

Environmental Management Procedures



Environmental Management Manual

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1.0 INTRODUCTION

1.1 BACKGROUND

B. Bowden & Company Ltd are committed to ensuring that the needs of our customers, business partners, staff and operators are met in an environmentally responsible manner and will work with these parties to promote good environmental practice.

We believe that good environmental practice is an integral part of how B. Bowden & Company Ltd's business is run. We will therefore manage our impact on the environment, set targets, measure and continuously improve our performance. We will regularly monitor, review and report our progress on these issues.

In the context of the attainment of our business objectives, we are committed to:

- Providing a safe and healthy working environment for all those who use our facilities.
- Having regard to environmental considerations in the design, siting and management of all our permanent and temporary office and works facilities.
- Complying with local, national and international regulations applicable to our trade services and contributing to the development of new standards and controls that will lead to industry-wide improvements to environmental management.
- Minimising the consumption of energy and resources in our operations and where practical, using materials that are renewable, recycled or re-usable.
- Reducing the environmental impact of work related travel.
- Minimising waste generated from our operations and promoting recycling and reuse.
- Avoiding where possible, the use of substances that may cause harm to the environment, thereby minimising pollution to the environment across our operations.
- working with suppliers to improve the environmental (and social) performance of the entire supply chain through our supplier assessment and product performance programmes.

Under our 2008 Company Environmental Programme we expect to attain full ISO14001 accreditation in the 4th quarter of 2009.

This document describes our Environmental Management System (EMS), key environmental impacts, what we will do to minimise those impacts and provides links to all the procedures that underpin the EMS.

The environmental management system is designed to ensure the following:

- Compliance with any relevant environmental legislation
- Awareness of the organisations significant environmental impacts
- Reduction of our commercial impacts and continual improvement of our environmental performance

1.2 SCOPE OF THE MANUAL & SUPPORTING DOCUMENTATION

This manual describes the key elements of the EMS and describes how our activities meet the requirements of the standard. This is supported by specific procedures which are written and implemented to ensure relevant environmental control and that the preceding objectives are being achieved. The procedures will communicate what activities need to be done; when these need to take place; and how they are completed.

Most of the procedures are generic to cover the scope of the EMS, however, localised work instructions will be developed where appropriate when the procedure does not cover all activities on that site.

1.3 SCOPE OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

The physical scope of the EMS includes the following location:

B.Bowden & Company Ltd
1 High Street Iver Buckinghamshire SL0 9ND
Office – t: 01753 630101 / f: 01753 630370
E-mail us on: enquiries@bbowden.com

The scope will also include sites managed by, or worked on and activities carried out by B. Bowden & Company Ltd staff, employees and directly employed contractors.

2.0 ENVIRONMENTAL POLICY

We have demonstrated our commitment to the environment in the Environmental Policy Statement, which has been endorsed by our Environmental Systems Manager and signed by the Managing Director.

All new employees are made aware of the policy through induction training. The policy is made available to our Clients through our contract documentation.

The policy is reviewed bi-annually and any revisions presented to the Environmental Systems Manager and endorsed by the Managing Director.

We will produce regular Environmental Reports, which will be made available, where appropriate and upon request, to our Clients and external auditors. These reports will provide information on our significant environmental aspects. The Environmental Systems Manager is responsible for ensuring that the reports are prepared, and approved by the Managing Director.

Related documentation:

B. Bowden - Environmental Policy

3.0 PLANNING

3.1 ENVIRONMENTAL REVIEW

An initial environmental review has been carried out on the organisations activities and operations. The review identified our environmental impacts and identified relevant legislation. The review has been used as the basis for developing our Environmental Management System.

3.2 ASPECTS & IMPACTS

A Register of Environmental Aspects and Impacts has been developed from the initial environmental review and from consideration of the organisations activities and operations. We have a procedure in place to identify relevant environmental aspects of its operations and to determine which activities have an impact on the environment. Those areas with significant impacts will be addressed in the objectives and targets.

