

# INTEGRATED MANAGEMENT SYSTEM

QMS, EMS, OHSAS, ISMS, BCMS

## ENVIRONMENTAL POLICY

<b>SOA</b>	
Author:	Hugh Lawson
Owner:	Hugh Lawson
Organisation:	Pointer Ltd / PointerFire / JGE Systems Ltd
Document No:	
Version No:	1.1
Date:	29 <sup>th</sup> April 2022

# ONE STANDARD

SINCE 1972

**POINTER**

inform & protect

**POINTERFIRE**

**JGE**

## Document Control

### Version History

Version No	Version Date	Author	Summary of Changes
1.0	07/07/2021	Hugh Lawson	First Issue for IMS
1.1	29/04/2022	Hugh Lawson	Review after External Audits

### Approvals

Name	Title	Date of Approval	Version No
Hugh Lawson	Technical & Compliance Manager	29/04/2022	1.1
Alex Cassells	Managing Director	29/04/2022	1.1

### Reviews

Name	Title	Date of Approval	Version No
Alex Cassells	Managing Director	29/04/2022	1.1
			

## Contents

<b>SUMMARY / PURPOSE</b> .....	4
<b>SCOPE</b> .....	4
<b>APPLICABILITY</b> .....	4
<b>POLICY</b> .....	4
Your responsibilities .....	4
Environmental Commitment.....	5
Environmental Legal Compliance and Updates .....	5
Monitoring of Environmental Impacts .....	5
Environmental Awareness / Environmental Training .....	5
Environmental Incident Prevention & Management .....	6
Emergency Response Procedures .....	6
Environmental Management Procedures.....	6

## Summary / Purpose

The purpose of this policy is to outline the responsibilities associated with the company's Environmental Management System (EMS) and Environmental compliance.

## Scope

The scope of this Policy covers the responsibilities associated with the company's EMS and applies to all employees across the organisation.

## Applicability

This policy applies to all personnel involved with any activities covered by the above scope. Unless otherwise stated, the processes, procedures and instructions outlined in this policy must be followed and failure to follow this policy could lead to disciplinary action.

Sections marked '**Guidance**' are included as guidance and strict adherence is not required.

## Policy

Our company has an Environmental Management System (EMS) in place which forms part of an Integrated Management System (**IMS**). The EMS follows the international standard ISO 14001 and formally states how we commit to protect the environment and stay legally compliant. All the company's activities, staff and contractors are covered by the its EMS and have to comply with it.

## *Your responsibilities*

All staff and contractors working for or under the management of the company are responsible to:

- Be aware of the Environmental Policy.
- Be aware of our Environmental Objectives and Targets.
- Follow the Environmental guidance issued.
- Report any issues to the Environmental Representative or Line Manager.
- Come forward with any suggestions for improvements to environmental performance.
- Report any environmental concerns or incidents including spillages.

### ***Environmental Commitment***

In addition to any current environmental objectives we are committed to the following environmental objectives;

- Review and reduce the environmental impacts of our operations
- Increase employee environmental awareness and provide suitable training
- Protect the environment, through pollution prevention and effective emergency response
- Ensuring the company is a good neighbour
- Recycle materials wherever possible and minimise waste
- Comply with all planning permission and license requirements

Management, staff and employees are encouraged to liaise and work closely with suppliers, sub-contractors, regulators and customers to ensure we meet and exceed all regulatory requirements and other applicable requirements.

### ***Environmental Legal Compliance and Updates***

The company will keep up to date with environmental legislation and have subscribed for updates from 3rd party update services to ensure we remain compliant with all environmental legislation. All staff should be familiar with current legislation that is applicable to their duties.

### ***Monitoring of Environmental Impacts***

We have reviewed and identified the operations of the business which have the potential to have a significant impact on the environment and these impacts will be monitored and communicated to all relevant staff.

In reviewing environmental impacts we also take a 'Life Cycle' perspective to consider how environmental performance could be improved by considering if there are improvements that could be made beyond those directly relating to our operational activities such as improvements that could be made by other interested parties such as suppliers or customers and whether these interested parties could be influenced to achieve improvement. The life cycle perspective involves consideration from the very start (upstream) such as how raw materials required are extracted or energy generated right through to (downstream) final end of life disposal.

All staff should be aware of this approach so that they can assist with controlling our environmental impact both within the company and up and down our supply chain where practicable.

### ***Environmental Awareness / Environmental Training***

Environmental awareness training is provided to all workers on an ongoing basis and during induction of new workers. The training will cover significant environmental aspects and their associated impacts, and planned emergency responses.

As well as training all workers have access to [Environmental Awareness Staff Handbook](#).

## ***Environmental Incident Prevention & Management***

All relevant workers will be given training to ensure they know how to prevent and respond to environmental incidents. Oils and chemicals will be stored in a responsible way to reduce any potential environmental incidents and emergency situations and comply with relevant legislation.

## ***Emergency Response Procedures***

Emergency response procedures will be available to all staff covering potential emergency situations detailing actions to be taken and emergency equipment. Following the occurrence of an emergency, the effectiveness of the arrangements and response will be reviewed.

Emergency response actions (e.g. fire drill, oil spill) will be tested during ongoing site inspections and as part of the premises monthly inspection.

## ***Environmental Management Procedures***

Full environmental management procedures may be prepared to cover significant environmental aspects and the following guidance should be followed;

- **Waste Storage** - All waste will be stored away from surface waters, unsurfaced ground and drains. It will be stored securely to prevent leaks, odours or waste escaping from the waste container. Waste will be uplifted promptly.
- **Recycling** - All waste streams must be segregated and recycled where collection facilities for separated waste streams are available. Clearly labeled bins should be provided for separate waste streams and to promote recycling
- **General Waste Disposal** - All waste must be stored safely and securely before pick up from a registered waste carrier. All waste carriers must produce a Waste Transfer Note which will be kept for two years. The Waste Transfer Note shall be signed by the driver and a company employee, and contain the required Euro Waste Code (EWC) and Standard Industry Code (SIC).
- **Hazardous Waste** - Hazardous waste onsite (e.g. oily rags, batteries) cannot be disposed of in general waste skips or bins, and must not be stored onsite for more than a year, or stored in large quantities.
  - All hazardous waste must be:
    - - Transported by a registered waste carrier;
    - - Accompanied by a consignment note;
    - - Sent to an approved facility
    - - Consignment notes must be kept for 3 years
- **Waste Contractors** - All waste contractors used should be appraised and approved as per 4.2 Control of Purchasing and Outsourced Services. Checks completed to ensure they hold suitable pollution prevention and control permit, waste management license or a registered exemption that authorises them to take that type of waste for the activity they intend.