

ESMS Document

**ESMS 4.4.1-2 ED\_Resources, Roles, Responsibilities and Authority Matrix**

<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>	L. Donaldson	<b>Date:</b>	8/26/2013
<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 and, if necessary, revise the specific roles and responsibilities of all personnel involved in the ESMS	ESMS Management Rep	At Least Annually
2.	Communicate to all employees the personnel involved in the ESMS, and the role each performs	ESMS Core Team Rep/Other Designated ESMS Employees	Ongoing
<p><b>THE CRUX OF THE ESMS PROGRAM IS “CONTINUOUS IMPROVEMENT”; THEREFORE THE SUCCESS OF THE PROGRAM IS DEPENDENT ON HART STAFF CONTRIBUTION AND INVOLVEMENT.</b></p> <p><b>**HART STAFF MAY BE ASSIGNED TO PARTICIPATE AND ASSIST ESMS STAFF WITH ESMS RELATED TASKS AS NECESSARY.</b></p>			
<b>Executive Management Team</b>			
<p>The Executive Management Team provides the structured approach that incorporates environmental considerations into the day-to-day operations throughout the organization, and is designed to support and promote continual improvement of the ESMS.</p> <p>The Executive Management Team shall participate quarterly for the first year of the ESMS Program and then annually in the review of policies, procedures and documents, or unless the following occurs:</p> <ol style="list-style-type: none"> <li>1. an environmental incident</li> <li>2. addressing the need for an immediate change</li> </ol>			
<b>Job Title</b>	<b>Executive Management Team - Description of Responsibilities</b>		

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<p><b>Chief Executive Officer</b></p>	<ul style="list-style-type: none"> <li>• Endorses the Environmental Policy and ensures adherence to the policy during decision-making processes;</li> <li>• Ensures the necessary resources for implementation of the ESMS, including infrastructure, information systems, technology, training, other financial resources, and human resources;</li> <li>• Assures that each department is committed to continual improvement of the ESMS; and</li> <li>• Participates in Executive Management Review of ESMS policies, procedures and documents.</li> </ul>
<p><b>Chief Operating Officer</b></p>	<ul style="list-style-type: none"> <li>• Member of the Executive Management Team;</li> <li>• Participates in the Management Review of ESMS; and</li> <li>• Assures that each department is committed to continual improvement of the ESMS policies, procedures and documents.</li> </ul>
<p><b>Chief Business Enterprise &amp; Safety Officer</b></p>	<ul style="list-style-type: none"> <li>• Member of the Executive Management Team;</li> <li>• Participates in the Management Review of ESMS; and</li> <li>• Assures that each department is committed to continual improvement of the ESMS policies, procedures and documents.</li> </ul>
<p><b>Chief Financial Officer</b></p>	<ul style="list-style-type: none"> <li>• Member of the Executive Management Team;</li> <li>• Serves as the HART ESMS Management Representative;</li> <li>• Ensures ESMS awareness training of current and new HART employees;</li> <li>• Approves the Environmental Policy;             <ul style="list-style-type: none"> <li>○ Approves all revisions to Environmental Policy with Executive Management endorsement</li> </ul> </li> <li>• Annually reviews the Environmental Policy with:             <ul style="list-style-type: none"> <li>○ ESMS Core Team; and</li> <li>○ Executive Management</li> </ul> </li> <li>• Ensures awareness of Environmental Policy during training awareness with employees and contractors</li> <li>• Works with Executive Management Team to ensure the necessary resources for implementation of the ESMS, including infrastructure, information systems, technology, training, other financial resources, and human resources;</li> <li>• Assures that each department is committed to continual improvement of the ESMS;</li> </ul>

