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Environmental Manual

**Environmental Manual Issue A
Dated 21st January 2016**

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Section 1 – Introduction

This manual defines the Environmental Management System (EMS) of J. McCann & Co Limited.

The aim of the system is to achieve & demonstrate sound environmental performance by controlling the impacts of our activities on the environment, consistent with our policy, objectives & targets.

Section 2 – Company Detail

J. McCann & Co Limited (hereafter referred to as the company) is in the business of installation and maintenance of highway lighting, highway signs, highway communications, traffic signals and associated civils.

The business is operated entirely from its head office in Nottingham, with a branch in Grimsby servicing maintenance contract and an estimating office in Preston.

The company is a member of the Institute of Lighting Engineers (ILE), the Association of Street Lighting Electrical Contractors (ASLEC), is registered as an approved contractor with the National Inspection Council for Electrical Installation Contracting (NICEIC) and is a registered organisation under the National Highway Sector Scheme 8.

Section 3 – Scope of System

The scope of our registration is “The Installation and Maintenance of Highway Electrical equipment, Highway Electronic equipment and Associated Highway Works including the sub-contract of highway electrical design as required” and covers all the requirements detailed in ISO 9001:2008 and the NHSS 8.

The purpose of this manual is to define the EMS, which will ensure that the company activities are conducted in a manner which will minimise adverse environmental impacts and enhance our role in environmental stewardship.

The procedures that implement the EMS apply, where appropriate, to all locations of company activity and are operated under the same common management system. Where applicable, the EMS has been aligned with the operation of our existing ISO9001:2008 system.

Activities that are out-sourced are required to conform to the EMS, as appropriate to the activity involved.

Environmental risks and effects pertaining to activities at each office & site, along with appropriate Legal & Other Regulations have been identified & documented in a single Register of Environmental Effects EMA2.

It is intended that the manual can also be used to give interested parties a clear view of how the company is organised to achieve and control environmental performance

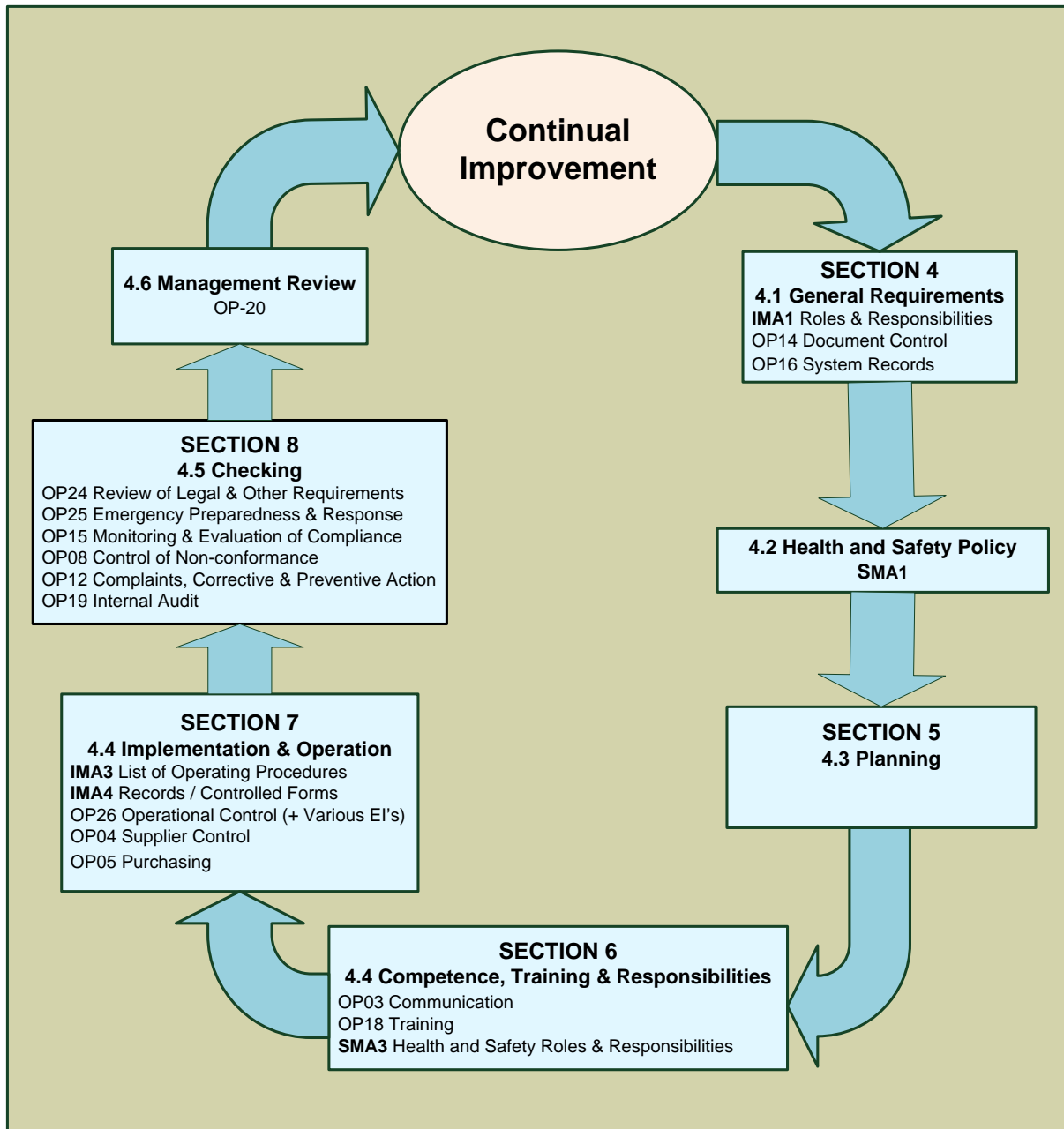
Through periodic review and evaluation of the EMS the company will identify opportunities for improvement and their implementation.


