

**Pearce Construction (Barnstaple) Ltd**

**(ISO 14001 :2004)**

**Environmental Policy Manual**

# ENVIRONMENTAL POLICY MANUAL

**REGISTERED HOLDER:** Richard Bevan **COPY NO:** .....V3.....

**DEPARTMENT:** Major Contracts

**DATE OF ISSUE:** 13th March 2013

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**DISTRIBUTION LIST:** See Environmental Communication Register (PCL.E-9)

# ENVIRONMENTAL POLICY MANUAL

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## ENVIRONMENTAL PROCEDURES MANUAL (See page 5\*)

## PROCEDURE No

ENVIRONMENTAL ASPECTS	MSP-ENV 01
LEGAL AND OTHER REQUIREMENTS	MSP-ENV 02
ENVIRONMENTAL MANAGEMENT PROGRAMME(S)	MSP-ENV 03
TRAINING AWARENESS AND COMPETENCE	MSP-Q19
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DOCUMENT CONTROL	MSP-Q12
OPERATIONAL CONTROL	MSP-ENV 04
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RECORDS	MSP-Q13
INTERNAL AUDIT	MSP-Q15
MANAGEMENT REVIEW	MSP-Q18

## ENVIRONMENTAL POLICY MANUAL

ISSUE NO.	PAGE CHANGE	DESCRIPTION OF CHANGE	APPROVED	DATE
1		Issued for distribution in conformance with ISO 14001	Richard Bevan	23/11/2010
2	6	1. Scope of activities 2. Delete Issue Date	Richard Bevan Richard Bevan	08/06/2012
3	6	Change second paragraph to reflect that Pearce holds ISO 14001 Certification		11/03/2013

DOCUMENT APPROVED BY:-

R BEVAN

DATE:- \_\_\_\_\_

TITLE: Environmental manager / Director

## ENVIRONMENTAL POLICY MANUAL

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## ENVIRONMENTAL POLICY MANUAL

### POLICY STATEMENT

Pearce Construction is a Developer/Contractor which provides a wide range of construction services for private and public clients and smaller organisations, as well as its own speculative development. The head office is based in Barnstaple, where for more than 60 years the company has carried out work in locations throughout Cornwall, Devon and Somerset.

Pearce Construction is committed to environmental goals and priorities, one of which is to achieve a “Cleaner and Greener South West” - in particular, reducing carbon emissions, and following good environmental practise on purchasing, energy use, transportation and waste management. The Company currently holds ISO 14001 Certification and operates an overall Environmental Management System for all its operations in line with its objectives.

In the context of this Company policy and in demonstration of its commitment to environmental issues, Pearce Construction endeavours to improve its environmental performance on a continuing basis for the purpose of preventing pollution and compliance with relevant legislation, regulations and company standards.

**Pearce Construction** is committed to maintaining its **Environmental Management System** to ensure compliance to these policies appropriate to its **scope** of activities covering:

***‘The management of design, construction, maintenance and refurbishment of:- housing, commercial properties, schools, local authority buildings and privately owned properties’ .***

By adherence to the following objectives:

- To improve performance in areas which have a significant impact upon the environment, such as the use of energy, chemicals, materials, transportation, water and waste disposal etc.
- To source products from suppliers who provide product information relating to environmental impacts, and impact mitigation activities.
- To give preference to locally produced products which are more sustainable.
- To recycle packaging and materials and minimise the use of products that are not recyclable or biodegradable, use green energy; recycle paper; adopt solvent free inks.
- To ensure work carried out by the company fully complies with current environmental legislation.
- To monitor technical developments within industry to enable the company to be aware of continuous improvement opportunities with a view to reducing environmental impact.
- To be a good neighbour by developing an open and effective relationship with other business communities and their representatives. Consulting nearby neighbours before work commences, minimising noise, dust, waste and transport.
- To communicate our environmental policies to contractors, suppliers, our employees and the public via our web-site, reception notice boards, advisory notes and instructions etc.

