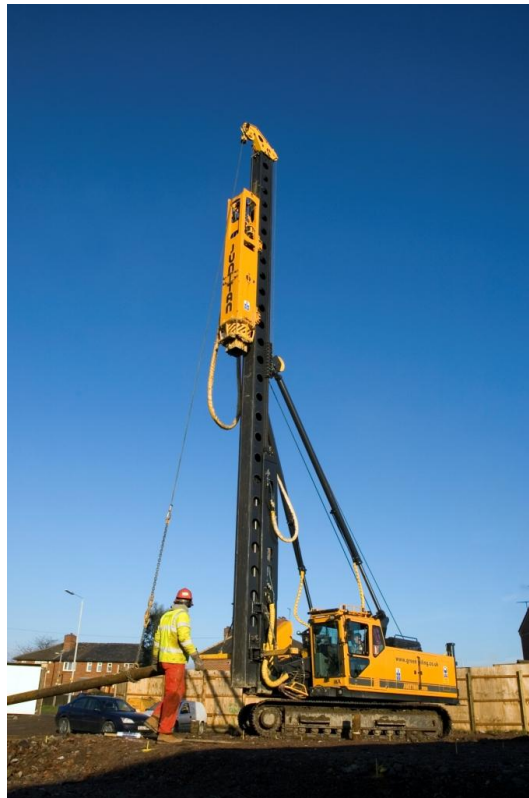




# **ENVIRONMENTAL POLICY**





ENVIRONMENTAL  
POLICY DOCUMENT

This Manual is the property of Green Piling Ltd, Smithy Brook Road Renishaw Sheffield S21 3JS And may not be distributed in part, or whole, to persons outside the company without the permission of the Managing Director. File: Environmental Policy Manual Revision. 2 - 04/02.2009

**Revision 3. 22/03/2010**

## **Table of Contents**

1. Scope
2. Definitions
3. Environmental Management System Requirements
4. Environmental Policy Statement
5. Environmental Aspects and Impacts
6. Legislation
7. Objectives and Targets
8. Organisation and Responsibilities
9. Arrangements for Implementing Policy
  - 9.1 Monitoring and Checks
  - 9.2 Waste Control
  - 9.3 Training and Competence
  - 9.4 Communication
  - 9.5 Qualifications of Environmental Management Team

### **Document Control Information**





This manual has been reviewed and approved by the signatories below. They are also authorised to sign all other environmental management system documentation in use within the Company.

This document is the property of Green Piling Ltd and as such cannot be reproduced or altered in any way without the written permission of the Company. However, relevant parts of this manual are made available to existing and potential customers upon their written request.

**Issue Authorisation & Amendment Page**

**ISSUE AUTHORISED**

<b>David Green</b>	<b>Managing Director</b>
<b>Rob Pointer</b>	<b>Director</b>
<b>Mark A. Cooney Dip,EM</b>	<b>Environmental Advisor</b>

<b>Revision: (3)</b> Number of Pages: 10				
Date	Page	Details of Revision	Revision No	Signature
10/01/2007	3	Initial Policy	0	
15/01/2008	7	Environmental policy statement amendments	1	
04/02/2009	1-10	Scope of Policy extended to new premises	2	
22/03/2010	8	Targets updated	3	

## 1. SCOPE

---

Green Piling Ltd is a medium size company well established and recognized within the UK Piling Industry. A combined workforce of office, maintenance and site based operatives facilitate a range of customer needs for specialist driven piling. This policy covers our premises at Smithy Brook Road Renishaw Sheffield S21 3JS. Additionally it includes all buildings, goods and services used and provided by us and everyone working for us.

The Company regards effective environmental management and control to be of major importance to its business. To ensure effective management of its environmental impacts, and to ensure regular improvements in its environmental performance, the Company has therefore developed an 'Environmental Management System' (EMS).

This manual describes the system and procedures used to sustain good environmental performance.

The EMS applies to all staff and to all operations and activities carried out on or off site:

**Green Piling Ltd**  
Smithy Brook Road  
Renishaw  
Sheffield  
South Yorkshire  
S21 3JS  
Tel: 08450 511800

The system also applies to those effects of transport operations, the activities of contractors and suppliers and the use of raw materials over which the company can exert significant influence. All staff are required to follow the EMS procedures at all times.

## 2. DEFINITIONS

---

**Continual improvement** – the process of enhancing the EMS to achieve improvements in overall environmental performance in line with the Company's environmental policy.

**Environment** – Surroundings in which the Company operates, including air, water, land, natural resources, flora, fauna, humans and their inter-relation.

**Environmental Aspect** – element of the Company's activities, products or services that can interact with the environment.

**Environment Impact** – any change in the environment, whether adverse or beneficial, wholly or partially resulting from the Company's activities, products and services.

**Environment Objective** – overall environmental goal, arising from the environmental policy, that the Company sets itself to achieve. Objectives are quantified where practicable.

**Environmental Performance** – measurable results of the Company's EMS, related to the Company's control of its environmental aspects, based on its environmental policy, objectives and targets.

