waste Management Policy and relevant arrangements, environmental working practices and Company rules and instructions.
- Not interfere with or miss-use anything provided in the interests of the environment or to do anything likely to endanger the environment.
- Co-operate fully with their Manager or any other person on environmental matters so far as is necessary to enable any statutory duty or requirement to be performed or complied with.
- Make full and proper use of all equipment provided to protect the environment.
- Familiarize themselves with the location of emergency spill kits in their areas and relevant emergency arrangements at the sites were they are based.
- Report any known defects in equipment or systems that they believe is or may become the cause an environmental incident.
- Report situations in which they believe there are circumstances at work that pose a serious environmental risk.
- Report environmental incidents or near misses promptly and co-operate with any investigations.

Waste Reduction & Minimization Best Practices

All employees are expected to be mindful of their own consumption and waste generation habits in an effort to conserve energy, reduce fossil fuel usage, and reduce air pollution through strategies. The following best practices serve as guidelines for facilities and operations to reduce the amount of waste generated and minimize the Company’s impact on the environment.

Reducing Energy Consumption

- Installing skylights in the roof or walls to reduce the need for artificial lighting
- Insulating rooms to minimize energy waste
- Fitting self-closing doors to reduce heat (or cold) loss from draughts
- Making sure equipment is the right size for the job.
- Minimizing expenditure on space heating
- Minimizing the use of hot water.
- Turning off lights and equipment when not operating.
Improving Energy Efficiencies

- Using energy efficient office equipment and power saving functions
- Using the most efficient motor vehicles
- Using the most efficient lights - replacing fluorescent lights where possible
- Investigating alternative energy sources such as solar hot water, bio-ethanol and wind energy
- Using a clean fuel such as LPG or methanol
- Purchasing items with reusable, recyclable, or no packaging

Minimizing Waste Generation

- Quantifying the waste produced
- Examining each work process steps to determine where wastes are produced and to devise measures for waste prevention or reduction
- Devising ways of reducing waste with employees so they too can share in the savings (for example rewards for employees who reduce waste)
- Partnering with a waste management contractor to assist with waste minimization.
- Keeping a running tally of waste production to track changes and improvement.

Method of Implementation

Waste Estimation & Preparation

Before beginning work on a job, the operations manager or job supervisor must take into consideration and estimate all wastes, trash, and/or scrap that will be generated. Furthermore, employees must evaluated the different types of trash generated, number and types of disposal containers, and the method of removal if necessary. These considerations should all be documented in the “Hazard and Risk Assessment Plan” which should be conducted prior to any job and include the following:

- Total number of employees working on the job
- Total volume of projected waste
- Types of waste potentially generated
- Total weight of the projected waste
- Number and types of containers to collect the projected waste
Waste Segregation & Recycling

Segregating waste is an important component of a major practice in reducing the Company’s impact on the environment – recycling. The following guidelines should be followed to maintain compliance with the policy:

- Segregating wastes wherever possible to aid recycling and provide an indication of why waste is forming
- Investigating alternative uses for organic waste that cannot be reduced or reused, e.g. composts or convert the waste to energy
- Diverting recyclable wastes from the general waste, identifying recyclers or waste disposal contractors and organizing regular collections
- Joining with neighboring businesses and organizations to get common wastes recycled cost effectively, and discussing waste contractors cost off-sets by efficient serving of the area.
- Placing bins in break rooms (or other designated locations) for recycling of empty glass, steel, aluminum, plastic products
- Arranging for packaging (eg pallets, cartons, etc) to be recycled by relevant contractors

Storage & Handling

Waste materials must be properly stored and handled to minimize the potential for an accident or injury due to excessive clutter, the potential for a spill, or impact to the environment. During outdoor actives, receptacles must be covered to prevent dispersion of waste materials and to control potential runoff. Details of the storage and handling plan should be documented in the Hazard and Risk Assessment for, which is required before beginning work on any job site.

Further considerations should be given in regards to the Duty of Care under the E.P.A. (1990), which requires that waste holders must introduce and maintain housekeeping measures in order to keep any waste safe from such as:

- Corrosion or wear of waste containers
- Accidental spillage or leakage
- Accident or weather, breaking contained waste open, and allowing it to escape
- Waste blowing away or falling while stored, transported or handled
- Scavenging of waste by vandals, thieves, children, trespassers or animals.

Flammable waste must be stored in a secure flammable cabinet and must not contain vessels (empty or full) which are capable of storing more than 50 gallons of highly flammable substances. No more than 500 ml of flammable substance may be held on an open bench, and all highly flammable containers, regardless of volume, must be clearly labeled in accordance with the Company’s HazCom policy.
Disposal

The Company acknowledges that different materials require different methods for disposal, particularly where waste may be dangerous and/or hazardous. Before a job, employees must be instructed on the proper disposal method for wastes, including general instruction on disposal of non-hazardous wastes, trash or scrap metals. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.