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	<ul style="list-style-type: none"> <li>Leads the Executive Management Reviews of ESMS policies, procedures and documents; and</li> <li><b>Leads ESMS Core Team.</b></li> </ul>
<b>ESMS Core Team</b>	
<p>The ESMS Core Team has the working knowledge of the ESMS framework. Its core function is to develop, implement, monitor and maintain all aspects of the ESMS Policy.</p>	
<p>The ESMS Core Team will collaborate with all the departments on educational/training needs, programs and continual improvement; it will provide the latest guidance, examples and resources for the implementation of processes and practices.</p>	
<p>The ESMS Core Team will report to the ESMS Management Representative on ESMS performance, and opportunities for improvement at weekly ESMS meetings.</p>	
<b>Job Title</b>	<b>ESMS Core Team - Description of Responsibilities</b>
<p><b>Chief Financial Officer</b></p>	<ul style="list-style-type: none"> <li>Member of the Executive Management Team;</li> <li>Serves as ESMS Management Representative for ESMS Core Team;</li> <li>Define, identify and establish Resources, Roles, Responsibilities and Authority requirements for HART ESMS;</li> <li>Ensures implementation of ESMS policies and procedures;</li> <li>Ensures ESMS awareness training of current and new HART employees;</li> <li>Ensure adequate training of all ESMS Core Team members;</li> <li>Works with Executive Management Team to ensure the necessary resources for implementation of the ESMS, including infrastructure, information systems, technology, training, other financial resources, and human resources;</li> <li>Reports/Communicates to Executive Management the status of the ESMS during ESMS Executive Management Team meetings, or as needed basis, on environmental, safety and performance issues.</li> <li>Assures that each department is committed to continual improvement of the ESMS;</li> <li>Leads the Management Reviews of ESMS policies, procedures and documents; and</li> <li>Responsible for the following ESMS ISO 14001:2004 Standard:             <ul style="list-style-type: none"> <li>4.2 Environmental Policy</li> <li>4.3.3 Objectives, Targets and Programs</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ 4.5.5 Internal Audit</li> <li>○ 4.6 Management Review</li> </ul>
<p><b>Director of Maintenance</b></p>	<ul style="list-style-type: none"> <li>● Member of the ESMS Core Team;</li> <li>● Oversees SOPs and other Operational Controls, and the activities associated with the Maintenance Department and fueling;</li> <li>● In conjunction with the Sr. Manager of Risk and Environmental Safety, annually review <b>ESMS 4.3.2-2 ED_Legal and Other Requirements</b> Matrix to ensure conformance and applicability of federal and state statutes, federal executive orders, and EPA policies;</li> <li>● Collaborates with the ESMS Coordinator to develop and oversee the ESMS Training Program(s) as required by ISO 14001:2004 Standard;</li> <li>● Reports/Communicates to Management Representative the status of the ESMS within their respective department during ESMS Core Team meetings, or as needed basis, on environmental, safety and performance issues; Provides corrective action plans; documents issue closure;</li> <li>● Reviews non-conformances resulting from daily activities, internal audits or third-party (external) audits;</li> <li>● Heads the ESMS sub-team to identify and assess Federal, State, and Local Laws and regulations governing environmental aspects; and</li> <li>● Responsible for the following ESMS ISO 14001:2004 Standard: <ul style="list-style-type: none"> <li>○ 4.3.3 Objectives, Targets and Programs</li> <li>○ 4.4.2 Competence, Training and Awareness</li> </ul> </li> </ul>
<p><b>Manager of Facilities</b></p>	<ul style="list-style-type: none"> <li>● Member of the ESMS Core Team;</li> <li>● Documents SOPs pertaining to their respective area or department;</li> <li>● Reviews non-conformances generated by the internal audit process;</li> <li>● Reviews non-conformances resulting from daily activities, internal audits or third-party (external) audits;</li> <li>● Implements and verifies corrective and preventive action plans when required;</li> <li>● Provides corrective action plans; documents issue closure;</li> <li>● Collaborates with the ESMS Coordinator to develop and oversee the ESMS Training Program(s) as required by ISO 14001:2004 Standard; and</li> <li>● Reports/Communicates to Management Representative the status of the ESMS within their respective department during ESMS Core Team meetings, or as needed basis, on environmental, safety and performance issues.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responsible for the following ESMS ISO 14001:2004 Standard:             <ul style="list-style-type: none"> <li>○ 4.3.3 Objectives, Targets and Programs</li> </ul> </li> </ul>
<b>Sr. Manager of Risk and Environmental Safety</b>	<ul style="list-style-type: none"> <li>• Member of the ESMS Core Team;</li> <li>• Coordinates environmental management system activities;</li> <li>• Monitor compliance with laws and regulations;</li> <li>• Set Performance Standards;</li> <li>• In conjunction with the Director of Maintenance, annually review <b>ESMS 4.3.2-2 ED_Legal and Other Requirements</b> Matrix to ensure conformance and applicability of federal and state statutes, federal executive orders, and EPA policies;</li> <li>• Reviews non-conformances resulting from daily activities, internal audits or third-party (external) audits;</li> <li>• Annually reviews the master list of Environmental aspects and activities to ensure it is up to date and accurate;</li> <li>• Annually evaluates new aspects against the criteria.</li> <li>• Provides corrective action plans; documents issue closure;</li> <li>• Collaborates with the ESMS Coordinator to develop and oversee the ESMS Training Program(s) as required by ISO 14001:2004 Standard;</li> <li>• Reports/Communicates to Management Representative the status of the ESMS within their respective department during ESMS Core Team meetings, or as needed basis, on environmental, safety and performance issues; and</li> <li>• Responsible for the following ESMS ISO 14001:2004 Standard:             <ul style="list-style-type: none"> <li>○ 4.3.1 Environmental Aspects</li> <li>○ 4.3.2 Legal and Other Requirements</li> <li>○ 4.3.3 Objectives, Targets and Programs</li> <li>○ 4.4.2 Competence, Training and Awareness</li> <li>○ 4.4.3 Communication</li> </ul> </li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Member of the ESMS Core Team; and</li> <li>• Assures contractor support of ESMS policies through contractual obligations.</li> </ul>
<b>ESMS Coordinator</b>	<ul style="list-style-type: none"> <li>• Member of the ESMS Core Team;</li> <li>• Acts as lead for HART's Environmental &amp; Sustainability Management System;</li> <li>• Responsible for continual improvement of planning, development and</li> </ul>



