



Environmental Management Systems Policy

The main goal of an Environmental Management System (EMS) is to continuously improve the environmental aspects arising from a company's activities and to guarantee legal compliance. The system is documented in an EMS policy which describes the whole environmental management system of a company including the procedures designed to implement the environmental programme of the organization or company.



CONTENTS

ENVIRONMENTAL MANAGEMENT SYSTEMS	1
POLICY	1
CONTENTS	2
1. INTRODUCTION	3
2. EMS POLICY	3
3. PLANNING	4
3.1 Environmental Aspects	4
3.2 Legal and other requirements	5
3.3 Objectives and Targets	5
4. IMPLEMENTATION AND OPERATION	7
4.1 Structure and Responsibility	7
4.2 Training, Awareness and Competence	7
5 CHECKING AND CORRECTIVE ACTION	8
5.1 Environmental Monitoring and Measurement	8
5.2 Nonconformance, Corrective and Preventive Action	9
5.3 Environmental Records	10
5.4 Environmental Management System Audit	10
6 MANAGEMENT REVIEW	11



1. Introduction

This Policy describes the requirements of UoC's Environmental Management System (EMS). The EMS manages UoC's office based environmental performance.

This policy includes:

- UoC's EMS procedures;
- Key EMS records; and
- Standard Operational Procedures for UoC activities.

All elements of UoC's EMS are required to be implemented.

2. EMS Policy

Definition

Statement by the organisation of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

UoC's environmental commitment is defined in this EMS Policy which is endorsed by the Senior Management Team and reviewed every year to ensure its on-going suitability and effectiveness.

The EMS Policy guides all decisions relating to UoC's office based environmental performance. The EMS Policy is:

- communicated to all staff and relevant stakeholders;
- displayed in every UoC office;
- available on the UoC's website; and
- available to the public on request.



3. Planning

The planning elements of UoC's EMS describe the procedures for:

- systematically reviewing all of UoC's activities to identify those activities which have a significant impact on the office based environmental performance;
- identifying, and staying current on, the legal and other requirements with which UoC must comply;
- setting environmental performance objectives; and
- identifying the requirements to meet those environmental objectives.

3.1 Environmental Aspects

Purpose & scope

This Procedure provides the requirements for identifying and maintaining UoC's office based environmental aspects and determining those which have the potential for significant environmental impacts. The environmental aspects which do lead to actual or potential significant environmental impacts are managed through UoC's EMS. The procedure addresses all activities and functions which affect the office based environmental performance of UoC.

Definitions

Environment - Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelations.

Environmental aspect - An element of an organisation's activities, products or services that can interact with the environment.

Environmental impact – any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Actions

Development of Register of Environmental Aspects and Impacts – identify all activities which have or may have the potential to impact on UoC's office based environmental



performance. Each activity should be assessed for probability and severity of occurrence.

Accountability

The EMS Coordinator shall ensure the implementation and maintenance of the Register of Environmental Aspects and Impacts, and that all associated documents are kept up to date.

3.2 Legal and Other Requirements

Purpose and scope

This procedure has been developed to identify legal and other requirements that are applicable to UoC's operations, and to ensure the accessibility of this information. The procedure is pertinent to those activities and functions that have the potential to interact with the environment.

Definitions

Other requirements – Non-statutory or regulatory requirements which UoC is required to meet, such as Government initiatives, and voluntarily accepted obligations.

Actions

Development of Register of Legal and Other Requirement – identify all applicable legislation and associated regulations. The register should be kept updated and reviewed at least annually.

Accountability

The EMS Coordinator is responsible for the development and maintenance of the Register of Legal and Other Requirements Register.

3.3 Objectives and Targets

Purpose and scope

UoC has established environmental objectives and targets to allow the monitoring of environmental performance.



Definitions

Environmental objective - Overall environmental goal, arising from the environmental policy that an organisation sets itself to achieve and which is quantified where practicable.

Environmental target - Detailed performance requirement, quantified where practicable, which are applicable to the organisation or parts thereof. The targets arise from the environmental objectives and need to be met to achieve the objectives.

Actions

Objectives are set and reviewed at least annually. The environmental objectives and targets reflect the commitments made in this policy, legal obligations and identified significant environmental aspects.

Accountabilities

The EMS Coordinator is responsible for coordinating the development of UoC's Environmental Objectives and Targets, and for documenting and maintaining UoC Environmental Objectives and Targets.

The Senior Executive Management Team is responsible for approving and achieving the Environmental Objectives and Targets.

UoC's ENVIRONMENTAL OBJECTIVES & TARGETS 2018-2019

1. Energy use: Reduce energy consumption by a minimum of 10% by July 2020.
2. Waste generation: Reduce waste by 10% by July 2020.
3. Paper Use: Decrease paper usage by 20% and increase paper recycling by 10% by July 2020.
4. Water consumption: Reduce water consumption by 5% by July 2020.
5. Transportation: n/a
6. Other: Increase purchase of Green Power to 10% of total electricity by July 2020.