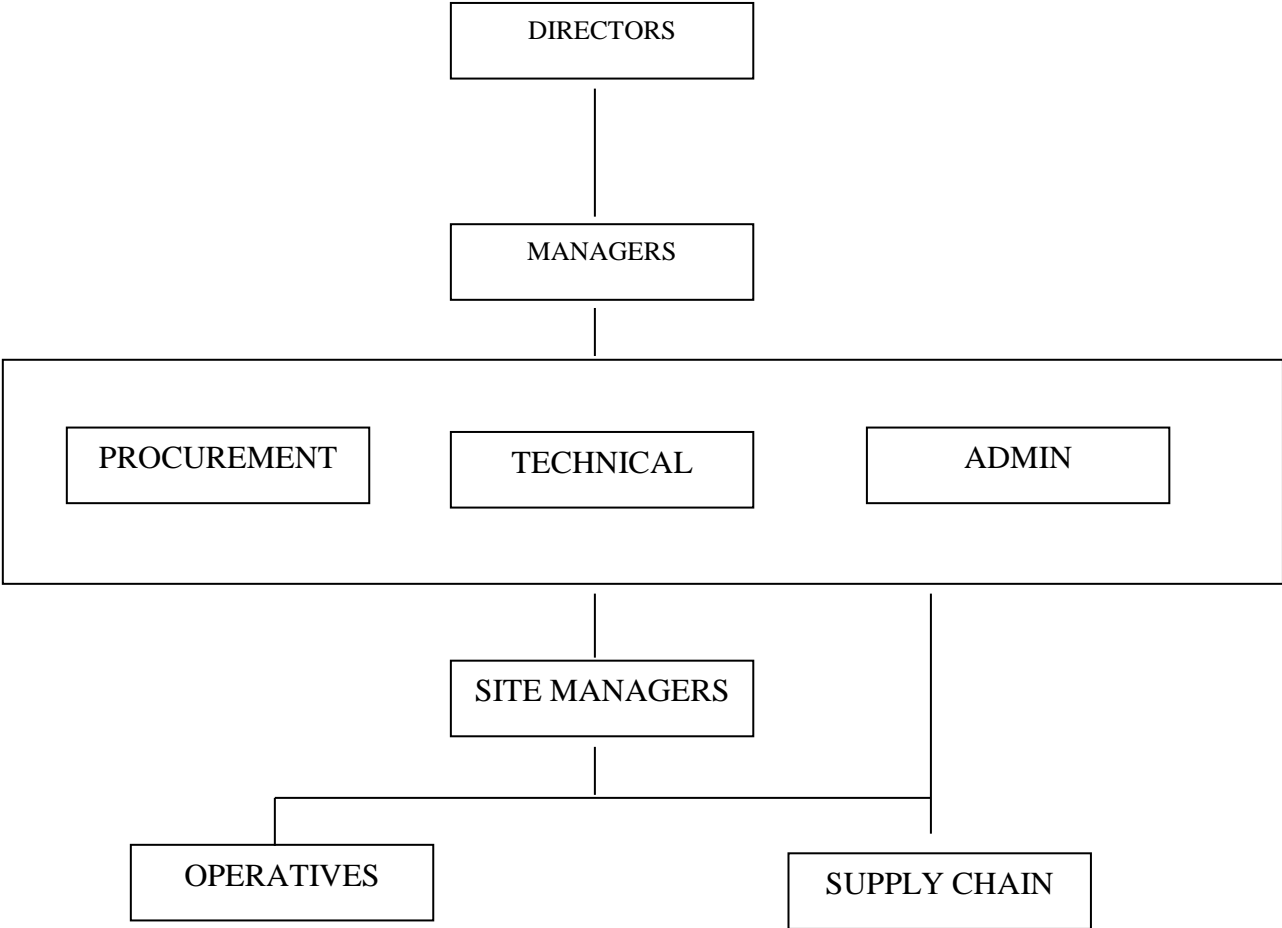
This policy encompasses the environmental objectives of the Company as well as those specific to its business practises. Our Significant Environmental Aspects will also be declared to all interested parties upon request.

