



# Timor Resources - Internal/ External Incident Reporting Procedure

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## **Acronyms**

<b>ANPM</b>	Autoridade Nacional do Petróleo e Minerais
<b>EIS</b>	Environmental Impact Statement
<b>EMP</b>	Environmental Management Plan
<b>NDPCEI</b>	National Directorate for Pollution Control and Environmental Impact
<b>TG</b>	TIMOR GAP
<b>TL</b>	TIMOR – LESTE
<b>TR</b>	Timor Resources



## **INTRODUCTION**

### **1.1 Context**

Timor Resources (TR) is a privately owned Australian oil and gas company that is joint venture with TIMOR GAP, a national oil company of the Timor – Leste Government. On 7 April 2017, TR signed an agreement with the Timor – Leste Government (Onshore PSC TL OT-17-08) allowing the company, with its partners, to commence the process of exploration, development and exploitation of petroleum resources in the contract area. TR will run a regional drilling campaign in the southern area of the country, Block A and Block C (Figure 1) that will build upon seismic data collected in 1969 and 2994.

### **1.2 Purpose**

The project was determined to require a Category A Licence under Decree Law No.5 – 2011. TR were then required to submit an Environmental Impact Statement (EIS) and Environmental Management Plan (EMP). A risk assessment determined the potential impacts from the project and various management plans have been developed to supplement the EIS and EMP. This report will detail the procedure for environmental incident reporting, assign responsibilities and outline investigation requirements.

This report will form an appendix to the EMP – **Appendix H**

### **1.3 SCOPE**

This report will address air emission impacts for Block A and C drilling project.

