

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company details and then delete the prompt boxes like this. The plan needs to be specific to your organisation.

NOTE: Print the “Guidelines for customising the environmental management system manual” document and follow the instruction step by step.

XYZ

Environmental Management Systems Manual

Controlled COPY No.	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
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To update the table of contents right click anywhere in the table, then click 'update field' and 'update entire table'. Make this update once you finish the customisation and just before printing, then delete this box.

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Attachment A Organisation Structure and Responsibilities

Attachment B EMS Documentation Structure

Attachment C EMS Standard Procedures

Attachment D EMS Standard forms

1 Introduction

XYZ developed and implemented an Environmental Management System in order to support and promote good environmental practices throughout XYZ.

This Environmental Management System (EMS) manual is the prime document for the management of environmental aspects in all works undertaken by XYZ. The system provides information and guidance on how XYZ will meet all environmental requirements by the contract, legislation and standards.

The EMS manual is the essential link between environmental impacts assessment and project activities. It is to ensure that environmental impacts identified during the assessment stage are properly managed on site and control measures are implemented.

The system establishes a framework for identifying risks, controlling risks, assessing the effectiveness of those controls and the continuous improvement of the management of environmental.

The system has been developed to comply with the requirements of:

- AS/NZS ISO 14001:2004 Environmental management systems requirements; and
- State Government Environmental Management Systems Guidelines.

XYZ has a strong commitment to protect the environment as required by the Environmental Protection Act and Regulations.

1.1 Distribution and control

The master copy of this document is held by the **Systems Manager**. All printed copies of the manual are marked “controlled”. Anyone holding a copy is responsible for ensuring that they have the most up-to-date issue.

The development and regular review of the system is the responsibility of the **Systems Manager**. The system is authorised by the **Director** and the **Systems Manager** is the document owner and approves changes to the system.

1.2 References

Standards:

- AS/NZS ISO 14001:2004 Environmental management systems requirements.

Other significant documents referenced in this Manual include:

- XYZ Business Plan

Write a brief description of XYZ business, example follows

XYZ is a leader in the provision of construction solutions delivering the following services across Australia:

- Property development
- Fitouts
- Refurbishments
- Construction of commercial, office, retail, hospitality, manufacturing, warehouse facilities and industrial complexes.
- Project management; and
- Special projects

3 Organisation Structure

See Attachment A for the organisation’s structure.

Contact numbers and organisation structure for each project is detailed in the Project-specific Environmental Management Plan.

4 Environmental Management System

XYZ Environmental management systems comprise of those elements of XYZ’s overall management system that ensure environmental aspects of our activities, product and services, and our significant impacts are identified and systematically managed.

See Attachment B for details of XYZ’s EMS documentation structure.

4.1 EMS Scope

This EMS has been developed for the management of environment in all construction and maintenance projects undertaken by XYZ.

4.2 Environmental Policy

The environmental policy is included in the first pages of this manual and is posted in prominent locations of XYZ premises and construction sites.

The Director of XYZ has formulated the Environmental policy. The policy is explained and discussed at the initial induction given to all new employees. All employees are expected to know what the policy means to them as it affects their roles within the company.

4.3 Environmental Planning

4.3.1 Environmental aspects and impacts

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

XYZ's senior management ensures that resources are available so that the EMS can be implemented, maintained, and improved. Resources including human resources, specialized skills, infrastructure, financial, technological resources, and others as are provided as needed.

The company appointed a **Systems Manager** who becomes the EMS project manager and is responsible to report to senior management on its implementation progress. The identity of this person is made known to all persons working under the control of the company.

The **Systems Manager** ensures that the EMS is established, implemented and maintained consistent with the requirements of this management system, and reports to senior management on the performance of the system including recommendations for improvement

Environmental responsibilities and accountabilities for all personnel involved in the EMS's operation are defined in *Attachment A: Organisation Structure and Responsibilities*.

The organization chart becomes an effective tool to demonstrate the responsibility, accountability and authority structure within the company.

4.4.2 Competence, training and awareness

Managers are responsible for identifying the training required for staff under their supervision involved in activities that affect the EMS.

XYZ is committed to ensuring all staff members receive environmental training to enable them to adequately and competently manage environmental risks within the organisation. XYZ does not permit any untrained project personnel, including subcontractors, to carry out activities for which training is required.

Records of training and competency of XYZ staff are kept with each personnel file.

Induction training

New employees attend an awareness induction training that includes training on:

- The overview of the environmental management system as described in this manual;
- The environmental policy;
- The importance of environmental protection;
- The relevance and importance of their activities, how they contribute to the achievement of the environmental objectives.

This training is recorded using form *EMS-F03 EMS induction record*.

This training is repeated for all employees as management or the management

It is the responsibility of the Work Supervisor to ensure that the control measures adopted are monitored in both their implementation and also their ongoing adequacy for the activity. It is also the responsibility of those undertaking the work to inform management that the proposed controls are inappropriate and the responsibility of those supervising the work to monitor the implementation of the control measures.

4.4.7 Emergency preparedness and response

Preparation for emergency situations aims to minimise the nature and extent of damage to property and harm to the environment that might ensue from an emergency situation.

The purpose of emergency preparedness is making sure that emergency procedures actually work in the event of an emergency.

XYZ establishes, implements, documents and maintains a system for the identification of potential emergency situations that can have adverse environmental impacts.

The risk assessment process identifies potential emergencies at project level. These are addressed in accordance with *EMS-SP-03 Emergency preparedness and response* procedure.

4.5 Checking

4.5.1 Monitoring and measurement

Effectiveness of the Environmental Management System is monitored through workplace inspections and internal audits. The frequency of these events is based on risk.

Workplace environmental inspections are conducted using form *EMS-F10 Environmental site inspection checklist* and internal audits are carried out according to *EMS-SP-04 Internal audits* procedure. These procedures incorporate a reporting and corrective action process.

Project-specific environmental performance indicators have been established which detail objectives and targets to be achieved. These performance indicators are determined through the Risk Management process and are documented in the project EMP.

Control of MME (monitoring & measuring equipment)

This procedure describes the process for calibrating and maintaining MME used by XYZ personnel and subcontractors. It applies to MME used for product quality, OHS and environmental management.

Following this procedure ensures that the measurements which provide evidence of conformity are reliable and accurate.

Control of MME is addressed when:

- equipment is calibrated or checked, before it is used

Proposed actions identified at the review are recorded (using form *EMS-F02 EMS review action plan*) and forwarded to the [Systems Manager](#) in time to consider for inclusion in the Business Plan for the coming year. Progress against the proposed actions is reviewed at the next management review.

5 EMS Standard Procedures

The EMS standards procedures set out in detail how requirements of the system are implemented. Refer to *Attachment C: EMS standard procedures*.

Where required by a particular project or contract, specific procedures or safe work instructions are documented and provided with the EMP for the project.

6 EMS Forms

Various forms are used to help keep record of environmental performance. Forms may be referenced from the EMS manual or standard procedures. Refer to *Attachment D: Standard forms*.

7 Project-specific Environmental Management Plan (EMP)

For individual projects, a Project-specific Environmental Management Plan (EMP) is developed which details specific and additional contract requirements for that project. [XYZ](#) has developed a template for EMP from which specific environmental plans are prepared by Project managers. The EMP is provided as separated document.