.....  
**D M Parsons**  
**Managing Director**

**01.01.18**

# ENVIRONMENTAL POLICY MANUAL

## ORGANISATION CHART



# ENVIRONMENTAL POLICY MANUAL

## Responsibility and Authority

JOB TITLES AND ENVIRONMENTAL PROCEDURES	office					site					
	Directors (* R Bevan)	Managers	Technical support	Procurement	Administrative support	Site managers	Operatives	Supply Chain			
* Environmental Representative.											
Environmental Management System	R	C	C	C	C	C	C	C			
Management Review (4.6)	R	C	N	N	N	N	N	N			
Env'l Policy Manual Control	R	C	N	N	N	N	N	N			
Environmental aspects(4.3.1)	R	C	C	C	C	C	C	C			
Legal Requirements (4.3.2)	R	C	C	C	C	C	C	C			
Environmental Management Programme (s) - (4.3.4)	R	C	N	N	N	N	N	N			
Training Awareness and Competence (4.4.2)	R	C	C	C	C	C	C	C			
Communication (4.4.3)	R	C	C	C	C	C	C	C			
Document Control (4.4.5)	R	R	C	C	C	C	N	N			
Operational Control (4.4.6)	R	R	C	C	C	C	N	N			
Emergency Preparedness and Response (4.4.7)	R	R	C	C	C	C	C	C			
Monitoring and Measurement(4.5.1)	R	C	C	C	C	C	C	C			
Non-conformance, Corrective & Preventive Actions(4.5.2)	R	R	R	R	R	R	C	C			
Records (4.5.3)	R	C	C	C	C	C	N	C			
Internal Audit (4.5.4)	R	C	C	C	C	C	C	C			

CODE: R = Main Responsibility      C = Must Contribute      N = Not Applicable

NOTE: In addition to the above responsibilities a networking system is operated. A title shown in the text infers that the nominated job holder is responsible for the work specified. Other personnel who are suitably trained may undertake the work when nominated.

Note:

1. This document is supplemented by Management Systems Procedures MSP.ENV 01 to 06 and MSP.OHSAS 04
2. For Procedures appertaining to: Document Control, Non Conformity, Corrective and Preventive Actions, Control of Records, Internal Audit and Management Review, refer to: MSP.Q Nos: 12, 13, 15, 16, 17, 18 and 19.

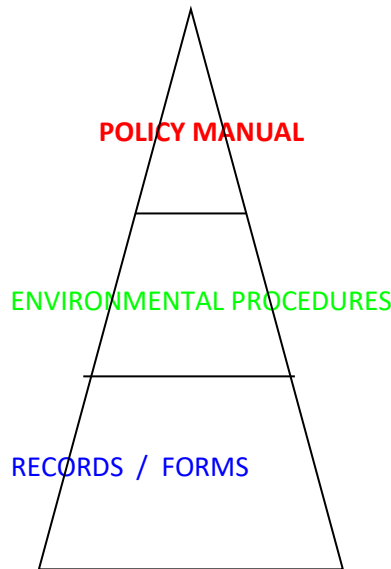


# ENVIRONMENTAL POLICY MANUAL

## MANAGEMENT SYSTEM STRUCTURE

The Environmental Management System implemented at **Pearce Construction**, is based around this **Policy Manual**, second tier **Environmental Procedures (EPs)** and supporting documentation (**forms**). This document sets the management's policy and plan for the Company. Environmental Procedures describe mandatory controls necessary for ensuring adherence to Environmental Legislation appropriate to the Company's Design & Construction activities, from the processing of an enquiry, to the receipt of payment for services provided. These documents, are all based upon the requirements of **EN ISO 14001:2004**. **The System Index and Distribution List** identifies all the documents (this Manual & Environmental Procedures ) included in the Company's Environmental System. In addition, a **Document Matrix** located within the associated **Procedures Manual** identifies a list of records (forms etc), which are maintained to verify implementation of the Company's Environmental System. The **Amendment Register** and Document Matrix also identifies the current revision status of all system documentation and a formal approval signature.

