



ENVIRONMENT, HEALTH & SAFETY REGULATORY COMPLIANCE

SOP #19000-013

Issue Date: January 2016

Next Review Date: January 2021 Area: EHSC

Document Owner: Environment, Health and Safety Manager

Document Contact: Environment Advisor and Safety/Hygiene Advisor

SCOPE AND PURPOSE:

This document outlines the controls used to manually review and implement relevant changes to St. Clair Ethanol Plant's EHS Policies, procedures, and/or other safety related processes in response to regulatory compliance updates. Reviews of EHS regulatory compliance at SCEP will be conducted on a regular and systematic basis as part of the commitment to maintaining and enhancing Suncor's Operational Excellence Management System (OEMS).

ROLES AND RESPONSIBILITIES:

The **Environmental Advisor** is accountable to review relevant documents and, as necessary to ensure appropriate changes are made to meet legal requirements and conformance to this Standard.

The **Safety and Hygiene Advisor** is accountable to review relevant documents and, as necessary to ensure appropriate changes are made to meet legal requirements and conformance to this Standard.

REGULATORY COMPLIANCE UPDATES - Environment

1.0 The Environmental Advisor will review regulatory alerts on a minimum of monthly basis and determine any potential changes related to site operations. All changes will be noted and tracked via the Management of Change (MOC) process and/or a Compliance Action Registry, and/or document update/review process – whichever is deemed appropriate. Regulatory compliance and alerts will come from the following, but not limited to, sources:

- askehs@suncor.com
- Ontario Ministry of the Environment via the Environmental Registry www.ebr.gov.on.ca
- Environment Canada via Canada Gazette notice
- HSE Regulatory Alert- Templegate Information Services Inc.
- Sarnia Lambton Environmental Association (SLEA) technical committee meetings – www.sarniaenvironment.com
- E-laws legal registry – www.ontario.ca/laws

2.0 All documents reviewed will be stored, for a duration of 5 years, as an electronic copy on the controlled drive.

3.0 The Compliance Action Registry and/or MOC will be communicated by the Environmental Advisor to the SCEP leadership team to ensure any applicable changes and associated impacts are appropriately communicated.

4.0 When policies, procedures etc., are reviewed, based on the documents upcoming next review date, the review will include a regulatory review to ensure compliance requirements are up-to-date.

REGULATORY COMPLIANCE UPDATES – Safety and Hygiene

5.0 Safety and Hygiene Advisor will review regulatory alerts on a minimum of monthly basis and determine any potential changes related to site operations. All changes will be noted and tracked via the Management of Change process and/or a Compliance Action Registry, and/or document update/review process – whichever is deemed appropriate. Regulatory alerts are received from the Suncor central Regulatory Compliance group and emailed from askehs@suncor.com to the appropriate distribution list.

6.0 All documents reviewed will be stored, for a duration of 3 years, as an electronic copy on the control drive

7.0 The Compliance Action Registry and/or MOC will be reviewed and shared with SCEP leadership team and SCEP Joint Health and Safety Committee (JHSC) appropriate.

8.0 Regulatory compliance and alerts will come from the following, but not limited to, sources:

- askehs@suncor.com
- Occupational Health and Safety Act via E-laws legal registry – www.ontario.ca/laws
- Workplace Safety and Insurance Board website/alerts
- HSE Regulatory Alert- Templegate Information Services Inc.
- Ministry of Labour “What’s New” monthly e-newsletter
- The Safety Partnership Safety Committee Meetings – www.iecpartnership.com
- Sarnia Lambton Industrial Safety Committee (SLISC) meetings

9.0 When policies, procedures, etc. are reviewed based on the documents upcoming next review date, the review will include a regulatory review to ensure compliance requirements are up-to-date.

REFERENCES TO RELATED DOCUMENTS:

www.ontario.ca/laws

askehs@suncor.com

www.sarniaenvironment.com

www.iecpartnership.com

www.labour.gov.on.ca

END OF PROCEDURE

REVISIONS			
No.	Date (mm/dd/yyyy)	Author	Description
0	01/04/2016	L. Nauta	Updated for format and numbering