

SAFELEC LTD

Environmental Manual & Procedures

(Reference BS EN ISO 14001:2004)

v1

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Section 2. Control of This Environmental Manual

Controlled copy number 1

Holder – SAFELEC LTD

Management Representative – DAVID BROMAGE

Additional Controlled Copies

Additional controlled copies of this Environmental Manual which are currently in circulation are to be listed in Section 4.

Uncontrolled Copies

Copies of this Environmental Manual, which are issued to external organizations are deemed 'uncontrolled copies' and as such will not be subject to formal control and updating.

Section 3. Ownership & Copying Restrictions

3.1 Ownership of This Environmental Manual

This Environmental Manual is the property of **SAFELEC LTD**

3.2 Copying Restrictions

No part of this Environmental Manual may be copied or reproduced in any format without the prior written consent of the Management Representative.

Section 4. Distribution of Environmental Manuals

Copies of Controlled Environmental Manuals are distributed as follows:

Copy Number

Held By

1	DAVID BROMAGE
2	
3	
4	
5	

Section 5. Environmental Manual Revisions Record

Changes to the Environmental Manual should be inserted in all controlled copies as per Section '4' of this Manual. A brief record of the change should then be entered in the table below to maintain a record of revisions to the Environmental Management System.

Revision Date	Page No	Description of Revision	Latest Revision No	Approved By
25/9/2017	All	General update	2	D Bromage

Section 6. Scope of Environmental Management System

The scope of the Environmental Management System covers **recycling & environmental services**

6.1 Purpose of Environmental Management System

The Environmental Management System which has been adopted by **Safelec** is based on the relevant requirements of BS EN ISO 14001:2004. The purpose of the Environmental Management System is to enable **Safelec** to seek and maintain third party registration in order to confirm its commitment to continuous improvement.

Section 7. General

Safelec has established & documented an Environmental Management System (EMS) in accordance with the relevant requirements of the International Standard BS EN ISO 14001: 2004.

Safelec will implement, maintain & continually improve the Environmental Management System in accordance with the Environmental Policy (8.1).

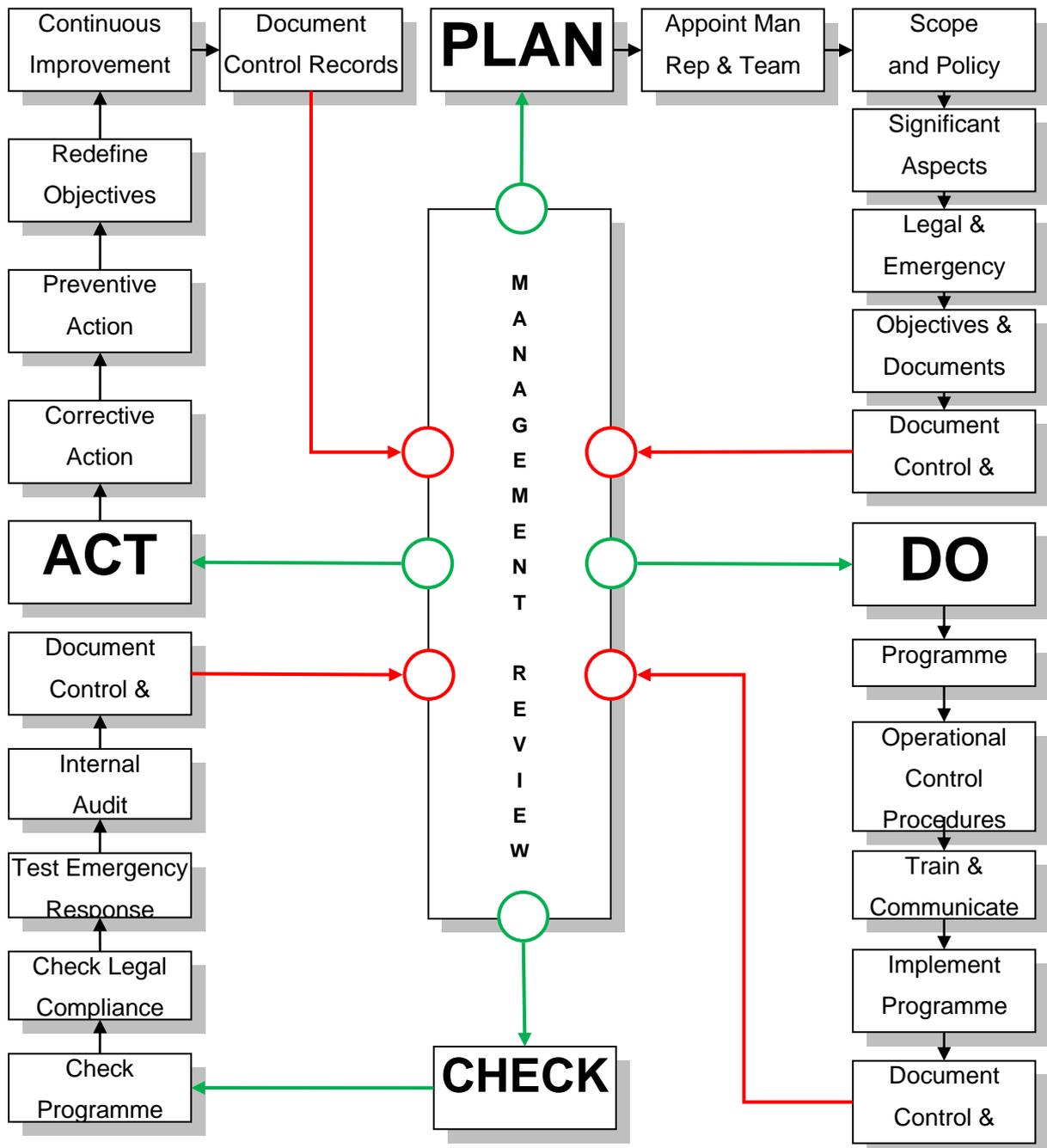
The Scope of the Environmental Management System concerns only those areas that the business can directly control or influence and covers:

Recycling and environmental services for example

- The disposal of difficult or hazardous waste to client specification and the delivery to the designated disposal point.
- The disposal of related waste equipment and materials
- The administration process required for the provision of **Safelec** services

Section 8. Implementation & Operation

The following diagram illustrates the implementation, operation, maintenance & improvement of the Environmental Management System. The System & diagram are based on the Plan-Do-Check-Act cycle.



8.1 Environmental Policy

Introduction

Safelec accepts that it has a responsibility to the principles of sustainability and environmental awareness as summarized by the ISO 14001:2004 standard.

Policy Statement

Safelec recognises the social and economic importance of protecting the environment; that its commitment to this must encompass all activities and that it should be prepared to lead by example in promoting a sensitive, considered attitude to the environment. Our approach to managing our environmental issues is compliant to ISO 14001:2004 and any applicable legal or other regulatory requirements.

Aims

- **Safelec** is committed to reducing any harmful impact its operations have on the local and global environment.
- **Safelec** will measure its impact on the environment and set targets for ongoing improvement.
- **Safelec** will comply with all relevant environmental legislation that applies to the company.
- **Safelec** will raise staff awareness of environmental issues and enlist their support to improve the Company's performance.
- **Safelec** will encourage its suppliers and customers to adopt similar principles.

Responsibility

The Directors have the overall and final responsibility for the Environmental Policy with the Management Representative in charge of the co-ordination, implementation and monitoring of the policy throughout the organisation. The Environmental Policy will be communicated to all staff and a copy will be displayed on the staff notice board. Each staff member takes responsibility for their own work area. Copies may be made available to customers on request. The policy will be reviewed quarterly at Directors Meetings and any updates cascaded throughout the company.

Ends.

Section 9. Planning

The review is designed to provide an overview of our 'environmental footprint' and give a narrative of any issue which are identified and should be included in our Environmental Management System (EMS).