### Environmental System Structure



### NOTE

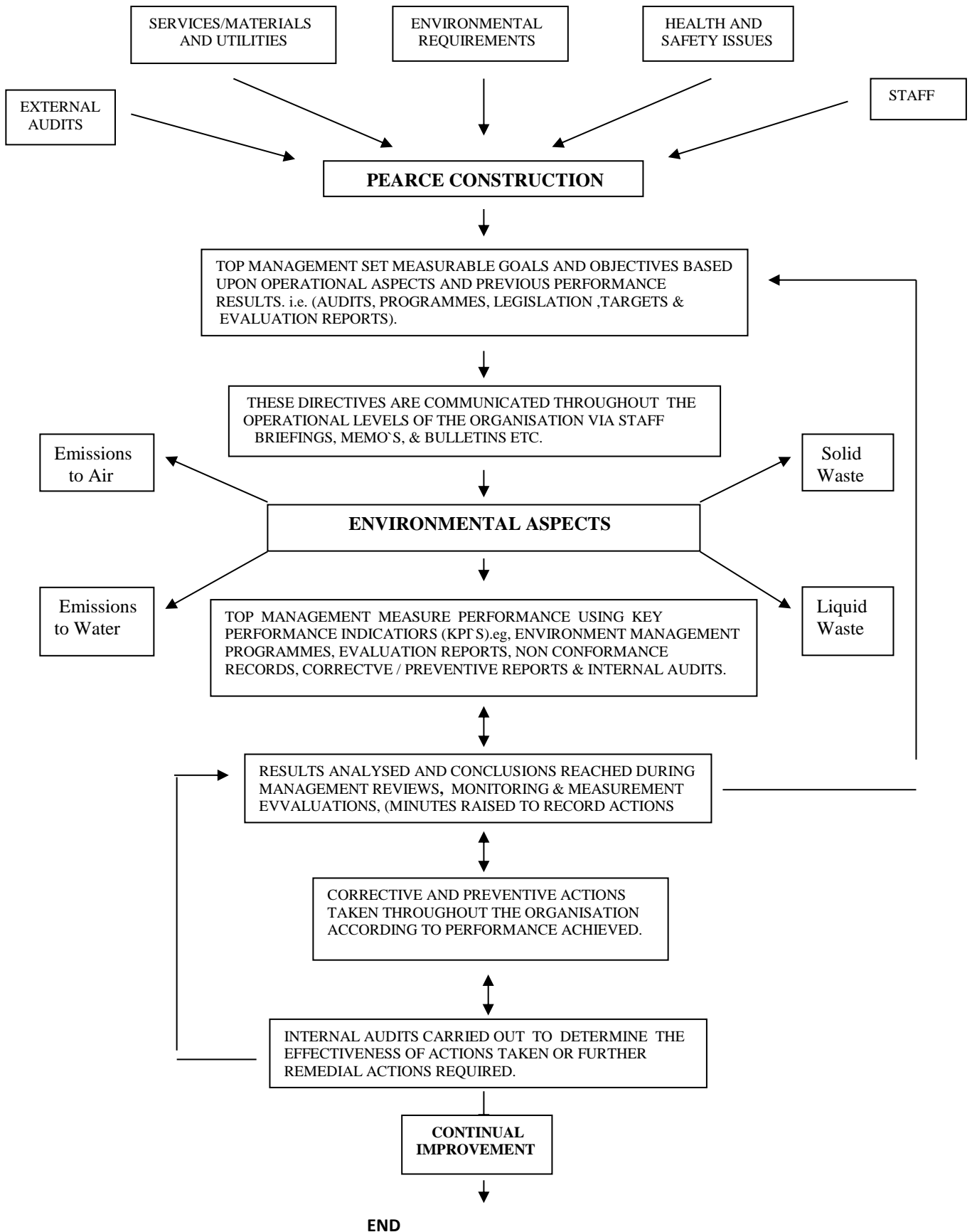
All clauses of EN ISO 14001: 2004 are provided for within this Environmental Management System which is harmonised with, and utilises appropriate procedures provided in the Company's Quality Management System maintained to meet the requirements of ISO 9001:2008.