**Environmental Policy** – a Company statement of its intentions and principles in relation to its overall environmental performance, which provides a framework for action and for setting objectives and targets.

**Environmental Target** – a detailed performance requirement, quantified where practicable, applicable to the Company or its individual departments, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Prevention of Pollution** – the use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

**Use of Language** – within this manual these meanings shall be used for the following words:

- “Shall” – to denote compulsory or mandatory action within EMS.
- “May” – to denote an option, which is not obligatory.
- “Will” – to denote a declaration of purpose or an intention.
- “Should” – to denote a recommendation, guidance or a non-mandatory statement.
- “Must” – a legal obligation.

### **3. ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS**

---

#### **The Environmental Management System**

The Environmental manual specifies the Company systems and procedures to comply with the requirements of the Standard. The manual also refers to other management systems where appropriate. Other documents making up the complete EMS include:

- The register of environmental aspects and impacts.
- The register of legislation and standards.
- The current environmental objectives and targets.
- The EMS systems procedures
- The operational control procedures.
- The preliminary environmental review.

The documents and procedures that make up the system are contained within the EMS documentation file; managers are issued with copies relevant to their department. Relevant documents will also be available when required to all staff.

All EMS documentation is amended as and when deemed necessary by the Company and controlled as stated in section 9 of this manual. The Environmental Management Representative (EMR) is responsible for document control. Staff holding copies of this manual incorporate each amendment issued to them. Revisions are recorded in the EMS documentation revision log.

The Green Piling EMS is intended to address and satisfy all of the clauses of ISO 14001. This manual specifies the EMS and sets out the Company systems and procedures to comply with the requirements of the Standard.

The manual also refers to other management systems where appropriate, and in particular will be cross reference to the company’s Quality Management Procedures ISO 9001:2000 introduced in February 2006.

The Company has issued the following statement of its environmental policy.

## 4. POLICY STATEMENT ON THE ENVIRONMENT

---

Green Piling Ltd will continually strive to make improvements in all aspects of the specialist field in which it operates, and to carryout driven piling operations to the highest standard whilst maintaining a high level of social responsibility. This aspiration naturally extends to our attitude towards the environment. The company recognizes that it has a responsibility to be environmentally sound in its operations. It is therefore committed to identifying the impacts of its operations in the environment and to controlling and minimizing these as far as practicable.

These policy requirements are met by:

- Complying with all relevant environmental legislation and those environmental standards to which the Company subscribes.
- Setting targets and objectives to achieve continual improvement in the Company's environmental management systems and in its performance.
- Preventing pollution by effective waste management, control of emissions to air and water, energy conservation and the management of materials to minimize spillage.
- Assessment of the environmental impacts of our suppliers and taking appropriate action to ensure that, where we have the influence to do so, our commitment to continual improvement is met in the products and services that we provide.
- Working with customers, where practicable, to develop materials with a reduced impact on the environment.
- Recognising that the performance of our employees is crucial in achieving our environmental goals and therefore providing the necessary information and training to ensure that they are aware of this policy and their individual responsibilities within the environmental management system.



**David Green – Managing Director**

## 5. ENVIRONMENTAL ASPECTS AND IMPACTS

---

The Company has produced a procedure 'Environmental Aspects' (EP1) to identify the aspects of its operations and activities that have an impact upon the environment and to assign a significance rating to each impact identified.

'Aspects and Impacts Register' (EP1) includes the activities and operations over which the company has direct control.

The impacts of past, present and future activities are reviewed, together with those arising during normal, abnormal and emergency circumstances. The company's environmental impacts are reviewed at least every year, and additionally when any changes are planned in our construction, and maintenance processes or materials.

The review process is used to create a list or register of environmental aspects and their related impacts, in which those considered as significant, are clearly identified. The significant aspects and impacts are then used to identify the areas of operation in which objectives and targets for improvement are most appropriate and to determine where environmental control procedures are required.

## 6. LEGISLATION

---

The managing director is responsible for communicating with then environmental advisor monitoring relevant environmental legislation and any environmental standards to which the company subscribes, and ensuring that additions and changes are identified and communicated to all staff that need to know.

## 7. OBJECTIVES AND TARGET

---

Each year the environmental objectives and targets for the following year are identified by the MD, in discussion with the Environment team and any external advisors deemed appropriate. The objectives and targets are based upon the need to continually improve environmental performance and are set with due consideration for:

- The significant environmental aspects and impacts, as identified in the annual assessment of aspects and impacts.
- Any new or amended legislation
- The requirements of the company environmental policy
- The business requirements of the company and its employees.

The objectives and targets are reviewed and approved by the Managing director. Where they cannot be approved, the MD and Environmental Team will discuss and agree alternative acceptable objectives.

The management programme is presented as a table, broadly as below.

The table below provides an outline of the procedure used to identify and record environmental targets and objectives.