9.1 Site Plan & Overview

Area	Description	Hazards	Responsibility
Reception	Street level access 1x Recycling bin	No	Landlord
Planning and design room	CAD machines and desk tops / printers – ink storage.	Yes	Kieran Bromage
Waste Collection points	Collection of all waste types 1x Recycling bin 1x Hazardous bin	No Yes	
Main print room	Printers – ink / Chemical storage.	Yes	Kieran Bromage
Waste Collection points	Collection of all waste types including hazardous contaminated 3x mixed bins	Yes	
Despatch Dept	Packing and dispatch.	No	Kieran Bromage
Waste Collection points	Collection of limited waste types 1x Recycling bin	No	
Staff Canteen	Two waste bins 1 for recycled 1 for general waste	No	Kieran Bromage

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Transport	We have a fleet of vehicles	Yes	David Bromage
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Site Overview

The site is split between administration, warehouse 1, warehouse 2, operations/transport office, with facilities such as a canteen and toilets commensurate to the number of employees

The **Reception Area** has; 1 x recycling bin. Street level access.

The **Administration, Planning and Design Area** has; 1 x recycling bin, 1 x hazardous bin

The **Print Room** area has; as above

The **Dispatch Area** has; numerous recycling bins

We have a **Staff Canteen and Facilities** which are; **fridge, microwave, kettle, storage facilities, 1 x recycling bin, 1 x food waste/general bin**

General EMS Information

Energy Conservation & Efficiency Measures have been put in place and electricity which serves all areas is monitored. Conservation awareness signage from the Carbon Trust is in place as a constant reminder to users.

Consumption records for the electrical heating system are maintained. Water and sewerage charges are also monitored.

Servicing arrangements for the vehicles and equipment to ensure optimum efficiency are monitored: Mileage and monitoring of fuel consumption is maintained – a defect book is retained.

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Periodic servicing of production equipment such as printers and lifting and loading equipment is conducted.

Portable Appliance Testing (PAT) is carried out and recorded.

We monitor the issue of associated Personal Protective Equipment [PPE] which is required.

Consumable **Waste and Recycling** generated from on site activities is removed using the waste carrier contracted to deal with the waste bins. Waste inks / cartridges, hazardous waste chemical is collected by a specialist contractor.

Waste batteries are returned to the supplier.

WEEE – should any electrical items which require disposal in line with the regulations become available, these are dispatched via the councils facilities.

The majority of **Purchases** involve general office and print consumables, packing materials. A supplier listing is in place with details of partners who are engaged based on commercials and environmental considerations where this can be practically applied.

9.2 Environmental Aspects Identification

Ref	Action	Responsibility
1	Environmental aspects relating to products used,	Mgmt Rep

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	services provided or obtained & general activities within the scope of the system will be identified & listed within our Impacts/Aspects matrix.	
2	Methods used to identify environmental aspects will include brainstorming, reference to existing procedures & processes & reference to Environmental legislation.	Mgmt Rep
3	Considerations include past & existing factors, planned or new developments & new or modified products, services & activities.	Mgmt Rep
4	The environmental aspects will then be categorised into significance.	Mgmt Rep
5	Environmental aspects will then be reviewed at the annual Management review meeting.	Mgmt Team
6	Where required, the aspect list will be updated or a new objective will be raised & used as above.	Mgmt Team

9.3 Legal & Other Requirements Procedure

Ref	Action	Responsibility
1	Legal & other requirements relating to environmental aspects will be listed in the within our Impacts/Aspects matrix.	Mgmt Rep
2	Legal requirements will be identified by cross checking aspects against the Environmental website http://www.environmentlaw.org.uk .	Mgmt Rep
3	A link to the appropriate web site will be held on computer to enable immediate cross checks to be performed & the link will be updated as appropriate.	Mgmt Rep
4	Where legal and/or other requirements are identified, the appropriate actions will be taken to comply with the specific requirements.	Mgmt Team
5	Compliance with these requirements will be checked on an annual basis and reported to the Management Team.	Mgmt Rep

9.4 Objectives Targets & Programme

The Management Team will determine environmental objectives & targets based on the identified significant aspects outlined in our Environmental Review (ER). This will be carried out initially & then repeated each year as part of our Management Review. Objectives & targets will be measurable where possible & will be consistent with our commitment to prevent pollution, our commitment to comply with legal & other requirements as necessary & to ensure we achieve continual improvement. When determining objectives & targets, considerations will include, technological options, financial, operational & business requirements together with the views of interested parties. On completion of determining the objectives & targets they will be recorded within our matrix and will then be used to develop the programme for implementing actions designed to ensure the individual targets are met & the overall objectives achieved.