Systematic Planning is undertaken to ensure that the Company's Environmental aspects, Legislative requirements, Objectives and Targets and Environmental Management Programmes are met and exceeded within a culture of Continual Improvement-( see page 13).

The Environmental Process Map on page 15 depicts the sequence and interaction between the main elements of this Environmental Management System and reference to related documentation.

# ENVIRONMENTAL POLICY MANUAL

## MONITORING AND MEASUREMENT



# ENVIRONMENTAL POLICY MANUAL

## ENVIRONMENTAL PROCEDURES & POLICIES

### 4.1 GENERAL REQUIREMENTS.

The following section contains an outline of the operating procedures provided and controlled by the **Environmental System** operating within the Company. Each statement contains the operating policy for the Company's activities and reference to the appropriate procedures (**EP's**) which are mandatory requirements for those concerned. Reference is also made within each statement to the respective clauses of **ISO 14001:2004** or, the applicable procedures(**QAP's**) of the Company's **ISO 9001:2008** Quality Management System which are compatible to, and utilised within this system.

#### 4.3.1 ENVIRONMENTAL ASPECTS.

The Company has carried out a review of its' position with regard to the environmental aspects of its activities, products and services. The level of control over these aspects which affect the environment and is appropriate for meeting the Company's Environmental Objectives, has been specified within documented procedures which have been established and implemented within this Management System.

**Ref': Environmental Procedure No: MSP-ENV 01.**

#### 4.3.2 LEGAL REQUIREMENTS.

Legislation and other regulatory requirements applicable to the environmental aspects of the Company's processes, products and services is identified and formally maintained to ensure access to all concerned.

**Ref': Environmental Procedure No: MSP-ENV 02.**

#### 4.3.3 OBJECTIVES, TARGETS AND PROGRAMME(S).

The Company has established and maintains documented environmental objectives and targets at each of its relevant operational functions and levels which are consistent with the environmental policies specified in this manual.

**Ref: Policy Statement – page 6 and MSP-ENV 03**

Our commitment to prevent pollution is made in the recognition, commitment and compliance to legal, environmental, financial, operational and business requirements also the views of interested parties. The Company maintains a management programme to monitor its' performance for achieving its planned objectives and targets. The programme includes, strategic objectives and targets to be met, specific timescales, methods to be employed, actions required and responsibilities for their effective and timely completion.

**Ref: Performance Measurement – page 13 of this manual.**

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## 4.4.2 TRAINING, AWARENESS AND COMPETENCE.

The Company's Staff are suitably trained to be aware of their responsibilities for achieving conformance with these environmental policies and procedures. Staff are also trained to be competent in the work which may have a significant impact on the environment and the consequences of non-compliance from specified operating procedures. Staff competence criteria has been established and records are maintained to that effect.

All training needs are identified and controlled via existing procedures which have been implemented to meet the requirements of **ISO 9001: 2008** and the **ISO 14001:2004** environmental standard.

**Ref: Operating Procedure No: MSP-Q19**

## 4.4.3 COMMUNICATION.

Documented procedures are maintained to ensure internal and external communication is systematically controlled in respect of the issue and receipt of all environmental related information and correspondence. Communication requiring response throughout the appropriate levels of the organization or to external parties is documented and includes decisions taken on environmental aspects and concerns.

**Ref: Environmental Procedure No: MSP-OHS 07.**

## 4.4.4 ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION.

The core elements of this environmental management system are described in **page 8** of this manual. This chart also includes reference to system related documentation (procedures) and the respective clauses of the standard. The synergy with the Company's ISO 9001:2008 Quality Management System is also defined.

## 4.4.5 DOCUMENT CONTROL.

All documents within this environmental system are formally controlled to ensure that they can be:- clearly identified, located, periodically reviewed, available at all operational locations and removed from all points of issue when obsolete. They are also retained for enquiry or reference purposes and are controlled by existing ISO Quality System procedures.