Targets 2009					
Objective	Target	Action Required	Person Responsible	Target Date	Actual Finish
9.1	Review energy usage	Bench mark 12 month energy usage	Rob Pointer	Nov 09	Mar 10
9.2	Waste oil use	Establish waste oil procedures	Nev Bean	Jan 09	Nov 09
9.3	Florescent tubes	Establish disposal procedures	Rob Pointer	Jan 09	Mar 10
Targets 2010					
Objective	Target	Action Required	Person Responsible	Target Date	Actual Finish
10.1	Reduce energy usage	Reduce energy usage by 5%	Rob Pointer	March 10	
10.2	Recycle Paper	Establish paper recycling procedures	Steph Atkin	Jan 09	
10.3	Encourage paperless enquiries	Set as a marketing objective	Steph Atkin	Jan 09	

## 8. ORGANISATION AND RESPONSIBILITIES

---

The management organisation structure and responsibilities are as set out below.

### **8.1. MANAGING DIRECTOR**

- Overall responsibility for environmental management
- Defining, Communicating and implementing environmental policy and environmental management programme
- Co-ordinating the efforts of Environmental Team and assisting in reviewing the EMS to ensure its continuing effectiveness.
- Promoting “continuous environmental improvement” to all company personnel, suppliers and sub-contractors.
- Dealing with environmental meetings with and communications from, regulators, the general public and others.
- Chairing the management review meeting.

### **8.2. DIRECTORS**

- Overall responsibility for environmental management within their department.
- Communicating and implementing the environmental policy and environmental management programme within their department.

### **8.3. OPERATIONS DIRECTOR**

- Overall responsibility for Office environmental issues. Co-ordinating recycling of office waste and materials.

### **8.4. FOREMAN RIG DRIVER**

- Ensuring that relevant EMS procedures are implemented in their areas of responsibility.

- Carrying out individual defined actions within the environmental management programme.

### **8.5. ENVIRONMENTAL ADVISOR**

- Develop and implementation of the EMS.
- Reporting on the effectiveness of the EMS and environmental performance generally.
- Maintaining and updating register of environmental legislation and ensuring that new or revised legislation is communicated to all relevant staff.
- Carrying out periodic assessment of environmental training needs and ensuring that appropriate training is provided for relevant staff, either using internal or external resources, to agreed standards and at the prescribed frequencies.
- Periodically inspecting (or arranging for the inspection of) the site to identify any environmental actions and controls that may be necessary
- Ensuring that all staff are aware of their individual duties and responsibilities with regard to environmental control and management and ensuring that relevant environmental information is communicated as required.
- In the absence of more senior staff, directing action in environmental emergencies.
- Developing and maintaining a suitable system of environmental records.

### **8.6. ALL EMPLOYEES**

- Reporting environmental emergencies, incidents and “near misses” for corrective action.
- Disposing of waste in the correct skips and containers.
- Supporting energy management on the site by switching off equipment under their control when not in use, turning off unnecessary lighting, shutting doors on heated buildings, etc.
- Where relevant, submitting suggestions for environmental improvements.
- Complying with customers environmental rules when working away from the factory.

## **9. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

### **9.1. MONITORING AND CHECKS**

Environmental monitoring is carried out to:

- Demonstrate compliance with legal requirements
- Record data on all significant environmental impacts. (amend and update EMS documentation)
- Confirm that the environmental management programme is being adhered to.

Monitoring is carried out in accordance with the EMS procedures and best practice standards.

The Managing director is responsible for ensuring that this procedure is correctly implemented and that monitoring results are retained for appropriate period.

### **9.2. WASTE CONTROL PROCEDURES**

All Waste shall be disposed of in compliance with Environmental Legislation. The company will only use approved licensed waste removal companies and will audit their performance.

**9.3. TRAINING AND COMPETENCE**

The Directors and the Environmental Management Team are responsible for identifying environmental training needs and development.

Based upon the results of the training needs assessments, a training programme is created each year.

The training provisions within the programme will ensure that all staff:

- Are fully aware of the requirements of the company environmental policy;
- Understand the effects of their individual jobs on the environment;
- Are competent to carry out any environmental actions for which they are responsible.

Environmental issues and the requirements of the EMS have also been integrated into the Company induction programme for new employees. Such training includes specific identification of environmental issues relating to each new starters job.

The Office Manager is responsible for recording all training that is provided and ensuring that the records are kept.

**9.4. COMMUNICATION**

Periodic meeting of the Environment Committee are held to discuss environmental issues affecting the company.

All staff with responsibilities within the environmental management programme receive a copy of the relevant parts of the programme to ensure that they are aware of their responsibilities. In addition the annual environmental objectives and targets and the environmental policy are posted on notice boards to promote general awareness. Information provided to senior managers by the EMT is cascaded to work teams.

**9.5. QUALIFICATIONS OF ENVIRONMENTAL MANAGEMENT TEAM**

**Environmental Manager**

Mark A. Cooney Dip,EM - Diploma in Environmental Management.  
Chartered member of Institute of Occupational Safety and Health.

**Managing Director**

David Green Chartered Institute of Environmental Health  
Foundation Certificate in Health & Safety.

**Director**

Robert Pointer Chartered Institute of Environmental Health  
Foundation Certificate in Health & Safety.