

# Environmental Management System Implementation Guide

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## Introduction

Protecting the Environment has become a very important issue within the community. Failure to comply with the relevant states Environmental Protection legislation can lead to significant fines, unwanted media attention, lost revenue, possible jail term as well as a significant impact to the environment

We have developed this implementation guide to explain how to implement an Environmental Management System that will identify aspects (risks) specifically encountered in all industries, and assist you to develop solutions to eliminate or reduce their associated risks.

## Definitions

Word	Definition
<b>Environmental aspect</b>	An element of an organisation's activities, products or services that can interact with the environment
<b>Environmental impact</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects
<b>Environmental management system:</b>	Part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects; often abbreviated to <i>EMS</i>
<b>Environmental objective</b>	Overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve
<b>Environmental target</b>	Detailed performance requirement applicable to the organisation, that arises from the environmental objectives and that needs to be set in order to achieve those objectives
<b>Risk</b>	Effect of uncertainty

## **What is an Environmental Management System?**

Effective management of environmental issues involves having a planned and co-ordinated approach in place.

An Environmental Management System is a bank of documents including Policies, Procedures and Forms which collectively enable a business to effectively and consistently manage the potential impact on the environment

## **How to implement a Environmental Management System**

This guide is designed as a practical document for easy reference to help you identify the step-by-step activities required to implement and manage a functional Environmental Management System.

It is a good idea to choose an Environmental Coordinator as the first step in the process of setting up your own system. This person will be put in charge of working through this guide. The Environmental Coordinator may decide to ask other people within your Business for help during any of the seven steps. Your Environmental Coordinator will make sure that each step is completed before moving onto the next step.

## **System Set-up Steps**

### **Step One – Existing System Components**

1. The first step is to determine how many components of an Environmental Management System (EMS) you already have in place.
2. Using the EMS Table of Contents page you will be able to identify what you do and don't have existing.
3. Once you have determined any components existing you can add this to your EMS Manual.

### **Step Two - Review the documentation**

1. Print out the Environmental Policy and have it signed by the General Manager! This needs to be displayed in a prominent place.
2. Review the EMS Manual, procedures and forms and identify any changes required specific to your business operations.
3. The easy way to do this is to print out the manual and read through each section to understand what you need to have in place within your business.
4. If something doesn't apply to your business or you do it differently, cross it out or make the changes on your paper copy.
5. Use the paper copy to delete any crossed out text or changed words from the computer version of the document.
6. Do the same for all of the procedures and forms.
7. Any documentation you already had in place can be modified to fit the templates to ensure your new System has a consistent, professional look.

### **Step Three – Personalise the documentation**

1. All of the Forms that you will be using require your logo or business name added to them. This identifies the documentation as yours and provides a professional image for your business.
2. Copy and paste the forms in the manual into separate word documents and name them appropriately.
3. Then add your logo or business name to the forms.

4. Now you have an electronic copy of the forms that can be easily printed for use when required.

### **Step Four – Provide Training**

1. To ensure that all of your workers understand your EMS and comply with the different parts of it, you will need to provide an induction to them.
2. The induction will need to cover a general overview of all of the parts of your system and should be given within the first couple of days of working for you.
3. It is a good idea to also provide a refresher induction every 12 months to ensure your workers remember your System's details.
4. You will need to also provide training to your workers on specific tasks they perform. This will include taking them through any relevant EMS Procedures e.g. Waste Control
5. Make sure that you record on a piece of paper who has attended each training session and what the training session was about.
6. Get the workers who have attended to sign their name and write the date for when they have attended.

### **Step Five – Records Management**

1. Identify where you will keep copies of completed System forms, training attendance forms etc.
2. The best way to do this is to have EMS folder labelled and easily identifiable in an obvious location within the office of your business.
3. Add dividers to the folder and label each with a different name related to the System e.g. EMS Manual, Procedures, blank training attendance forms, waste disposal receipts, etc.
4. Also, it is a good idea to have a secure file in your filing cabinet available to hold confidential documentation related to the EMS e.g. completed training attendance forms, completed environmental incident reports, community complaints etc.
5. Make sure you also have current copies of your EMS on your computer in-case you are required to email your System to any clients.

### Step Six – Continual System Review

1. The success of the System depends on the commitment from all levels within your business, particularly the leadership of management.
2. Ensure that you regularly review your System to check it remains up-to-date, relevant to your business activities and continues to be improved.
3. If you make any changes to your System you will also need to ensure all electronic copies are updated. It's best to print out forms as you need them to ensure you have the latest copy at all times.

### Step Seven – Complete the following documents

1. Use the Form 2.1 Register of Environmental Objectives and Targets. Review the sample information provided to tailor to your business needs ensuring all objectives are measurable.
2. Use the Form 2.2 Register of Environmental Aspects. Review the sample information provided to tailor to your business needs. This document is also known as an environmental risk register.
3. Use the Form 3.1 Responsibility Matrix, Training Needs Analysis and Training Plan. Review the sample information provided to tailor to your business needs.
4. Use the Form 3.2 Register of Documents and Records. Review the sample information provided to tailor to your business needs and fill in areas if applicable.
5. Use the Form 5.2 Register of Compliance Obligations. Review the sample information provided to tailor to your business needs.

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