

CORRECTIVE ACTION

Establish procedures to:

- ⇒ Identify non-conformance with your EMS.
- ⇒ Correct the non-conformance you have identified.
- ⇒ Prevent the non-conformance from happening again.

RECORDS

- ⇒ You will need to keep records to show how your EMS is performing and being maintained, such records are essential for the ongoing review and audit of the EMS.

AUDIT

Develop an audit programme to determine whether the EMS:

- ⇒ Conforms to ISO14001.
- ⇒ The objectives and targets are achieved as planned.
- ⇒ The EMS is being implemented and maintained.

The results of audits are used for management reviews.

MANAGEMENT REVIEW

A periodic review by top management to ensure the EMS is still adequate and effective and to identify any changes to the objectives and targets in keeping with the need for continual improvement.

CERTIFICATION

Many organisations seek to have their EMS certified, to provide an independent assessment of compliance with the ISO14001 specification. Standards New Zealand will be able to provide further information on the certification process.

GETTING STARTED

- ⇒ Set up a management team.
- ⇒ Assess how many relevant management system elements you already have in place.
- ⇒ Undertake an initial review to gain a picture of your environmental aspects.
- ⇒ Undertake a cost benefit analysis to see if it is economical for you.
- ⇒ Contact your local authority to see what advice and help they can provide.

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**‘MAKING BETTER
USE OF YOUR
RESOURCES’**

**ENVIRONMENTAL
MANAGEMENT SYSTEMS**

**MARLBOROUGH
DISTRICT COUNCIL**

INTRODUCTION

- This booklet will:
 - ⇒ Introduce you to environmental management systems (EMS)
 - ⇒ Show you the business benefits of having an EMS in place
 - ⇒ Show you what an EMS can look like
 - ⇒ Getting started

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DEFINITION

- ⇒ An EMS is a management tool for improving the environmental performance of a company in a continuous and systematic way.

ENVIRONMENTAL MANAGEMENT SYSTEMS

- ⇒ Identify environmental impacts
- ⇒ Decide on overall environmental policy
- ⇒ Set environmental improvement targets
- ⇒ Manage and monitor the achievement of environmental improvement targets
- ⇒ Periodically review the performance of the system to ensure it continues to meet your business needs.

BENEFITS OF AN EMS

- ⇒ Cost savings/improved resource use.
- ⇒ Legislative compliance.
- ⇒ Meeting customer needs.
- ⇒ Getting on with the neighbours.
- ⇒ Point of difference/marketing.

IMPROVED RESOURCE USE

- ⇒ An EMS can help companies identify and reduce waste and identify increases in the efficiency of resource use such as.
 - * Electricity costs.
 - * Heating costs.
 - * Waste management costs.
 - * Raw material costs.
 - * Packaging costs.

- ⇒ Appreciate the importance of conforming to the EMS.
- ⇒ Know the consequences of not following procedures.

TRAINING AND AWARENESS

There are many ways to provide training, such as:

- ⇒ Induction training for new staff.
- ⇒ As part of regular team talks.
- ⇒ Management team briefings.
- ⇒ Noticeboards.
- ⇒ Specific technical training.
- ⇒ Circulation lists for environmental information.

OPERATIONAL CONTROL

- ⇒ Establish operational control procedures for the activities that are associated with the significant environmental aspects and ensure that contractors and suppliers are also aware of relevant procedures.
- ⇒ Establish procedures to ensure sufficient reporting structure are in place for your EMS to be effectively managed.

DOCUMENTATION

- ⇒ Produce a document that describes the core elements of your EMS and provides direction to related existing documents.
- ⇒ Establish documentation control procedures to ensure only up to date procedures are followed and that obsolete documents are removed.

4. CHECKING AND CORRECTIVE ACTION

- ⇒ Monitoring and Measurement.
- ⇒ Non-conformance and corrective and preventive action.
- ⇒ Record keeping.
- ⇒ Auditing.

MONITORING AND MEASUREMENT

- ⇒ A procedure to regularly measure the environmental aspects to track performance against objectives and targets.
- ⇒ A procedure to ensure monitoring equipment is calibrated and maintained.
- ⇒ A procedure to measure periodic compliance with relevant environmental legislation.

EXAMPLE OBJECTIVES AND TARGETS

- ⇒ **Policy** - Continuous in energy use and consumption.
- ⇒ **Environmental Aspect** - Energy use in production process.
- ⇒ **Objective** - Reduce energy use in manufacturing operations.
- ⇒ **Indicator** - Quantity of electricity pr unit of production.
- ⇒ **Target** - Achieve 20% reduction by 2003.

ENVIRONMENTAL PROGRAMME

- ⇒ Designates responsibility for achieving objectives and targets at each level of your organisation.
- ⇒ The means and timeframes by which the objectives and targets are to be achieved.

EXAMPLE PROGRAMME

- ⇒ **Objective** - Reduce energy use in manufacturing operations.
- ⇒ **Target** - Achieve 20% reduction by 2003.
- ⇒ **Action** - Undertake detailed energy audit of all manufacturing processes and implement audit findings.
- ⇒ **Responsibility** - Operations Manager
- ⇒ **Resources** - \$5k + 8 hours staff time.

3. IMPLEMENTATION AND OPERATION

- ⇒ Structure and responsibility.
- ⇒ Training, awareness and competence.
- ⇒ Communication.
- ⇒ Documentation requirements.
- ⇒ Emergency preparedness and response.