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Section 4 – General Requirements of System (4.1)

4.1 Interaction of the EMS

The Environmental Management System is based on numerous procedures which interact as follows & is aligned as appropriate with the Company QMS.



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4.2 Document Structure (ISO 14001:2004 – 4.4.4)

The company EMS addresses the requirements of the International Standard:

- ISO 14001:2004 Environmental Management Systems

Essential elements of the EMS are:

- Environmental Policy
- Register of Environmental Effects & Legislation
- Environmental Objectives & Targets (Management Programs)
- Operational Controls & Environmental Performance Monitoring
- Environmental Auditing & Corrective Action
- Environmental Management Reviews

The Essential elements are supported by procedures in the form of:

- Process statements in this manual
- Integrated System Appendices (IMA's)
- Environmental Appendices (EMA's)
- Or are integrated into:
 - Operating Procedures (OP's)
 - Environmental Instructions (EI's)
 - Risk Assessment Method Statements

Which ever is the most practical & appropriate to the specific environmental issue.

Integrated Environmental documents (i.e. IMS Appendices / Operating Procedures / Forms) are located in;

Z-Drive\Company Management System

Specific Environmental documents are located in;

Z-Drive\Company Management System\Environmental Management System

4.3 Document Control (ISO 14001:2004 – 4.4.5)

Documents within this system are controlled as per Operating Procedure OP14.

4.4 Control of Records (ISO 14001:2004 – 4.5.4)

Environmental records are controlled as per Operating Procedure OP16.

Section 5 - Management System Planning (4.3)

5.1 Environmental Aspects & Significant Impacts (ISO 14001:2004 – 4.3.1)

The company has identified & documented a Register of Environmental Effects (EMS02) to identify aspects of our activities & determine those which have, or may have, a significant impact on the environment, where necessary operational controls have been implemented to minimise the effect / potential effect.

The EMS Management Representative (EMR) is responsible for ensuring the assessment of significance of environmental impacts is completed & Register is maintained & updated.

Significant environmental impacts will be considered when setting annual environmental objectives & targets as well as in the prioritisation of any action programmes.

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The Register will be reviewed or risk assessments carried out at intervals of 3-5 years but any significant change in the companies activities will be reviewed in environmental terms when they occur.

5.2 Environmental Legal & Other Requirements (ISO14001:2004 – 4.3.2)

The key Legislation & Other which establishes the main environmental control over the companies activities are defined within the Register of Environmental Effects document (EMS02). The Register is subject to review & update following the introduction of new environmental legislation at regular intervals and no less than annually by full audit.

The process for evaluating compliance is detailed within OP24 Review of Legal & Other Requirements.

In order to ensure that changes to environmental legislation are identified the company subscribes to the following publications and/or regularly visits identified sites;

- IEMA
- www.netregs.gov.uk
- www.environment.gov.uk
- www.croner.co.uk

Copies of the key environmental legislation that imposes requirements on the company are held by the EMS Management Representative, who is responsible for ensuring that managerial staff are made aware & implement requirements for activities under their control.