Section 10. Implementation & Operation

10.1 Resources, Roles, Responsibility & Authority

Safelec will provide the appropriate resources including human resources, specialised skills, organisational infrastructure & financial resources to ensure the Environmental Management System is established, implemented, maintained and continuously improved. Additional resource requirements are discussed at Management Reviews.

A Management Representative has been appointed and has executive responsibility for the Environmental Management System. The Management Representative will ensure that the EMS is established, implemented & maintained in accordance with ISO 14001. The Management Representative will report to Top Management on the performance of the EMS including recommendations for improvement.

10.2 Competence Training & Awareness

10.2.1 General Training

All persons performing activities (for or on behalf of **Safelec**) that may have an impact on the environment shall be competent for their respective tasks on the basis of education, training and/or experience and the appropriate supporting records are retained as appropriate.

10.2.2 Training Needs

Training needs for environmental issues are identified as part of the annual performance reviews. in accordance with section 6 of this manual. Appropriate training is then organised and the relevant records are retained.

PROCEDURE

Ref	Action	Responsibility
1	New staff will undergo induction training, which will include briefings on the EMS.	Mgmt Rep
2	All staff will undergo periodic (annual) briefings on the EMS Policy	Mgmt Rep

10.3 Competence, Training & Awareness Procedure

EMS briefings will involve the communication of appropriate information to ensure employees are aware of the following:

Ref	Action	Responsibility
1.	Importance of conformity with the EMS	Mgmt Team
2.	Significant environmental aspects & impacts associated with their work, together with benefits of improving performance.	Mgmt Team
3.	Roles & responsibilities to achieve conformance with the EMS	Mgmt Team
4.	Potential consequences of departure from Procedures.	Mgmt Team
5.	On completion of the briefing, the appropriate training records will be updated and retained	Mgmt Team

10.4 Communication Procedure

External Communication-General		
1.	Communications regarding the EMS, which are received from external sources will initially be handled as incoming documents such as post/fax/e-mail.	Mgmt Rep
2.	The communication will be passed to the Management Representative for review.	Mgmt Rep
3.	After an initial review the communication will be categorised as priority or for information purposes only.	Mgmt Rep
4.	Where the communication is for information purposes, the relevant staff will be informed & appropriate actions taken regarding the contents of the communication.	Mgmt Rep
5.	Where the communication is either a complaint or urgent documents received from the relevant authorities requiring action, the details will be logged and escalated to the Directors.	Mgmt Team
External Communications – Significant Aspects		
6.	The Environmental Policy is made publicly available on request.	Mgmt Rep

10.5 Documentation

The Environmental Management System documentation includes the following:

- The Environmental Policy Statement, (contained within this document).
- This Environmental & Procedures Manual Describing System & Documents, (this document).
- Description of Scope of System, (contained within this document).
- The Environmental Review, (contained within this document).
- Impacts & Aspects matrix which includes Objectives and Targets, (separate to this document).
- Register of legal and other requirements (separate to this document).

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10.6 Control of Documents Procedure

Ref	Action	Responsibility
1.	The following documents are subject to control to ensure only the latest versions are at their points of use: a) Environmental Manual b) Environmental Review c) External Environmental Documents (Legal & Other)	Mgmt Rep
	Environmental Manual	
2.	Changes to this manual may be introduced as the result of internal audit findings, corrective actions, preventive measures and/or continual improvement suggestions.	Mgmt Rep
3.	Details of each change shall be recorded in the revisions record table.	Mgmt Rep
4.	The revisions record log shall be endorsed against each entry to approve the change.	Mgmt Rep
5.	A copy of the updated page/s shall be placed inside each controlled manual in accordance with the distribution list in each manual.	Mgmt Rep
6.	Updated pages shall indicate the latest revision number and revision date.	Mgmt Rep
7.	Superseded pages shall be removed from all controlled manuals and shall be destroyed.	Mgmt Rep
	Environmental Review	
8.	An environmental review is issued periodically.	Mgmt Team
9.	Updates are recorded and reflected within the Objectives & Targets.	Mgmt Team
	External Environmental Documents	
10	Environmental communications received from external sources shall in the first instance be treated as incoming documents.	Mgmt Rep
11	The document/s shall be passed to the Management Representative.	Mgmt Team