A 'traffic light' system has been developed to prioritise the impacts. Red indicates that the aspect is significant; amber indicates that the impact could become significant and green indicates that the impact is not deemed significant.

The Register of Environmental Aspects and Impacts will be amended and updated on an annual basis as part of the environmental review process of all Operational Plans to review the impacts of the operations on the environment. This will be used to identify new impacts and to assess the progress made towards reducing current impacts. Amendments will also be made in accordance with internal and external audits of the organisations operations, as considered appropriate during the management review.

Related documentation:

Bowden - Register of Environmental Aspects and Impacts

3.3 OBJECTIVES & TARGETS

We are committed to continually improving our environmental performance. This will be achieved, in part, by setting annual objectives and targets. These are based on the information contained in the Environmental Aspects & Impacts Register.

In setting the annual objectives and targets B. Bowden & Company Ltd considers;

- Environmental policy commitments
- Legal requirements
- Identified environmental impacts
- Technological options
- Other relevant issues

Progress against objectives and targets are reviewed annually. Any non-compliances relating to the will be subject to corrective/preventive actions.

4.0 IMPLEMENTATION AND OPERATION

4.1 STRUCTURE, RESPONSIBILITY & RESOURCES

The overall responsibility for implementing the EMS is the Environmental Systems Manager. However staff within the company have specific responsibilities for implementing and overseeing the EMS. These are detailed below:

Managing Director:

The Managing Director has overall responsibility for the EMS, including the environmental policy and providing adequate resources for implementing and maintaining the system on a strategic basis.

Operations Director:

The Operations Director is responsible for ensuring resources are made available across the organisation to ensure the efficient operation of the EMS.

Environmental Systems Manager:

Responsible for administering the system on a day-to-day basis, including the following specific duties:

- Ensuring the Environmental Policy is implemented through the requirements of the EMS
- Ensuring the EMS is established, implemented and maintained in accordance with ISO14001 requirements
- Reporting on the performance of the EMS to top management for review and to provide a basis for improvement of the system
- Raising Staff Awareness
- Ensuring that objective and targets are being achieved
- Publish an annual environmental management system report
- Other duties as defined elsewhere in this and related documentation

Works Supervisors:

Responsible for the EMS in their respective areas of responsibility, including providing adequate resources for implementing and maintaining the system on a day-to-day basis;

All Staff are to comply with the requirements of the EMS, including conforming to the requirements of the Environmental Policy, Objectives and Targets and Legal and other requirements.

Related documentation:

Bowden - Environmental Responsibilities Procedure

4.2 TRAINING, AWARENESS & COMPETENCE

We have established a training procedure to ensure that all employees whose work may have a significant impact on the environment receive training on the importance of complying with the requirements of the environmental policy, procedures and other requirements of the EMS; the significant environmental effects associated with their work, the environmental benefits of improved performance and the potential consequences of departing from specified procedures.

Staff, operatives and their line managers will assess relevant environmental training needs for the coming year.

All new staff will undergo environmental awareness training as part of the induction process. Key staff will receive higher-level training as required.

Related documentation:

Bowden - Training Procedure

4.3 COMMUNICATION

We have established a procedure for dealing with internal communications; information will cascade downwards via the Health & Safety Manager. The Environmental, Health and Safety Manager will carry out office staff briefings and Works Supervisors will dedicate a section of the 'Toolbox talks' to the works operatives on environmental issues. This is used as a way of getting key information to staff and operatives quickly and can be used for important issues or developments in relation to EMS. Our Policy is published on our web based IT system which accessible to all staff.

Procedures are established for receiving, recording and responding to external communications relating to the organisation's environmental performance dealing with regulatory authorities, the public, suppliers, staff and operatives.

All external communications relating to our environmental performance or ISO14001 standards are referred to the ESM, who is responsible for recording and responding to all such external communications.