4. Implementation and Operation

The implementation and operation elements of the EMS establishes procedures:

- defining required roles, responsibilities and authorities;
- implementing relevant training;

4.1 Structure and Responsibility

Purpose and scope

All levels of personnel in UoC are important for the successful implementation of the EMS. This procedure ensures that the roles and responsibilities of all personnel are defined, documented and communicated.

Actions

Role and responsibilities are documented, developed, implemented, maintained and monitored by the EMS Controller supported by the HR Manager and Senior Management.

Accountability

The Human Resources Manager is responsible for assigning roles and responsibilities for environmental management to all personnel, and ensuring these are documented and communicated.

Senior Management is responsible for allocating resources to enable personnel to carry out their assigned roles, and for endorsing the roles and responsibilities.

4.2 Training, Awareness and Competence

Purpose and scope

This procedure ensures that UoC's employees and other relevant stakeholders have an adequate awareness of UoC's EMS and of their environmental roles and responsibilities in minimising adverse environmental impacts.

Accountability



The Training Coordinator is responsible for implementing the requirements of this procedure.

Required records

1. Environmental Training Matrix
2. Training Attendance Records

5. Checking and Corrective Action

The checking and correction elements of the EMS monitors the success of the EMS and implements corrective measures where protocols are not being followed or the system is in some way deficient as implemented. These elements address the feedback requirements of an effective EMS, including:

- Monitoring and measurement;
- A process for managing nonconformance with planned arrangement;
- Maintenance of appropriate records; and
- EMS audits.

5.1 Environmental Monitoring and Measurement

Purpose and scope

This procedure ensures appropriate monitoring and measurement is undertaken in order to:

- track UoC's environmental performance;
- evaluate compliance with legal and other requirements, and
- track other relevant characteristics.

Actions

An annual Environmental Monitoring Plan shall be developed which shall include monitoring performance against environmental objectives, legal and other requirements. The plan shall define the indicators to be monitored, the monitoring method, frequency, recording and reporting of data.

Accountability



The EMS Coordinator is responsible for developing and maintaining the monitoring plan and ensuring its implementation.

Required records

1. Environmental Monitoring Plan
2. Monitoring records

5.2 Nonconformance, Corrective and Preventive Action

Purpose and scope

This procedure provides the requirements for identification and investigation of nonconformances, and for corrective and preventive actions. Nonconformances may be identified from:

- Internal and external EMS audits;
- Management review of the EMS and activities;
- Suggestions from staff on environmental performance improvement;
- External or peer review of the EMS and activities; and
- Incidents.

Actions

Nonconformance shall be documented by completing a Nonconformance and Corrective Action Report. Reports shall comprise of:

- i. Nonconformance;
- ii. Cause of nonconformance;
- iii. Person reporting nonconformance, date, time and location;
- iv. Outcome of corrective and/or preventative action taken or required;
- v. Person responsible for ensuring corrective and/or preventative actions are complete and date to be completed by;
- vi. Assessment by EMD Coordinator as to the effectiveness of the actions undertaken.
- vii. All nonconformances to be recorded on the Nonconformance Register.
- viii. All corrective and/or preventative action to be completed within one month of the date of the nonconformance, unless otherwise indicated by the EMS Coordinator.

Accountability

The EMS Coordinator is responsible for ensuring this procedure is implemented.

Required records

1. Nonconformance and Corrective Action Report



2. Nonconformance Register

5.3 Environmental Records

Purpose and scope

This procedure sets out the requirements for the identification, maintenance and disposal of environmental records.

Actions

Records shall be generated and maintained within UoC;s files so they are protected from loss and shall be retained for at least seven years.

Accountability

The person identified as responsible for a procedure is also responsible for ensuring the appropriate records are generated and maintained.

5.4 Environmental Management System Audit

Purpose and scope

This procedure provides the requirements for a programme and methodology for undertaking periodic audits of UoC EMS to ensure that planned arrangements are being implemented.

Definitions

Environmental management system audit - Systematic and documented verification process of objectively obtaining and evaluating audit evidence to determine whether an organisation's environmental management system conforms with the planned arrangements.

Actions

An annual EMS audit schedule will be developed and will include the date and location of the audit. Internal audits will be undertaken by appropriately qualified EMS auditor. Audit report should be completed with 3 weeks of the audit. Where nonconformances are identified, these shall be included on the report.

Accountability



The EMS Coordinator is responsible for the authorisation of the EMS Audit programme. The EMS Coordinator is responsible for ensuring the requirements of this procedure are implemented.

6. Management Review

Purpose and scope

This procedure sets out the requirements for periodic Senior Management review of the EMS to ensure its on-going suitability, adequacy and effectiveness.

Actions

Senior Management Team shall review the EMS annually considering the results of internal external audits, progress towards the environmental objectives and changes in circumstances. The need for revision and changes to and EMS related policy will be considered.

Accountability

The EMS Coordinator is responsible for ensuring that relevant information is collected for the Senior Management Review.

The Senior Management Team is responsible for reviewing and revising the Environmental Policy and Objectives annually.

Revision Date	Author	Description
15/08/2018	Office, Department/Unit	Creation of policy.
XX-XX-XXXX	Office, Department/Unit	[Brief & specific description of change]