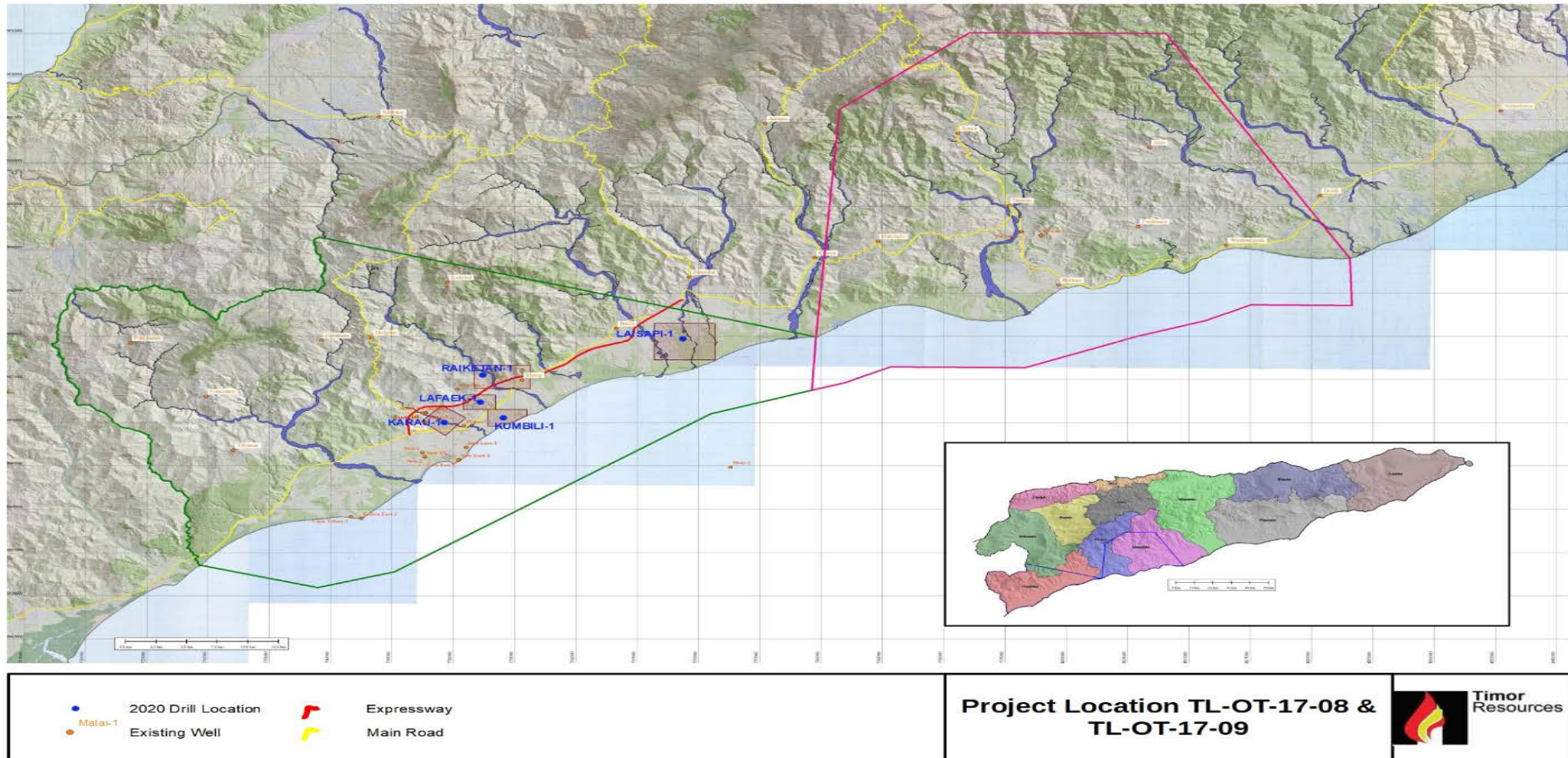


Figure 1: Map of Project Location Block A and C (Source: Timor Resources, 2020)



## **2 NOTIFIABLE INCIDENTS**

### **2.1 Types of incident**

Spills are one of the main potential incidents associated with drilling operation, such as:

- Refuelling and fuel storage
- Storage and handling of chemicals
- Operation and maintenance of machinery

Other potential incidents include (but not limited to):

- Unauthorised or illegal disposal of waste
- Emissions of dust or noise that are at unacceptable levels and result in complaints
- Fire caused by machinery or personnel
- Damage or destruction of culturally significant sites/artefacts
- Erosion and/or sedimentation that causes off-site impacts

The safety issues associated with spills are:

- Contamination of soil and/or water
- Direct and indirect impacts to vegetation, fauna habitat
- Health impacts to personnel and/or the public

### **2.2 Notifiable incidents**

Any incident which is likely to cause material harm to the environment. Material harm is defined as:

Actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial.

Harm that result in actual or potential loss or property damage of an amount, or amounts in aggregate, that exceed US\$8000.00





### **3 GENERAL PROCEDURE**

#### **3.1 Actions**

1. Stop work in the affected area and take actions to prevent harm to human health or the environment. Human health and safety is the primary concern and no action is to be taken if it is not safe to do so.
2. Advise management/immediate supervisor of incident. (Timor Resources Emergency Call Service (24/7) is available on (+670) 777 325 73
3. Take action to prevent further incidents e.g. traffic control, road closure
4. Take details of incident:
  - Personnel involved
  - Nature of incident – time, date, location and duration of incident
  - Potential and/or observed impacts resulting from the incident
  - Type of pollutant-estimate quantity, volume, concentration
  - Actions that have been/will be taken
  - Actions required to prevent similar incidents from occurring in the future
5. Where possible, information should be known, not speculative
6. Notify relevant authority as appropriate and within agreed time (e.g. 24 hrs)
7. Undertake detailed investigation of incident, determine cause and necessary corrective actions. Reporting should include 'lessons learnt'. Determine if further training is required and ensure involved personnel are notified of the outcome of the investigation.
8. Submit final incident report and file appropriately

Where possible, photos, monitoring data and/or samples should be take and included within the report.