10.7 Emergency Preparedness & Response Procedure

Ref	Action	Responsibility
1.	A list of potential emergency/accident situations is maintained (see below)	Mgmt Rep
2.	The response to emergency/accident situations may include any of the following: 1. Description of Hazard 2. Description of Potential Situation 3. Containment Action 4. On-Site Evacuation Details 5. Neighbour Evacuation Details 6. Emergency Contact Numbers 7. Actions to Minimise Impact	Mgmt Team
3.	The emergency/accident situation & response information will be communicated to staff.	Mgmt Team
4.	The relevant staff will be trained for emergency situation response (where considered practicable).	Mgmt Team
5.	Where an emergency situation does occur, the response actions will be implemented.	Mgmt Team
6.	Post emergency/accident situation activities will include a full management review.	Mgmt Team
7.	Emergency response arrangements will be tested every six months where practicable.	Mgmt Team
8.	Results of periodic tests will be recorded.	Mgmt Team

10.8 Possible emergency areas & guidelines:

Spillage of fluids (Inks, cleaning fluids and chemicals)

A spills kit is kept in a nominated place in the production / storage areas, and is clearly labelled. Disposal of used spills kit is in line with manufacturer's instructions and removed by a specialist contractor.

Fire

In case of fire at the building, extinguishers and fire blankets are stored at appropriate points in line with our fire risk assessment and clearly marked. If not containable, employees are trained to call the emergency services.

The van drivers also carry fire extinguishers in their vehicles.

Bodily contact with fluids/oils/fuels

In the event of, for example of chemicals in the eyes or ingested, eye wash and first aid kits are available at marked locations around the building. COSHH sheets are held in the office for reference if required.

10.9 Monitoring & Measurement Procedure

Ref	Action	Responsibility
1.	The significant environmental aspects in the Impacts/Aspects matrix will be monitored & measured on an annual basis to ensure targets are being met in order to achieve the stated objectives.	Mgmt Rep
2.	Results of the annual reviews are recorded.	Mgmt Rep
3.	Where the outcome indicates little or no progress the details are reviewed by the Management Team.	Mgmt Team
4.	Where calibrated equipment is used for monitoring & measuring, records of calibration to National Standards will be maintained.	Mgmt Rep

10.10 Evaluation of Compliance Procedure

Ref	Action	Responsibility
1.	Compliance with legal & other requirements will be checked at annual intervals.	Mgmt Team
2.	The list of relevant requirements recorded in the register will be reviewed against the actual requirement documentation (legislation or other).	Mgmt Rep
3.	The requirements will then be checked against working practice, procedures & processes to ensure continued compliance.	Mgmt Rep
4.	Where the outcome indicates non-compliance, the details are recorded and investigated.	Mgmt Team
5.	Compliance with legal & other requirements is reviewed at the annual management review.	Mgmt Team

