DOCUMENT CONTROL FORM

Document Name: Roles and Responsibilities

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Revision Log

Version	Describe Revisions	Approved By	Date
V01	Original Release		
V02	Update		2017/11/28
V03	Update/Revise		2020/08/18

1.0 PURPOSE

For any Operations Management System (OMS) to be effective, Management and all Catapult employees and contractors must show leadership and commitment to the Management Systems. Catapult Environmental Inc. (Catapult) is committed to establishing and maintaining an effective and responsive OMS that incorporates the following:

i. Health, Safety and Environment Management System (HSE MS)
ii. Employee Handbook
iii. Operator Resources
iv. Emergency Response Plan(s)

i. Health, Safety and Environment Management System (HSE MS)

HSE MS OVERVIEW

Purpose and Scope

This Standard is intended to aid Catapult Environmental Inc. (Catapult) in addressing the requirements for assuring compliance with applicable HSE-related regulatory requirements and stakeholder expectations. For the purposes of this Standard, HSE-related regulatory requirements will include municipal, provincial, or federal regulations pertaining to health, safety, the environment, or security.

HSE Management System

The purpose of Catapult's HSE MS is to create an integrated and systematic approach (i.e., Plan, Do, Check, Act) for ensuring the safety and health of Catapult workers, visitors, and the environment, while successfully managing Catapult business.

ii. Employee Handbook

Purpose and Scope

The purpose of Catapult's Employee Handbook is to compile and outline all of Catapult's Core Values, Purpose, Vision, and *'house'* all of Catapult's policies and Human Resources related documents.

iii. Operator Resources

Purpose and Scope

The purpose of the Operator Resources is to *'house'* all the operational related documents, Standard Operating Procedures, and manuals to ensure access to all the required Operational

Resources needed to operate and ensure the Health, Safety and Environmental protection as a result of Catapult's operations and/or worksites.

iv. Emergency Response Plan(s)

Purpose and Scope

The purpose of formulating a response plan is to develop a state of readiness which will allow for a prompt and orderly response to an emergency. This section of a response plan should state the intent and scope of the plan. Response plans should be structured around four major objectives:

- understanding the type and extent of a potential emergency (risk/exposures);
- establishing a high order of preparedness (equipment, personnel) commensurate with the risk;
- ensuring orderly and timely decision-making and response process (notification, standard operating procedures); and
- providing an incident management organization with clear missions and lines of authority (Incident Command System, field supervision, unified command)

Prevention is by far the most effective way of reducing or eliminating the potential for a spill, as well as impact mitigation to reduce community and environmental impacts should a spill occur. Development of spill prevention measures (e.g. product loss control) and mitigation measures (buffer-zones, dangerous goods transportation corridors, land-use plans) are separate endeavours to a response plan. These approaches are beyond the scope of these guidelines and are not addressed.

The terms of reference for the plan should include such items as:

- whether the plan is for an individual operation or a part of an industry cooperative in a given area;
- the geographic and physical location(s) covered by the plan;
- types of emissions or spills which the plan is designed to address including spills to land, water and air. This should include all dangerous goods and hazardous chemicals being handled along transportation routes and at the particular facility / worksite for which the plan is being developed; and
- a list of any other organizations or groups having responsibility under the plan.

Finally, the response plan must be compatible and integrated with the disaster, fire and/or emergency response plans of local, provincial, and federal agencies. The latter is largely achieved by using the international and proven **Incident Command System** of emergency management.