STRUCTURE AND RESPONSIBILITY

Top management needs to appoint specific management representative to:

- ⇒ Make sure the EMS is up and running.
- ⇒ Report on EMS performance to top management for review.

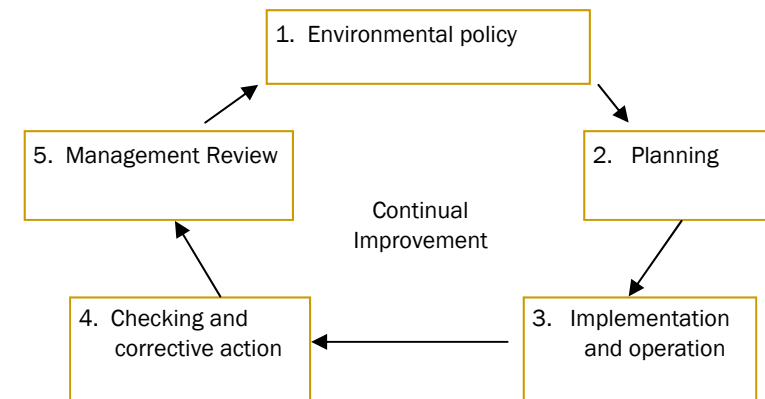
Top management also needs to ensure sufficient resources (human, technical and financial) are available for a successful EMS.

TRAINING AND AWARENESS

Establish procedures to ensure that employees:

- ⇒ Know the environmental aspects of their work.
- ⇒ Know their responsibilities regarding implementing the environmental programme.

ISO14001 STRUCTURE



LEGISLATIVE COMPLIANCE

An EMS requires a company to have identified all relevant legislative requirements and put in place procedures to ensure compliance. Therefore:

- ⇒ Less chance of receiving heavy fines of non-compliance with resource conditions.
- ⇒ Better relationship with regulatory authorities.

MEETING CUSTOMER NEEDS

- ⇒ Environmental issues increasingly important for consumers.
- ⇒ Big buyers such as supermarkets in UK and Europe increasingly undertaking supplier audits to ensure suppliers have good environmental management practices in place. An EMS is evidence of good practice.

GETTING ON WITH THE NEIGHBOURS

Many impacts on the environment are local and can cause problems with neighbours such as:

- ⇒ Noise
- ⇒ Dust
- ⇒ Air emissions
- ⇒ Emissions to local watercourses
- ⇒ Loss of landscape values.

MARKETING

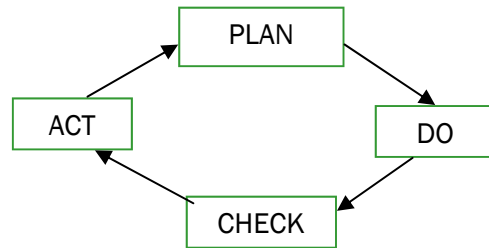
Proven good environmental management practices are still sadly a point of difference, and many companies feel they are receiving better market share through better environmental management practise and marketing strategies.

⇒ The Body Shop would be a great example of this.

ISO14001

- ⇒ An internationally recognised for environmental management systems.
- ⇒ An ISO14001 EMS developed in New Zealand will have the same structure as an ISO14001 EMS from any other country
- ⇒ Same basic approach as a quality management system such as ISO9000 both are based on the Deming Cycle.

THE DEMING CYCLE



1. ENVIRONMENTAL POLICY

The environmental policy is a statement that reflects the top management's commitment to continual improvement in environmental performance and compliance with relevant legislation.

The policy also sets out the overall scope of the EMS and is the only part of the EMS that needs to be made publicly accessible.

ENVIRONMENTAL POLICY

- ⇒ **ISO14001 states that your policy should:**
 - * Be appropriate to your company and products.
 - * Commit you to continual environmental improvement and prevention of pollution.
 - * Commit you to comply with relevant legislation .
 - * Show how you are going to achieve performance improvement.
 - * Made available to all employees and the public.

2. PLANNING

- ⇒ The planning phase of an EMS includes:
 - * Identification of significant environmental aspects of your operations.
 - * Identification of legal and other requirements related to the environmental aspects.
 - * Setting improvement objectives and targets.
 - * Developing an environmental management programme.

ENVIRONMENTAL ASPECTS

A REVIEW to identify the aspects of your activities, products or services that have significant impacts on the environment. It is these parts of your operation that need to be improved as part of your EMS.

Examples of environmental aspects may include:

- ⇒ Solid waste management.
- ⇒ Energy use in production and staff site.
- ⇒ Packaging of materials in and products out.
- ⇒ Storage and use of hazardous chemicals.
- ⇒ Production of noise.
- ⇒ Sourcing of raw materials and purchasing of equipment.

LEGAL AND OTHER REQUIREMENTS

A Review to identify the legal requirements that relate to the environmental aspects you have identified.

This means that you should always know and conform to the legislation that controls the environmental aspects of your operations.

The legal review needs to be maintained and updated.

OBJECTIVES AND TARGETS

- ⇒ Set objectives and targets to:
 - * Improve the significant environmental aspects you have identified.
 - * Ensure you are in legislative compliance.
 - * Ensure you are implementing your environmental policy.

The objectives and targets you set should be:

- ⇒ **Simple**
- ⇒ **Measurable**
- ⇒ **Achievable**
- ⇒ **Realistic**
- ⇒ **Time specific**