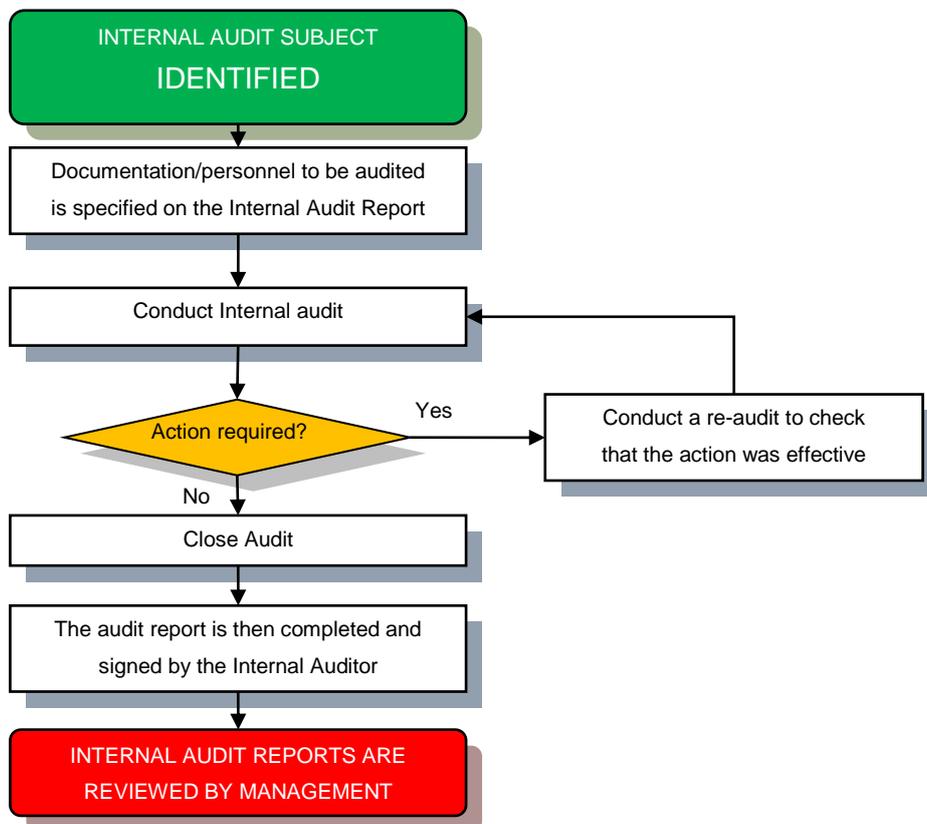
**10.11 Nonconformity Corrective Action & Preventive Action
Procedure**

Ref	Action	Responsibility
1.	EMS Non-conformities may be identified as a result of: <ul style="list-style-type: none">1. External Notification2. Periodic Performance Checking3. Compliance Checking4. Emergency Situations5. Periodic Emergency Response Testing6. The Loss of Records7. Internal Auditing8. Management Review	Mgmt Team
2.	The problem is investigated to establish the root-cause, which is recorded.	Mgmt Rep
3.	Appropriate corrective actions are agreed with interested parties & are recorded.	Mgmt Rep
4.	Further corrective actions may be logged & implemented with future preventive actions to avoid a recurrence	Mgmt Rep
5.	The actions taken will be verified for effectiveness after a suitable time period & where required, the outcome will be communicated to interested parties.	Mgmt Rep

10.12 Internal Audit Procedure

Internal audits are carried out regularly as part of the responsibilities of our Environmental Committee and are used to verify our performance against our Environmental Targets.

The audit process is as follows:



Management agrees the audit schedule and feedback on each audit is reviewed.

Senior Management reviews these audits when receiving the results and minutes the discussions and decisions as part of their meeting reviews.

In addition to this the Administration/Operations department reminds all staff to implement the recommendations that are recorded as part of our audits and be mindful of our environmental responsibilities.

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INTERNAL AUDIT REPORT (ISO14001:2004)		FORM NO.
Date:		
Audit:	Open <input type="checkbox"/> Closed <input type="checkbox"/>	
Area/Procedure to be audited:		
Auditor:		
Documentation Reference:		
Department Personnel:		
Part A: Observations		
Part B: Discrepancy		
Part C: Proposed Corrective Action		
To be completed:		
Corrective Action Verified as Effective:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed (Auditor):		

10.13 Legal Requirements

Introduction

Safelec accepts that not only does it have a responsibility to identify its environmental aspects; it also is required to comply with all applicable environmental laws.

In order to identify these requirements, the relevant piece of legal requirement is listed within our Register of Legal and Other Requirements. This is mapped across to our Impacts/Aspects Matrix and is reviewed and updated as per the procedures described in this manual.

SIGNED.....

D BROMAGE M.D.

DATE.....