



EMS Procedure 4

PROCEDURE FOR VEHICLE OIL / FUEL LEAKS

Oil and fuel leaks from vehicles, however small, can cause pollution to land and water and must be treated as environmental incidents. This procedure sets out the actions required to minimise environmental impact and ensure compliance with environmental controls.

1. Identification and Immediate Action

- Any oil or fuel leak observed on Group owned vehicles or plant (including HGVs, loading shovels, forklifts, vans, and other mobile equipment) must be reported immediately to your relevant Line Manager or Site Supervisor.
- The leak must also be recorded on the appropriate vehicle or plant defect sheet.
- Where safe to do so, the vehicle or equipment should be stopped and isolated to prevent further leakage until assessed

2. Contractor Vehicles

- If an oil leak is identified on a contractors or third-party vehicle, this must be reported immediately to the driver.
- The contractor must be instructed not to operate the vehicle if there is a risk of environmental contamination.
- The Site Supervisor or Line Manager must be informed without delay.

3. Spill Containment and Clean Up

- Where oil or fuel has been released to the ground, hardstanding, or drainage system, spill response measures must be implemented immediately.
- Spill kits must be used to contain and absorb the leak, preventing migration to drains and watercourses.
- All clean up activities and materials must be disposed of via an approved waste route

4. Recording and Reporting

- All oils and fuel leaks, regardless of size must be recorded on an Environmental Incident form.

5. Escalation

- Significant spills, repeated leaks, or any release that threatens surface water, groundwater, or drainage systems must be escalated immediately to Senior Management
- Where required, external notifications will be made in line with the Environmental Incident Escalation Procedure.

6. Corrective Action

- Vehicles or plant must not be returned to service until repairs have been completed and the defect signed off.
- Recurrent issues will be reviewed as part of maintenance and environmental performance monitoring