

ESMS Procedure

ESMS 4.2-1 EP_Environmental Policy Procedure

Person Responsible:	ESMS Management Representative		
Area(s) of Application:	Hillsborough Transit Authority (HART)		
Document Location:	HART Connect ESMS		
Originator:	J. Seward	Date:	09/13/2013
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Approved By:	ESMS Mgmt Representative/ESMS Core Team	Date	10/17/2013
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Revisions			
Revision No.	Date	Description	Name
001			
Recurring Action Items			
	Activity	Responsibility	Frequency
1.	Review of Environmental Policy	ESMS Management Representative/ESMS Core Team	Annually
2.	Executive Management review of Environmental Policy and revision if necessary	ESMS Management Rep/Executive Management	Annually
3.	Ensures awareness of Environmental Policy during training awareness with employees and contractors	ESMS Management Rep; Sr. Manager of Risk & Environmental Safety; Sr. Manager of HR; Director of Procurement Manager; and designated ESMS Core Team Member	Ongoing
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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the development and implementation of the Environmental Policy for the Hillsborough Transit Authority (HART).

2.0 Scope

- 2.1 This procedure is responsive to element **ESMS 4.2-2_Environmental Policy** of the ISO 14001:2004 standard and covers operations of the HART.
- 2.2 The Environmental Policy recognizes that all activities, products and services within the defined scope of the Environmental & Sustainability Management System (ESMS) for HART may cause impacts to the environment.
- 2.3 The Environmental Policy defines the environmental commitments of HART, establishes the framework for setting objectives and targets, and provides guidance for the development, management and maintenance of the ESMS.

3.0 Responsibility

- 3.1 **Executive Management** shall be defined as top management in key positions and is responsible for:
- 3.1.1 Approving the Environmental Policy;
 - 3.1.2 Reviewing the Environmental Policy on a regularly scheduled basis with the ESMS Management Representative;
 - 3.1.3 Approving all revisions to the Environmental Policy;
 - 3.1.4 Ensuring the Environmental Policy is adhered to during decision-making processes.
- 3.2 **ESMS Management Representative** is responsible for:
- 3.2.1 Approving the Environmental Policy;
 - 3.2.2 Reviewing the Environmental Policy on a regularly scheduled basis and providing feedback to assist in the evaluation of the Environmental Policy during the Executive Management Review;
 - 3.2.3 Approving all revisions to the Environmental Policy;
 - 3.2.4 Ensuring that the Environmental Policy and any revisions thereof are communicated to the appropriate HART staff for distribution on behalf of HART; and

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- 3.2.5 Ensuring the Environmental Policy is adhered to during decision-making processes.
- 3.3 **ESMS Core Team** is responsible for:
 - 3.3.1 Approving the Environmental Policy;
 - 3.3.2 Reviewing the Environmental Policy on a regularly scheduled basis and providing feedback to assist in the evaluation of the Environmental Policy during the ESMS Core Team meeting;
 - 3.3.3 Approving all revisions to the Environmental Policy;
 - 3.3.4 Ensuring the Environmental Policy is adhered to during decision-making processes; and
 - 3.3.5 Ensuring that the Environmental Policy and any revisions thereof are communicated to the appropriate HART staff for distribution on behalf of HART.
- 3.4 **ESMS Coordinator** is responsible for:
 - 3.3.1 Ensuring that the ESMS Management Representative and HART Executive Management review the Environmental Policy on an annual basis;
 - 3.3.2 Ensuring that the ESMS Management Representative and the ESMS Core Team review the Environmental Policy on an annual basis;
 - 3.3.3 Maintaining meeting minutes to provide objective evidence of the process used to adopt and any revisions to the Environmental Policy by HART;
 - 3.3.4 Ensuring that the Environmental Policy and any revisions thereof is properly communicated to all HART personnel;
 - 3.3.5 Ensuring training on the Environmental Policy is conducted during the Environmental Awareness Training and included as part of the new hire employee orientation-training program. Details for environmental training are outlined in **ESMS 4.4.2-1 EP_Compentence, Training and Awareness Procedure**; and
 - 3.3.6 Ensuring that the Environmental Policy is available to the public.
- 3.5 **Other ESMS Designated Staff** is responsible for:
 - 3.4.1 Ensuring the Environmental Policy and any revisions thereof is properly communicated to employees, external interested parties and the public via provisions set forth in **ESMS 4.4.3-1 EP_Communication Procedure**.