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	<p>ongoing implementation of all HART’s Environmental &amp; Sustainability Management System Program(s);</p> <ul style="list-style-type: none"> <li>• In conjunction with respective department manager, revises and updates the elements of HART’s ESMS, as needed, including any Operational Controls, SOPs and Work Instructions needed to address HARTs ESMS Objectives, Targets and Action Plans;</li> <li>• Works with responsible parties of the ESMS to assist in the implementation of their role in the ESMS;</li> <li>• Ensures weekly / bi-weekly meetings of the ESMS Oversight/sub-committee teams, and obtains a record of each meeting with minutes;</li> <li>• Is Quality Control for environmental occurrence systems and processes ensuring that activities are reported correctly and distributed to appropriate personnel;</li> <li>• Facilitates with frontline management personnel (e.g. Facility and Environmental Safety Directors, and Manager to support and maintain ongoing implementation, updating of environmental aspects, including redefining significant aspects as necessary);</li> <li>• Collaborates with the respective Managers and Training Department to develop and oversee the compliance of ESMS Training Program(s) as required by ISO 14001:2004 Standard;</li> <li>• Serves as general coordinator and manager of the ESMS documents and records; and provides guidance and input to HART staff regarding preparing ESMS records and documents;</li> <li>• Maintains the accuracy and integrity of the ESMS documents, forms and records and ensures they are available electronically and in the respective Administrative Department files;</li> <li>• Collaborates with the Communication Department in the development of general internal and external communication strategy of ESMS information (such as memos, schedules, newsletters and website) that supports the requirements of the ESMS Program; and</li> <li>• Responsible for the monitoring and conformance of all ESMS ISO 14001:2004 Standard.</li> </ul>
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**ESMS Environmental Aspects Core Team**

**ESMS Environmental Aspects Core Team will be responsible for representing their functional area of expertise during the annual review of the environmental aspects.**