#### **3.2 Reporting**

##### **3.2.1 Internal**

The *Incident Report Form* (Appendix A) is to be completed and submitted, along with the detailed incident investigation report, to Timor Resources Health, Safety and Environment Officer.



### **3.2.2 External**

The governing bodies of environmental incidents are Autoridade Nacional do Petróleo e Mineral (ANPM) and National Directorate for pollution control and Environmental Impact (NDPCEI/DNCPIA). The governing body for environmental incidents is National Directorate for Pollution Control and Environmental Impact – NDPCEI. Any environmental incidents (as defined in section 2.2) are to be reported and actions taken as determined by the Authorities.

### **3.2.3 Procedure**

Accidental and or/ unauthorised discharges to the environment, such as spills to soil or water, will be reported to the relevant authority according to the regulations and environmental authority conditions current at the time of the incident. Any incident which demonstrates non-compliance with applicable license conditions to be reported to ANPM and NDPCEI as soon as practicable, but within 24 hours. Details of the incident and any future actions must also be provided to authorities in writing, within 10 days of the initial incident notification. The Health, Safety and Environment Officer is responsible for ensuring notification is carried out as required.



## **4 REPONSBILITIES**

Timor Resources HSE Officer will be the first point of contact for any incidents. It is the responsibility of project employees and subcontractors to ensure they work in a manner that is safe and in compliance with TR objectives and procedures. Should an environmental incident occur, the HSE Officer is to be notified immediately. The HSE Officer will liaise with the Project Manager to determine suitable course of action and relay this information to on-ground crews and check actions are taken and are appropriate and effective. The HSE Officer will be responsible for ensuring reporting is carried out as per this Plan and will also be responsible for ensuring all reporting is logged and filed as per document management system procedures.

The Project Manager and General Manager are to be notified of the outcome of the incident and any changes to procedure/s as a result



**INCIDENT REPORTING FROM**

**ENVIRONMENTAL INCIDENT REPORTING FROM**

<b>Date of Incident</b>	<b>Time of incident</b>	<b>Location of incident</b>	
<b>TYPE OF INCIDENT</b>			
Fuel spill	Chemical spill	Water release (potentially contaminated)	Management of waste
Fire / explosion	Vegetation damage / over clearing	Fauna injury	Excessive noise
Excessive dust	Damage to cultural site/s	Other (provide detail below)	
Erosion and/or sedimentation	Damage / contamination of waterway / wetland		
Type of pollutant if known (include quantify, volume, concentration):			
<b>Duration:</b>	Days:	Hours:	Minutes:
<b>NOTIFICATION</b>			
HSE Officer notified	Yes	No	
Project Manager notified	Yes	No	
Authorities notified	Yes	No	
<b>TYPE OF IMPACT</b>			
Controlled or uncontrolled discharges to water			
Contamination of land			
Controlled or uncontrolled emissions to atmosphere			
Noise, dust, vibration, and/or odour			
Loss of vegetation and/or habitat			
Archaeological, heritage or cultural impacts			
Legal implications			
Public / media interest			
Health impact to personnel and/or community			
General environmental and social effects			
If personnel or community impacted, approximate number of people affected:			
<b>NOTES:</b>			

<b>DETAILS OF INCIDENT</b>			
How did incident occur?			
Actions carried out: (containment, clean up, etc.)			
Were emergency services required?    Yes    No			
<b>COSTS</b>			
Investigation costs	\$		
Monitoring costs	\$		
Remediation costs	\$		
Lost time	\$		
Legal costs	\$		
Training costs	\$		
Liaison - authorities	\$		
Other (provide detail)	\$		
	\$		
	\$		
<b>INVESTIGATION</b>			
Incident investigation undertaken	Yes	No	
Witness names and contact details provided	Yes	No	
Preventative action taken:			
<b>FORM COMPLETED BY</b>			
Name	Signature	Position	date

**Figure 2: Incident Reporting Form (Source: Timor Resources, 2019)**