4.0 Definitions

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4.1 Refer to **ESMS 4.4.4-2 EP_ESMS Related Definitions Procedure**.

5.0 Process

- 5.1 The Environmental Policy includes a commitment on behalf of HART to continual improvement and prevention of pollution. The text also includes a commitment to comply with applicable environmental legal requirements and other requirements to which the HART subscribes relating to the environmental aspects.
- 5.2 The Environmental Policy provides the framework for setting and reviewing environmental objectives and targets. Specific initiatives and environmental programs adopted by the HART will be included.
- 5.3 Preparation of the Environmental Policy will be managed by the designated ESMS Management Representative and the ESMS Core Team.
- 5.4 Comments, inquiries and suggestions submitted to HART by external stakeholders, voluntarily or through consultation, will be considered when preparing and reviewing the Environmental Policy.
- 5.5 The Environmental Policy will be reviewed and approved by the ESMS Management Representative. This approval represents Executive Management's endorsement and commitment to promote and adhere to the Environmental Policy.
- 5.6 A hard copy of the Environmental Policy will be displayed in a prominent location and maintained by the ESMS Coordinator. An electronic copy of the Environmental Policy will be available on HART's Internet and Intranet and SharePoint websites.
- 5.7 The Environmental Policy will be maintained and revised through the document control protocol detailed in **ESMS 4.4.5-1 EP_Control of Documents Procedure**.
- 5.8 The Environmental Policy is communicated to employees, external interested parties and the public via provisions set forth in **ESMS 4.4.3-1 EP_Communication Procedure**.
- 5.9 Introduction and general knowledge on the Environmental Policy will be provided during the General ESMS Awareness Training and included as part of the new hire employee orientation-training program. Details for environmental training are outlined in **ESMS 4.4.2-1 EP_Compotence, Training and Awareness Procedure**.
- 5.10 A Management Review of the Environmental Policy will be completed annually. The review will help ensure the Environmental Policy is current and reflects any changes in activities, products, services, technological options and legal and other obligations. The review will also help ensure the Environmental Policy continues to promote continual improvement and prevention of pollution. Refer to **ESMS 4.6-1 EP_Management Review Procedure**.

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- 5.11 When a revision to the Environmental Policy is required, the Environmental Policy must be approved prior to its release as described in paragraph 5.5 above. The **ESMS Management Representative** will coordinate the revisions of the Environmental Policy as required.

6.0 References / Related Documents

- 6.1 *ESMS 4.2-2 EP_Environmental Policy*
- 6.2 *ESMS 4.4.2-1 EP_Competence, Training and Awareness Procedure*
- 6.3 *ESMS 4.4.3-1 EP_Communication Procedure*
- 6.4 *ESMS 4.4.4-2 EP_ESMS Related Definitions Procedure*
- 6.5 *ESMS 4.4.5-1 EP_Control of Documents Procedure*
- 6.6 *ESMS 4.6-1 EP_Management Review Procedure*
- 6.7 *ISO 14001:2004 Standard: 4.2 Environmental Policy*

Top management **shall** define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it

- a) Is appropriate to the nature, scale and environmental impacts of its activities, products and services,
- b) Includes a commitment to continual improvement and prevention of pollution,
- c) Includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,
- d) Provides the framework for setting and reviewing environmental objectives and targets,
- e) Is documented, implemented and maintained,
- f) Is communicated to all persons working for or on behalf of the organization, and
- g) Is available to the public.

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