**Ref: Operating Procedure No: MSP-Q12.**

## 4.4.6 OPERATIONAL CONTROL.

The Company has identified the operations which are associated with the environmental aspects in line with its policy, objectives and targets. These activities are planned and maintained by documented procedures which cover situations where their absence may result in deviations to its environmental policy etc. Within this context operating criteria is stipulated within these procedures.

The environmental aspects relating to products and services provided by the Company are also included and appropriate requirements communicated to its Suppliers and Contractors.

**Ref: Environmental Procedure No: MSP-ENV 04.**

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## 4.4.7 EMERGENCY PREPAREDNESS AND RESPONSE.

Procedures are maintained for identifying actual and potential accidents and emergency situations to prevent and respond to the environmental impacts associated with them.

These procedures shall be reviewed and may be revised following the occurrence of accidents or emergency situations. The Company also periodically test these procedures where practicable.

**Ref: Environmental Procedure No: MSP-ENV 05.**

## 4.5.1 MONITORING AND MEASUREMENT

The key characteristics of the Company's operations and activities which have a significant impact on the environment are monitored and measured on a regular basis. This requirement is maintained by documented procedures which provide for the recording of information to track performance, relevant operational controls and conformance with the environmental objectives and targets. Any related monitoring equipment is calibrated, maintained and records kept in accordance with these procedures.

**Ref: Environmental Procedure No: MSP-ENV 06.**

## 4.5.2 EVALUATION OF COMPLIANCE

A procedure is maintained for the periodic evaluation of the Company's compliance with applicable legal requirements and any other regulations which may apply or to which the Company may subscribe. Records of these periodic evaluations are also maintained.

**Ref: Environmental Procedure No: MSP-ENV 06.**

## 4.5.3 NON-CONFORMANCE, CORRECTIVE AND PREVENTIVE ACTION.

The methods by which non-conformance related to environmental incidents, also any appropriate corrective and preventive actions required, are defined and controlled via existing documented procedures within the ISO 9001:2008 Quality Management System. Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformance appropriate to the environmental impact encountered, are recorded and necessary changes to these procedures actioned accordingly.

**Ref: Operating Procedure No: MSP- Q17.**

## 4.5.4 CONTROL OF RECORDS

All environmental records generated by the Company are maintained via existing documented procedures within the ISO 9001:2008 Quality Management System. These procedures ensure that records are clearly identified, traceable to the activity, product or service involved, protected against damage, deterioration or loss and are readily retrievable. Record retention periods have also been established and recorded. These records are maintained to demonstrate Company conformity to the requirements of the Environmental Standard its Management System and the results achieved.

**Ref: Operating Procedure No: MSP- Q13.**

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## 4.5.5 INTERNAL AUDIT

Periodic environmental system audits are carried out to verify system compliance to the environmental standard, organisational compliance to the documented environmental procedures and to provide results for management reviews. These audits are carried out to a planned programme based upon environmental importance and significance of aspects concerned and the results of previous audits. These audits are also controlled by existing documented procedures within the ISO 9001:2008 Quality Management System and cover the audit scope, frequency and methods employed, responsibilities and requirements for reporting results. Internal Audits are conducted by trained auditors who ensure their impartiality and objectiveness. Records of Internal Audit Reports, Programmes and any resulting corrective actions are retained.