5.3 Environmental Policy (4.2)

The Environmental Policy (EMS01) is communicated throughout the company & is reviewed at least annually, during Management Review.

5.4 Objectives, Targets & Programmes (ISO 14001:2004 – 4.3.3)

Agreed objectives & targets, with defined responsibilities for their monitoring, achievement & planned timescales shall be documented in:

- The Environmental Management Programme. (EMS04) as part of the Integrated Company objectives.

Environmental objectives & targets will be established on an annual basis (usually during / following Management Review) taking into account:


- J. McCann & Co. environmental policy.
- Significant environmental aspects, based on EMS02.
- Results of environmental audits & reviews.
- Projected technological / business developments.
- Legislative & Other requirements.
- Views of interested parties.

The EMS Management Representative is responsible for creating the Environmental Management Programme, updating & amending where appropriate to accommodate new or modified activities.

Objectives & targets are subject to the approval of the Managing Director

5.5 Environmental Management Review (4.6)

The company will carry out annual Management Reviews of its EMS to ensure the suitability, adequacy & effectiveness of the system in achieving the aims set out in the:

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- Environmental Policy.
- Environmental Objectives & Targets.
- Environmental Management Programme.

Management Reviews are planned undertaken & recorded as per Operating Procedure OP20. The EMS Management Representative is responsible for the collection of environmental performance data for presentation at the management review meeting.

Section 6 – Competence, Training & Responsibilities

6.1 Training, Awareness & Competence: (ISO 14001:2004 – 4.4.2)

Training, Awareness & Competence is defined & controlled as per Operating Procedure OP18. A program of Environmental training for all staff has been developed & will be presented by the company's trained trainer.

6.2 Resources, Roles, Responsibility & Authority: (ISO 14001:2004 – 4.4.1)

Company Roles & Responsibilities are defined with the Integrated appendix IMA1
Specific Environmental Roles & Responsibilities are defined within appendix EMS03

6.3 Communication (ISO 14001:2004 – 4.4.3)

Environmental Communication internally & externally is defined & controlled as per Operating Procedure (OP03)

Note: It is not the Company's policy to advise external organisations, other than the statutory bodies, on its environmental aspects. Any requests for information will be considered on a case by case basis. Copies of our environmental policy will however be provided to the public on request & via the company website.

Section 7 – Implementation & Operation (4.4)

7.1 Operational Control: (ISO 14001:2004 – 4.4.6)


Operations & activities associated with environmental aspects are controlled by Operating Procedure (OP26) Operational Control & subsequent specific Environmental Instruction identified within.

Suppliers are controlled / approved as per Operating Procedure OP04.

Where supplying material deemed to be environmentally sensitive, special consideration will be given to their environmental systems and/or accreditation.

The Company's environmental procedures & requirements are communicated via contract documents as applicable.

Contractors are controlled as per Operating Procedures (OP21, 22, 23)

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Section 8 - Environmental Checking (4.5)

8.1 Monitoring & Measurement: (ISO 14001:2004 – 4.5.1)

Actions undertaken with regard to monitoring & measurement of operations & activities with significant impact are identified in Operating Procedure OP15.

8.2 Evaluation of Compliance: (ISO 14001:2004 – 4.5.2)

Periodic evaluation of compliance with environmental legislation is undertaken as per Operating Procedure OP24.

8.3 Non-conformance, Corrective & Preventive Action: (ISO 14001:2004 – 4.5.3)

Non-conformances may arise as a result of deviations from environmental procedures, actual or potential environmental incidents, failure to meet regulatory requirements or non-conformances identified during environmental management system audits.

Control of Non-conformance is controlled as per Operating Procedure OP08.

Complaints, Corrective & Preventive Action are controlled as per Operating Procedure OP12.

8.4 Emergency Preparedness & Response: (ISO 14001:2004 – 4.4.7)

Emergency preparedness & response procedures have been established (OP25) to prevent & mitigate the environmental impacts that may arise from emergency situations. Individual Accident Management Plans have been introduced for McCann permanent facilities.

8.5 Internal Audit: (ISO 14001:2004 – 4.5.5)

Internal System Audits are completed in accordance with Operating Procedure OP19.

The frequency of Audit will take into account:

- The environmental impact of the company's activities & operations.
- The environmental management programme.
- Nature, scale & complexity of activities/operations.
- Emissions, discharges, waste, raw material, water & energy consumption.
- Results from the initial environmental review or previous audits.
- Environmental incidents.

Site specific compliance audits have also been undertaken for McCann permanent facilities.