

Pink Skips
Recycling House, Rock Road, Ketley, Telford, TF1 5HW
Tel: 01952 222226 Fax: 01952 222282



ENVIRONMENTAL MANAGEMENT SYSTEM
PART 1

ENVIRONMENTAL POLICY

PINK SKIPS (WELLINGS LTD) willingly accepts its obligations, and will accordingly:

- (a) Abide by environmental legal obligations
- (b) Use all practicable measures to lessen the environmental impact of its operations on the environment – both local and elsewhere
- (c) Promote environmental awareness within the company, its employees, and others involved with its undertakings

Accordingly this Environmental policy, as part of the Environmental Management Systems (EMS), lays down the duties and responsibilities of company employees

The policy and EMS is reviewed annually and circulated throughout management (supervisors and above); amendments may be circulated as necessary should changing company or legislative circumstances dictate

The effectiveness of the EMS is reviewed annually; environmental performance against the criteria laid down by the Environmental Manual is continually monitored during the premises inspections regularly undertaken by senior management and the company's health and safety consultants, C-All Business services

INDIVIDUAL RESPONSIBILITIES

It is the responsibility of the Managing Director, Mr William K Wellings, And Management at all levels to ensure that environmental requirements receive adequate consideration and resources, and to set a personal example

All employees are expected to fully co-operate with the management, nominated consultants and the enforcing agencies to enable the implementation of the company Environmental Policy and legal responsibilities

Specific responsibilities include, but are not limited to:

DIRECTOR RESPONSIBILITIES FOR ENVIRONMENTAL MATTERS **(Mr WK Wellings)**

Responsibilities to ensure that:

- The company complies with all relevant UK legislation – refer to the Environmental Manual for details
- The company receives adequate advice and guidance to enable the register to remain current and procedures to include best practice
- All necessary actions and interactions with other parties are undertaken to enable the requirements of the Policy and Environmental Manual, current legislative duties, and the prevention (As far as reasonably practicable) of environmental damage to be met
- To encourage innovation or the use of recycled imported or own-used materials appropriate
- The policy and Environmental Manual are reviewed at least annually (and intermittently as necessary)
- The policy and Environmental Manual are circulated to all management personnel (supervisors and above) and sufficient training provided to ensure complete understanding of roles and responsibilities
- Adequate training is given to all company employees – direct or indirect – to ensure understanding and compliance with the policy, Environmental Manual and current legislation
- All necessary resources are made available to enable personnel at all levels to carry out their functions effectively and with due regard for provisions of this policy

- Adequate monitoring is undertaken and discipline procedures enforced to uphold principles of the policy and Environmental Manual
- There are efficient emergency procedures established at Head office premises and for external operations, particularly liaison as necessary with the Environmental Agency and other environmental enforcement bodies to report investigate and establish causes effects and improvements as a results of environmental accidents incidents or near misses
- Environmental accidents/incidents statistics are produced in order to identify trends and target areas of improvements

OPERATIONS MANAGER

Responsibility to ensure that :

- Procedures and systems laid down in the Company Environmental Policy and Manual are implemented
- There is sufficient awareness of these procedures and personal responsibilities by all other employees(including sub-contract and indirect employees) under his control
- Adequate and appropriate consideration is given to environmental issues when planning and establishing new systems procedures or equipment
- Recycling and the use of recycled materials is encouraged as appropriate, both within company premises and with clients
- Sufficient personnel and equipment is requested/authorised to enable environmental procedures and considerations to be adequately addressed; the Environmental Director is informed when resources fall short of adequate
- Emergency procedures and contact telephone numbers are made available within Head office premises and to those working externally
- There is prompt reporting and monitoring of all accidents, incidents or “near-misses” to the Environmental Director and enforcing agencies as necessary; action is taken as appropriate to prevent a recurrence
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible
- In addition, the Operations Manager is responsible for all duties applying to other managers as below:

OTHER DEPARTMENTAL MANAGERS

Responsibility to ensure that:

- The policy and Environmental Manual is read, understood and followed throughout Company operations(internal and external); the Environmental Director is contacted for further advise or guidance should circumstances compromise adherence
- There is sufficient awareness of, and instruction into, these procedures and personal responsibilities by all direct employees, sub-contractors labour and indirect employees under his control.
- There is sufficient supervision and instruction given to all employees under his control - with particular responsibility towards “young persons” or inexperienced employees
- Disciplinary measures are enforced as appropriate for non-compliance by employees (including sub-contract and indirect employees) under his control: reporting of non-compliance given by employees in confidence **must** be treated as such, with appropriate action taken to rectify
- Co-operation and co-ordination is achieved between the company, all Direct employees and all other personnel involved with company or client activities
- Sufficient personnel and equipment is being used to enable operations to be carried out efficiently and with least risk to the environment; the Environmental Director is informed when resources fall short of adequate
- All plant and equipment is checked before use each day (these checks being recorder as detailed in the Environmental Manual), and deemed safe, efficient and properly maintained; all defective or below-standard plant and equipment is removed from use immediately pending replacement or repair
- The Environmental Director is notified of any situation comprising the high standards of environmental compliance expected by the company
- No aspect of the external environment shall be disturbed any more than absolutely necessary to enable Company operations to be undertaken; care must be taken not to interfere with surroundings etc any more than absolutely necessary or to cause pollution or undue environmental nuisance, and to delineate and protect any areas under significant risk
- All necessary environmental documentation (as detailed in the Environmental Manual) is obtained, completed and filed as necessary on site, and returned promptly to Head office for archiving or further action
- Emergency Procedures are established, contact telephone numbers displayed and the workforce is duly inducted into Company requirements
- The Environmental Director is notified immediately in the event of an accident, incident or near-miss; the situation is to be made safe, so far

as is reasonably practicable, and suitable action taken to prevent recurrence (at least in the short-term)

- Access is permitted, and full co-operation given, to the Environment Agency or other environmental enforcement body adequately identifying themselves when visiting the premises; the Environmental Director is notified immediately of such visits
- Prompt and efficient action is taken to rectify any recommendations or notices served by the Environmental Agency or other Enforcement body
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible

ALL OTHER WORKERS (DIRECT & INDIRECT)

- Responsibility to ensure that:
 - All training and instructions relating to this policy and care of the environment are understood and followed throughout Company operations; the line manager is contacted for further advice or guidance if it is felt there has been insufficient understanding or training, or procedures require modification – under no circumstances is it permitted for employees (direct or indirect) to ignore environmental procedures without discussion with management
 - Full co-operation is expected and shall be given by all employees (direct or indirect) to assist the Company in carrying out its duties under this policy and environmental legislation; non-compliance may result in disciplinary measures against the individual
 - No aspect of the environment (above or below ground) shall be disturbed unless instructed to do so by line management, and only then as necessary to enable the operations to be undertaken; care must be taken not to interfere with surroundings etc any more than absolutely necessary, disturb any delineated areas of significant risk, or to cause pollution or environmental nuisance
 - Only undamaged and fully functional plant and equipment is used; any damaged or defective plant or equipment is withdrawn from use immediately and reported to the line manager, particularly that which may result in spillage or leakage
 - All environmental accidents, incidents, “near-misses” or emergencies of any nature are reported immediately to the line manager; all work in that area is to cease immediately pending further instruction from the line manager

- Any adverse or potentially damaging conditions, non-compliance with environmental procedures, etc are reported to the line manager immediately, even if there is no apparent or immediate risk.
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment as far as reasonably possible