



# Opus Facilities Ltd

# Environmental Policy



ED 03 Environmental Policy	Issue 1.0 - Effective Date - 20/11/19
ISO 14001:2015	Produced by Opus Health & Safety Manager



## Foreword

This Policy document is to be read by all members of Opus Air Conditioning (Sales) Ltd and each individual must sign on the last page to say they have read it and understood it. It will also be available for our Contractors, if required.

If for any reason you cannot read written English and need to have this or any other documents translated to an alternative language then please notify the Managing Director and a translated document will be made available to you.

If there are any sections which you cannot understand then please contact your Manager who will explain them to you, using a translator/interpreter, if required.

This document is our Environmental Policy and outlines the Arrangements for Environmental issues as they apply to our business so it is vital that it is completely understood.

*John Putnam*  
Managing Director



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# Environmental Policy Statement

## COMMITMENT

OPUS Air Conditioning (Sales) Ltd.'s Managing Director commits to and formally endorses the Environmental Policy and will undertake to review this Statement and the Policy on an annual basis.

Utilising our Environmental Management System we aim to reduce the Environmental risks of our operations including the generation of waste, noise, vehicle emissions, machinery emissions, and the release of contaminants into the air, ground or water.

We are committed to comply with all relevant legislation in our processes and operations and to continually attempt to improve Environmental performance, working with regulatory bodies, if required, to prevent or reduce pollution at source.

## PLANNING FOR ENVIRONMENTAL MANAGEMENT


We will conduct an Environmental Risk Assessment to establish the Environmental aspects of our work, which will cover our activities, products and services. This will enable us to examine our Environmental Impacts and produce effective methods of elimination, reduction or control of those impacts.

To demonstrate this and to manage our Environmental impacts effectively we will:-

- Make our Environmental Policy available to all Employees and other interested parties;
- Train our Employees in Environmental awareness, sound Environmental principles and the impact of our day-to-day operations on the Environment;
- Set up Environmental objectives and targets with timescales for completion and monitor their achievement;
- Actively encourage a responsible approach to the Environment by working effectively with Sub Contractors, Suppliers and Clients to encourage their Environmental awareness;
- Maintain an Environmental Manual to cover emergency and other Environmental procedures.
- Integrate Environmental Issues into our decision making processes.

## RESPONSIBILITIES

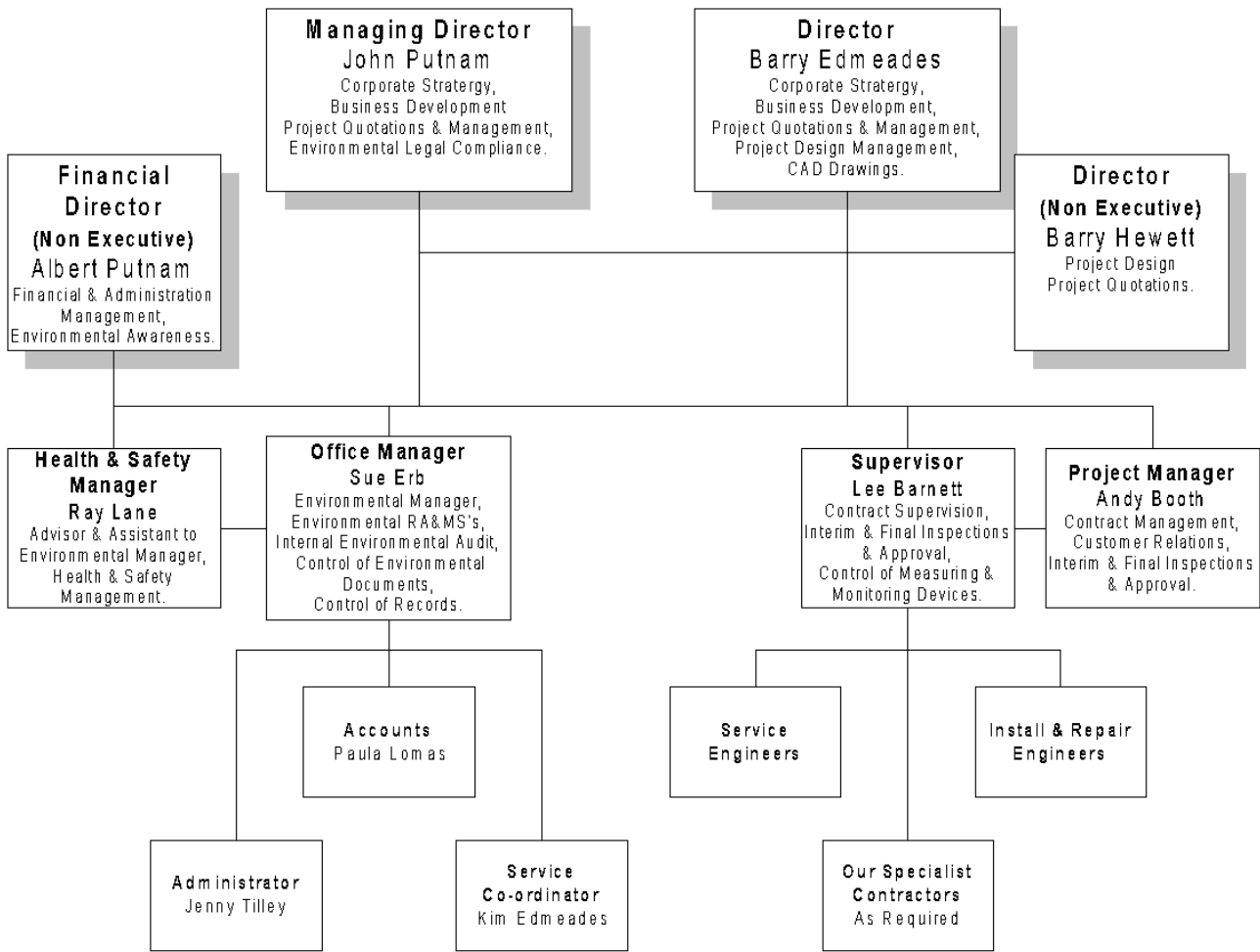
Ultimate responsibility for Environmental issues rests with the Managing Director of OPUS Air Conditioning (Sales) Ltd. However, everyone working in and with the business has a part to play in assisting us to meet our obligations. All our individual Employees and others who may be working for us are made aware of our obligations through induction training and are encouraged to be involved in the process.

