

ESMS Procedure

**ESMS 4.4.1-1 EP\_Resources, Roles, Responsibility and Authority Procedure**

<b>Person Responsible:</b>	ESMS Management Representative		
<b>Area(s) of Application:</b>	Hillsborough Transit Authority (HART)		
<b>Document Location:</b>	HART Connect ESMS		
<b>Originator:</b>	R. Stribling	<b>Date:</b>	08/26/2013
<b>Original Date of Issue:</b>	10/1/14		
<b>Approved By:</b>	ESMS Core Team/ ESMS Mgmt. Rep	<b>Date:</b>	09/18/2014
<b>Revisions</b>			
<b>Revision No.</b>	<b>Date</b>	<b>Description</b>	<b>Name</b>
001			
<b>Recurring Action Items</b>			
	<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>
1.	Review, If Necessary - Revise	ESMS Management Representative; ESMS Core Team	Annually
2.	Implement Training Awareness with Employees	ESMS Core Team Representative; Sr. Manager of Risk & Environmental Safety	Ongoing
<b>Procedure Index</b>			
1.0	<b>Purpose</b>		
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#### 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the definition, documentation and communication of resources, roles, responsibilities and authorities within the Environmental & Sustainability Management System (ESMS) to ensure effective control of the environmental performance associated with the Hillsborough Transit Authority.

#### 2.0 Scope

- 2.1 This procedure is responsive to element **ESMS 4.4.1 EP\_Resources, Roles, Responsibility and Authority Procedure** in the ISO 14001:2004 Standard and covers operations of the HART.
- 2.2 This procedure describes management's responsibility to ensure the appropriate resources for the day-to-day tasks associated with the establishment, implementation and maintenance of the ESMS for HART.

#### 3.0 Responsibility

- 3.1 **Chief Executive Officer** or his/her designee is responsible for:
- 3.1.1 Assigning a specific ESMS Management Representative with sufficient authority, awareness, competence and resources to oversee the responsibilities of the ESMS.
- HART's ESMS Management Representative is the Chief Financial Officer (CFO). The CFO will chair the ESMS Core Team. This will include reporting to Executive Management the ESMS performance, improvements, and recommendations; and
- 3.1.2 Providing the necessary resources to ensure the implementation and control of the ESMS.
- Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources and resources specific to operations;
- 3.1.3 Specific responsibilities are outlined in **ESMS 4.4.1-2 ED\_Resources, Roles, Responsibility and Authority Matrix**.
- 3.2 **Executive Management** is responsible for:
- 3.2.1 Providing a structured approach that incorporates environmental considerations into the day-to-day operations throughout the organization;
- 3.2.2 Supporting and promoting continual improvement of the ESMS;
- 3.2.3 Participating in Executive Management Review meetings for reviewing and

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- approving ESMS policies, procedures and documents; and
- 3.2.4 Other assigned responsibilities as documented in **ESMS 4.4.1-2 ED\_Resources, Roles, Responsibilities and Authority Matrix**.
- 3.3 **ESMS Management Representative** is responsible for:
- 3.3.1 Leading and implementing the HART ESMS Program;
- 3.3.2 Defining, documenting and communicating roles and responsibilities to ensure development, implementation and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities;
- 3.3.3 Keeping Executive Management informed on the progress, implementation and maintenance of the HART ESMS by reporting the ESMS performance and improvements.
- This includes collecting the necessary information and making appropriate recommendations to allow Executive Management to evaluate the ESMS during a Management Review as documented in **ESMS 4.6-1 EP\_Management Review Procedure**;
- 3.3.4 Ensuring that Executive Management feedback is communicated the ESMS Core Team regarding decisions made from Executive Management Review meetings, including and specifically areas that require improvement; and
- 3.3.5 Other assigned responsibilities as documented in **ESMS 4.4.1-2 ED\_Resources, Roles, Responsibilities and Authority Matrix**.
- 3.4 **ESMS Core Team** is responsible for:
- 3.4.1 Having the working knowledge of the ESMS framework;
- 3.4.2 Assisting the ESMS Management Representative in the development, identification requirements for this procedure and related documents addressing roles and responsibilities in HARTs ESMS;
- 3.4.3 Communicating the responsibilities and authorities to employees or persons working for or on behalf of the HART whose work relates to the ESMS. Refer to **ESMS 4.4.2-1 EP\_Compotence, Training and Awareness Procedure**.
- 3.4.4 Other assigned responsibilities as documented in **ESMS 4.4.1-2 ED\_Resources, Roles, Responsibilities and Authority Matrix**.
- 3.5 **ESMS Coordinator** is responsible for:
- 3.5.1 Maintenance of the procedure(s) and related documents for the element **ESMS 4.4.1 EP\_Resources, Roles, Responsibility and Authority Procedure** in the ISO

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14001:2004 Standard;

- 3.5.2 Ensuring that a current copy of the ESMS related documents are maintained in the HARTs Connect ESMS; and
- 3.5.3 Other assigned responsibilities as documented in **ESMS 4.4.1-2 ED\_Resources, Roles, Responsibilities and Authority Matrix**.

#### 4.0 Definitions

- 4.1 Refer to **ESMS 4.4.4-2 EP\_ESMS Related Definitions Procedures**.

#### 5.0 Process

- 5.1 HART has defined and documented the roles, responsibilities and authorities for effective environmental management in this procedure and the **ESMS 4.4.1-2 ED\_Resource, Roles, Responsibility & Authority Matrix**. Further environmental responsibilities are documented in the following:
  - 5.1.1 Organizational charts and job descriptions. Refer to **ESMS 4.4.1-5 ED\_Resource, Roles, Responsibility & Authority ESMS Organization Chart**;
  - 5.1.2 Specific responsibilities associated with the ESMS *Objectives, Targets and Programs* will be identified and documented in the **ESMS 4.3.3-1 EP\_Objectives, Targets and Programs Procedure** and related documents; and
  - 5.1.3 The above listed documents are updated annually, or as appropriate.
- 5.2 All HART employees should know who is responsible for what function, and the key environmental responsibilities should be communicated to the appropriate personnel.
- 5.3 The identification and documentation of environmental responsibilities will be developed and maintained by the ESMS Core team or designee with the assistance of the ESMS Management Representative or designee from throughout HART.

#### 6.0 References / Related Documents

- 6.1 **ESMS 4.4.1 EP\_Resources, Roles, Responsibility and Authority Procedure**
- 6.2 **ESMS 4.4.1-2 ED\_Resource, Roles, Responsibility & Authority Matrix**
- 6.3 **ESMS 4.6-1 EP\_Management Review Procedure**
- 6.4 **ESMS 4.4.4-2 EP\_ESMS Related Definitions Procedures**
- 6.5 **ESMS 4.4.2-1 EP\_Compotence, Training and Awareness Procedure**
- 6.6 **ESMS 4.4.1-5 ESMS 4.4.1-5 ED\_Resource, Roles, Responsibility & Authority ESMS**

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#### *Organization Chart*

#### 6.7 *ESMS 4.3.3-1 EP\_Objectives, Targets and Programs Procedure*

#### 6.8 *ISO 14001:2004 Standard: 4.4.1 Resources, Roles, Responsibility and Authority*

Management **shall** ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

Roles, responsibilities and authorities **shall** be defined, documented and communicated in order to facilitate effective environmental management.

The organization's top management **shall** appoint a specific management representative(s) who, irrespective of other responsibilities, **shall** have defined roles, responsibilities and authority for

- a) Ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard,
- b) Reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.