**Ref: Operating Procedure No: MSP-Q15.**

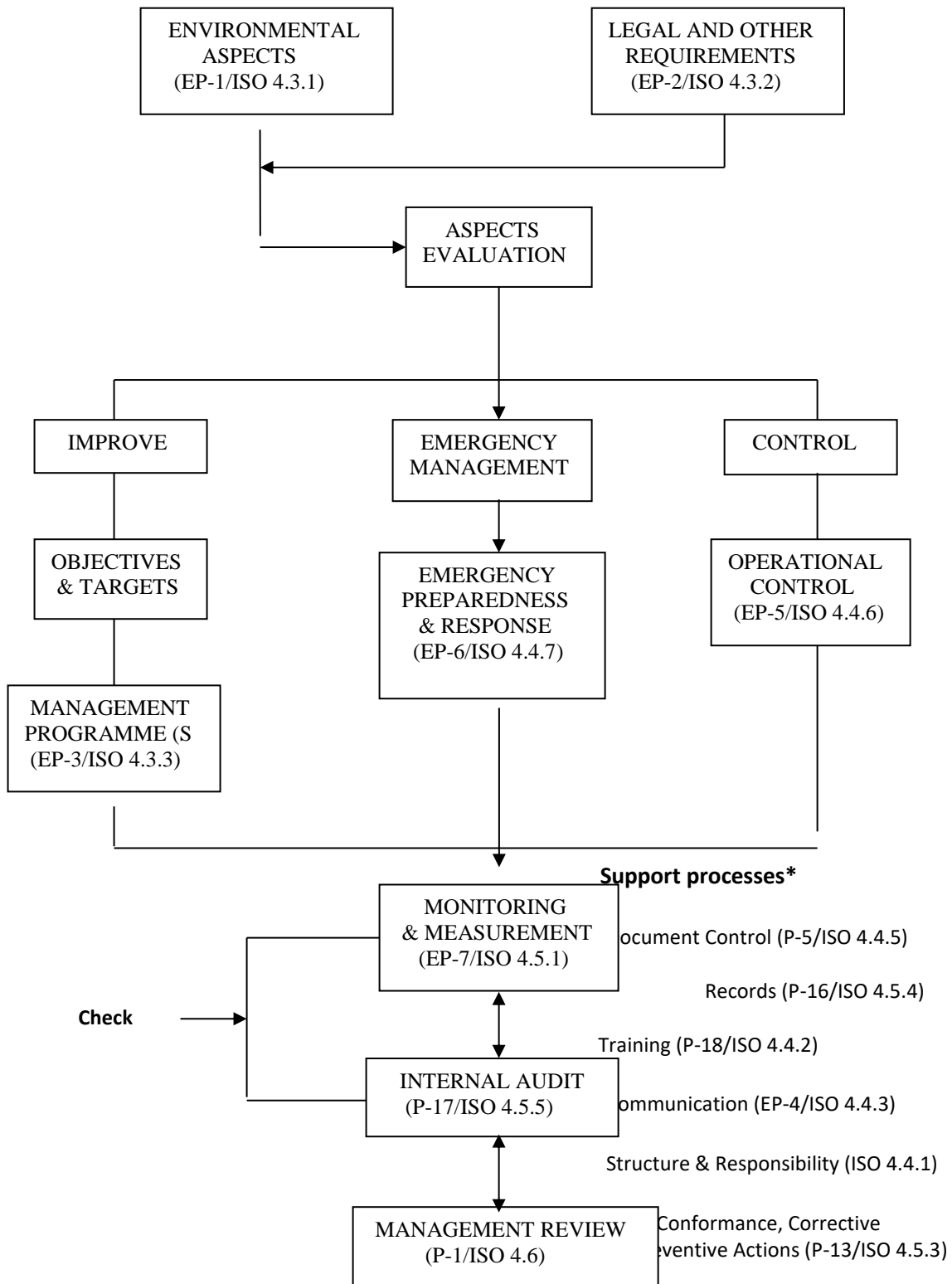
## 4.6 MANAGEMENT REVIEW.

The Company's top management carry out periodic environmental reviews to ensure the continuing suitability and effectiveness of its' environmental management system. These reviews address all issues relating to environmental policies, objectives and other elements of the environmental system. The review also includes considerations and appropriate actions applicable to audit results and the commitment to continual improvement. Each review shall be carried out in conjunction with a **Standard Agenda** that provides the range of environmental topics to be discussed and addressed (ref: Environmental Procedures manual **Document Matrix**.) Management reviews are convened at planned intervals in accordance with existing documented procedures within the ISO 9001: 2008 Quality Management System. The results of each review are minuted to record the actions and conclusions reached etc.

**Ref: Operating Procedure No: MSP-Q18.**

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This diagram illustrates the sequence and interaction between the elements of the Environmental Management System (ref: pages 2 & 8). The following boxes contain each procedure title, number and the appropriate clauses of ISO 14001: 2004.



\* Denotes common procedures within the ISO 9001 QMS.