Signature   
John Putnam  
Managing Director  
January 2019

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**2.1**

**ENVIRONMENTAL STRUCTURE CHART**



Install & Repair Engineers work in pairs normally as 1 Engineer and 1 Engineer's Mate.

Service Engineers normally work individually.

**2.2 MANAGEMENT RESPONSIBILITIES**

The Managing Director has overall responsibility for Environmental matters in Opus Air Conditioning (Sales) Ltd.

**Position**

**Responsibilities**

Managing Director

Responsibility for the production, annual review and updating of the Environmental Policy and for signing the Policy Statement.

Ensuring that the Environmental Policy is, issued to, read and understood by our Employees and that copies are available to anyone working for us or on our behalf.

To ensure that the Environmental Policy is implemented and operated both on our premises and on sites.

Setting the Training requirements of our Employees and of everyone working for us or on our behalf.

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Managing Director (continued)	<p>Ensuring that adequate levels of resources are available to effectively maintain our Environmental Management System.</p> <p>To ensure that all ‘construction’ projects include Environmental improvements/information.</p> <p>Ensuring that our premises are maintained to be as Environmentally friendly as is reasonably practicable.</p>
Works Supervisor (including Site Manager when required)	<p>Control of the site and responsibility for Environmental on site.</p> <p>Responsibility for ensuring that our Environmental Policy is implemented ‘on sites’.</p> <p>Control of the works and those individuals working for us or on our behalf whilst at work.</p> <p>Responsibility for ensuring that the works do not adversely affect the Environment.</p> <p>Responsibility to act as the liaison point for Environmental issues with any Site Managers of the Principal Contractor or the Client.</p>

Management duties include the following:

- a) ensuring that everyone working for us or on our behalf and Visitors are aware of our Environmental procedures;
- b) ensuring our Contractors are fully insured and either have their own Environmental documentation or agree in writing to abide by our Environmental Documentation;
- c) ensuring that any potentially hazardous substances are risk assessed and that the individuals who will be using them are suitably trained in their use;
- d) providing adequate training (including refresher training), instruction, information (including records) and supervision to ensure that our work does not adversely impact on the Environment;
- e) taking immediate and appropriate steps to investigate and rectify any risks to the Environment arising from the work activity;
- f) bringing to the prompt attention of our Environmental Manager any Environmental issue that requires their attention;
- g) ensuring that any Environmental incidents are recorded and that an investigation is carried out to determine the cause(s), prevent recurrence and recommend any remedial actions to be taken;
- h) consult with our Employees when introducing change if there is a significant impact on the Environment and take relevant actions to alleviate any concerns raised.
- i) consult with any relevant Site Environmental Representatives, if required, on Environmental matters.