Related documentation:

Bowden - Communications Procedure

4.4 ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION

The environmental management system has been set up to include the EMS manual, supported by procedures and, where appropriate, site specific work instructions. The manual and procedures are generic to the whole company however work instructions are relevant to specific areas of work.

Related documentation:

Bowden - List of environmental records

4.5 DOCUMENT CONTROL

We have established a formal procedure for controlling all documents required for the implementation and maintenance of the environmental management system. The Environmental Systems Manager will retain a full set of EMS documents and will be responsible for their maintenance, ensuring that they remain up to date and effective and that they are regularly reviewed by the relevant persons/groups.

Related documentation:

Bowden - Document Control Procedure

Document Control Register

4.6 ENVIRONMENTAL/OPERATIONAL CONTROL

Operational control will be applied to all activities associated with the identified significant environmental aspects and legal requirements, within the scope of the EMS.

The Environment Systems Manager will keep all operational control procedures up to date.

4.7 EMERGENCY PREPAREDNESS & RESPONSE

The potential for accident and emergency situations is identified in the Register of Environmental Aspects and Impacts where appropriate emergency procedures have been established to cover our response to emergencies.

The Environmental Systems Manager is responsible for ensuring that all incidents are investigated and recorded in the Incident Log. The Environmental Systems Manager is also responsible for arranging emergency procedures to be tested where practical. Testing will be recorded.

The Environmental Systems Manager is responsible for ensuring that the potential for environmental accidents is reviewed, together with the Pollution Risk Assessment and Prevention Plan in the Management Review Meetings. The review should have regard to any previous incidents.

Related documentation:

Bowden - Emergency Preparedness and Response Procedures

5.0 CHECKING & CORRECTIVE ACTION

5.1 MONITORING & MEASURING

Procedures have been developed to monitor and measure any of the characteristics of our activities which could have a significant effect on the environment; including legislative requirements, performance tracking, operational controls and conformance with the objectives and targets. The Environment Systems Manager has overall responsibility for determining the monitoring programme and allocating responsibility to individuals within the organisation.

Where individuals responsible for monitoring use equipment, which needs to be calibrated, they are responsible for ensuring this is done according to manufacturers guidance, and are to keep appropriate records.

This information is reviewed periodically and any resulting actions are carried out as appropriate.

5.2 PROBLEM IDENTIFICATION, CORRECTION & PREVENTION

Corrective and preventive action will be instigated following any identified non-conformance with the requirements of the EMS. The Non-conformance and Corrective and Preventive Action Procedure will specify how this will be achieved and defines the responsibility and authority for handling and investigating a non-conformance.

- Circumstances, which give rise to a non-conformance, include:
- Failure to observe the requirements of the environmental management system
- A result of environmental audits (internal and external)
- Failure or risk of failure to comply with environmental legislation
- Complaints from sources external to the company

Where non-conformities arise these will be recorded on the incident log and action taken to mitigate any impacts resulting from the non-conformance.

Related documentation:

Bowden - Non-Conformance & Corrective & Preventative Action Procedure

5.3 ENVIRONMENTAL RECORDS

Procedures have been developed for the identification, maintenance and disposition of environmental records. The Environmental Systems Manager will hold all paper records on the EMS, and will be responsible for controlling all electronic versions. All records will be held at head office.

5.4 AUDIT OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

The audit of our EMS will be based on a one-year cycle in conjunction with the B. Bowden & Company ISO 14001 compliance audit and will be carried out by the ESM, an external auditor and additional staff as necessary who will be fully trained to carry out this function. The audit programme will be designed and reviewed on an annual basis by the ESM.

Procedures for these audits have been established in order to determine whether the management system is functioning properly and to provide information to management.

6.0 MANAGEMENT REVIEWS

Regular reviews of the environmental management system take place to ensure its continuing suitability, adequacy and effectiveness.