**Other Designated ESMS Staff may be assigned to assist in the annual review of the environmental**

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aspects.	
Job Title	ESMS Environmental Aspects Core Team - Description of Responsibilities
<b>Sr. Manager of Risk &amp; Environmental Safety</b>	<ul style="list-style-type: none"> <li>Serves as a member of the ESMS Environmental Aspects Core Team;</li> <li>Annually reviews the master list of activities and aspects to ensure it is up to date and accurate; and</li> <li>Evaluates new aspects against the criteria, as needed.</li> </ul>
<b>Director of Maintenance</b>	<ul style="list-style-type: none"> <li>Serves as a member of the ESMS Environmental Aspects Core Team;</li> <li>Annually reviews the master list of activities and aspects to ensure it is up to date and accurate; and</li> <li>Evaluates new aspects against the criteria, as needed.</li> </ul>
<b>Manager of Facilities</b>	<ul style="list-style-type: none"> <li>Serves as a member of the ESMS Environmental Aspects Core Team;</li> <li>Annually reviews the master list of activities and aspects to ensure it is up to date and accurate; and</li> <li>Evaluates new aspects against the criteria, as needed.</li> </ul>
<b>ESMS Core Team</b>	<ul style="list-style-type: none"> <li>Serves as a member of the ESMS Environmental Aspects Core Team;</li> <li>Annually reviews the master list of activities and aspects to ensure it is up to date and accurate; and</li> <li>Evaluates new aspects against the criteria, as needed.</li> </ul>
Other Designated ESMS Staff	
<p><b>Other Designated ESMS Staff will participate on sub-committee meetings as required and are responsible for representing their functional area of expertise during these meetings. Other Designated ESMS Staff are responsible for related job responsibilities in accordance with HART's Environmental Policy, and ESMS Standard Operating Procedures.</b></p> <p><b>Other Designated ESMS Staff are responsible for reporting / communicating to the ESMS Core Team at sub-committee meetings, or as needed basis, on environmental, safety and performance issues.</b></p>	
Job Title	Other Designated ESMS Staff - Description of Responsibilities
<b>Sr. Manager of Procurement and Contracts Administration</b>	<ul style="list-style-type: none"> <li>Serves as a member of the ESMS Contractor Management sub-committee team;</li> <li>Assures contractor support of ESMS policies through contractual obligations;</li> <li>Documents procedures and Standard Operating Procedures (SOPs) pertaining to operations (handling, shipping and receiving, and hazardous</li> </ul>

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	<p>waste handling, and purchasing materials and/or services with environmental impacts;</p> <ul style="list-style-type: none"> <li>• Establish requirements for HART Planning and Development projects to meet ESMS policy and environmental aspects; and</li> <li>• Assures delivery and transport, handling and storage of all materials on-site is done accordingly to regulatory guidelines, directives, and ESMS requirements.</li> </ul>
<b>Public Information Officer</b>	<ul style="list-style-type: none"> <li>• Serves as a member of the ESMS Communication sub-committee team; and</li> <li>• Communicates the Environmental Policy to all employees and those persons working for, or on behalf of, HART, and ensures it is available to the public.</li> </ul>
<b>Marketing Department</b>	<ul style="list-style-type: none"> <li>• Serves as a member of the ESMS Communication sub-committee team; and</li> <li>• Collaborates with the ESMS Coordinator in the development of general internal and external communication strategy of ESMS information (such as memos, schedules, newsletters and website) that supports the requirements of the ESMS Program.</li> </ul>
<b>Sr. Manager of HR &amp; Org Development</b>	<ul style="list-style-type: none"> <li>• Serves as a member of the ESMS Competence, Awareness and Training sub-committee team;</li> <li>• Collaborates with the ESMS Coordinator to develop and oversee the ESMS Training Program(s) as required by ISO 14001:2004 Standard; and</li> <li>• Responsible for the providing comments during the annual review for the following ESMS ISO 14001:2004 Standard: <ul style="list-style-type: none"> <li>○ 4.4.2 Competence, Training and Awareness</li> </ul> </li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Serves as a member of the ESMS Communication sub-committee team; and</li> <li>• Collaborates with members of the ESMS Core Team members and ESMS Coordinator in the development of Communication Training Program for Customer Service staff; and</li> <li>• Collaborates with ESMS Core Team members and ESMS Coordinator on reporting of Environmental incidents.</li> </ul>
<b>Bus Operator</b>	<ul style="list-style-type: none"> <li>• Serves as a member of the ESMS sub-committee team.</li> </ul>
<b>Supervisors, Department Managers</b>	<ul style="list-style-type: none"> <li>• Train and communicate pertinent SOPs and other Operational Controls to the employees under their supervision;</li> <li>• Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision;</li> </ul>





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	<ul style="list-style-type: none"> <li>• Ensure that employees under their supervision have the necessary training, tools and resources to meet the requirements of ESMS; and</li> <li>• Communicate employee feedback on the Environmental Policy and other issues of the ESMS to a member of the ESMS Core Team.</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Knowledgeable of the Environmental Policy and the current significant aspects;</li> <li>• Perform assigned tasks in accordance with SOPs and Operational Controls;</li> <li>• Perform assigned tasks in accordance with environmental regulations, permit requirements, and other policies of the ESMS that have been communicated to them;</li> <li>• Communicate concerns to their supervisor or a member of the ESMS Team regarding the performance of tasks that are not in accordance with the requirements stated above; and</li> <li>• Serves on the ESMS Core Team or sub-committee team, as needed.</li> </ul>

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