**Failure to carry out these duties may make any Manager, in certain circumstances, liable to prosecution by the Enforcing Authority.**

### 2.3 EMPLOYEES RESPONSIBILITIES

Our Employees are those individuals who are directly employed by Opus Air Conditioning (Sales) Ltd. For our Contractors see section 3.12.

All our Employees must:

- a) be aware of how their work can affect the Environment;
- b) consider any Environmental Impact of their behaviour at work on their colleagues and/or members of the public;
- c) work in accordance with our Method Statements and with all other information and training provided;
- d) immediately report to the Managing Director, the Site Manager or their Manager any defects noticed in the premises, furniture, machinery, plant, equipment, tools, or procedures that may affect the Environment;
- e) use Personal Protective Equipment (PPE) issued to them, as required when dealing with Environmental incidents;
- f) inform the Managing Director and their Manager immediately of any physical disability or condition which might affect their work performance;
- g) ensure all work related Environmental incidents are reported to their Manager and the Site Manager, if applicable, and that the details are properly recorded;
- h) ensure that when working on or visiting sites other than those of Opus Air Conditioning (Sales) Ltd they will adhere to the Environmental procedures of those sites.

**Failure to comply with these responsibilities may render Employees liable to action by Opus Air Conditioning (Sales) Ltd.**

## 2.4 ENVIRONMENTAL SUPPORT

Support and guidance on Environmental issues will be provided by our Environmental Manager, supported by our Health & Safety Manager, who will advise on all matters as required. Our Environmental Manager will provide advice in the development of Environmental Policy and Strategy for Opus Air Conditioning (Sales) Ltd.

The Environmental Manager will undertake an annual audit of our Environmental arrangements to ensure that they are checked on a systematic and regular basis. This may include a review of the Environmental Policy and performance.

Monitoring of the consistent approach to Environmental matters will be the responsibility of the Managing Director, with the support of our Environmental Manager.

**If a local government Environmental Health Officer requests to visit Opus Air Conditioning (Sales) Ltd, the request should be agreed to, provided the date and time is reasonable. Our Environmental Manager should be notified immediately for advice and attendance, if required.**

Our current Environmental Manager is: - Sue Erb.

Unit 52 Victoria Industrial Park Victoria Road DARTFORD DA1 5AJ	Tel: 01322 225111
	E-mail: sue@opusair.co.uk

### 3 ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Environmental protection is an integral part of the process by which our business is managed. This means that responsibility for ensuring that our business does not damage the Environment is firmly vested in the Managing Director, Directors, Managers, Supervisors and Employees as part of their everyday responsibilities. Our Contractors are required to work to our Environmental procedures when working for our business.

The following sections specify the main responsibilities in key areas of Environmental Management.

The term “Managing Director” refers to the Managing Director of Opus Air Conditioning (Sales) Ltd.

Other Directors, Managers and Supervisor: Although these individuals are not specifically stated they have a duty to assist with the responsibilities of the Managing Director.

The term “Site Manager” relates to the person who is designated as the Person in Control of our premises (Managing Director) or is considered to be ‘In Charge’ of a site (where this occurs this will most likely be one of our SMSTS trained Site Managers).

The term “Works Supervisor” is used to denote the Person in Control of the work being undertaken by Opus Air Conditioning (Sales) Ltd (our Supervisor).

The term “Employees” in this section is used to denote all the people who work directly for Opus Air Conditioning (Sales) Ltd other than those specified above. This includes office based personnel where the subject matter applies.

The term “Our Contractors” is used to denote experienced individuals, sole traders, self-employed workers (previously referred to as Associates) and companies, of two or more individuals (previously referred to as Sub-Contractors), who are requested to do work on behalf of Opus Air Conditioning (Sales) Ltd.

**It is important that ALL manuals, guides, other records and associated information referred to in this Policy document are kept up to date and alongside this Policy to allow ease of reference.**

#### 3.1 RISK ASSESSMENT

In order to assess what aspects of our work will affect the Environment we will conduct an Environmental Risk Assessment that will identify both the Aspects and the Impacts of our Air Conditioning Work on the Environment.

This Risk Assessment will then be used to create our Environmental Policy and assist in setting objectives for our Environmental Management System.



### 3.2 ASPECTS & IMPACTS

An Environmental Aspect is an element of Opus Air Conditioning (Sales) Ltd.'s activities, products or services that can interact with the environment. A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

An Environmental Impact is any change to the environment, whether adverse or beneficial, wholly or partially resulting from Opus Air Conditioning (Sales) Ltd.'s aspects.

Once these Aspects have been established, arrangements/control measures can be developed to ensure all impacts are either negated or reduced to as low as possible.

### 3.3 SETTING, MEASURING & MONITORING OBJECTIVES

Opus Air Conditioning (Sales) Ltd.'s Managing Director will create/approve a set of up to 5 objectives that when completed will improve our Environmental Management System or our Environmental performance each year. For every objective set, a programme for its achievement will be defined and will include:-

- a) Intended programme including time scales
- b) Means of achieving the objective
- c) Methods for measuring achievement of the objective
- d) Member of staff responsible for overseeing implementation

Progress on these objectives will be monitored by the Environmental Manager and reviewed by the Management Review Team at their meetings.

### 3.4 ENVIRONMENTAL PROCEDURES

We will develop a set of Environmental Procedures to cover works that we perform on a regular basis. These procedures will form the main part of our Environmental Management System and will document how the works will be undertaken in conjunction with any Method Statements, forms or other documents needed to complete the work.

### 3.5 EMERGENCY PROCEDURES

These Environmental Emergency Procedures (EEP's) will document what to do in cases of Emergency or incidents that affect the Environment. They will include a step by step flowchart for easy use.

### 3.6 EQUIPMENT & TOOLS

Where specialist Equipment or Tools are required to work in an Environment or with substances hazardous to the environment Opus Air Conditioning (Sales) Ltd will supply such items to our Employees for them to use. Equipment would also cover Personal Protective Equipment (PPE and/or RPE, coveralls etc.).

### 3.7 COMPETENCE, TRAINING & AWARENESS

All of our Site Employees are fully trained and competent to complete the works we require them to do. Managers either have qualifications or are competent by years of experience. Further training is given for any new procedures, new equipment or new working practices as required.

If changes are required to update our Employees' competence or awareness this is done by Toolbox Talks with the people to whom it is relevant.

Our Contractors are required to have the competences needed to do the works and checks are conducted on how they meet the competences required.

### 3.8 DOCUMENTATION

Our Procedures may include forms or documents that prove that our works were completed and most of our projects have 'Project Review Forms' that include Environmental information or they have a hand over document that proves the work has been completed.

Documents relating to the Environmental Management System are held on our computer system and are listed on our Document List. Lists of our Environmental Forms and Procedures are also held on our server making them accessible to all staff.

### 3.9 AUDITS

We have a programme of Internal Audits looking all of the Environmental Management System over a 12 month period. These audits are documented and any non-conformances are subject to remedial actions.

We are also Externally Audited by ISO annually and the results of their audit are also held on our system.

### 3.10 REVIEWS

Our Environmental Management Systems is reviewed at the quarterly Management Review Meetings by Senior Management. These reviews look at the results the system is producing and at the way the system is working. Any changes required by the Management Review team are incorporated by the Environmental Manager.

### 3.11 OUR CONTRACTORS

Our Contractors must abide by our Environmental Management System unless they have their own system which is to a higher standard than our system.

### 3.12 ADVICE AND INFORMATION

All advice and information on Environmental matters can be obtained from our Environmental Manager via the Managing Director.

**Specific instructions on how to carry out any procedures are available from your Manager.**

## 4 VERSION HISTORY, AMENDMENTS AND REVIEWS

### 4.1 VERSION HISTORY AND AMENDMENTS

This list shows all the versions and any amendments to this version of the Policy.

Ver No.	Status	Amendment	Date
1.0	Original	None	20/11/19

### 4.2 REVIEWS

The Managing Director or our Environmental Manager will review the Policy annually for up to 5 years when it should be checked, replaced or updated by our Environmental Manager.

The Policy Statement will be re-signed and re-dated each year by the Managing Director. Any amendments required must be referred back to our Environmental Manager to be actioned.

Review No.	Reviewed By	Signature	Amendments Required Yes/No	Date
1				
2				
3				
4				
5				

## Policy Confirmation Sheet

### Signed Record of Readers

This sheet is to confirm that I have shown a copy of Opus Air Conditioning (Sales) Ltd.'s Environmental Policy to our Employees listed below and that they have read and understood the document.

Name  
(Print) JOHN PUTNAM Signature \_\_\_\_\_ Date 20/11/19  
Managing Director

I/we, the undersigned have read the Environmental Policy document and have understood the contents. Any questions related to the Policy have been answered by my Manager.

Name  
(Print) LEE BARNETT Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) DAVE ADAMS Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) BRIAN CARPENTER Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) JIMMY BRETT Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) HARRY TOMPKINS Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) TYLER BURTON Signature \_\_\_\_\_ Date \_\_\_\_\_

Name CHARLIE  
(Print) EDMEADES Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name  
(Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_