



Jones Bros Environmental Management System Manual

Ty Glyn, Canol Y Dre, Ruthin, Denbighshire LL15 1QW

ENVIRONMENTAL
MANAGEMENT
SYSTEM

1 Distribution, Issue and Amendment

No Hard copies (other than printed 'uncontrolled' copies) are issued.

This Environmental Management System is published and controlled on the Company's internet based document system.

This document shall be issued as a complete new revision, as and when modifications are made.

ISSUE LEVEL	ISSUE DATE	AUTHORISED BY	AMENDMENT DETAILS
1	01/03/08	K. Jones	Initial release, in accordance with ISO14001:2004
2	23/06/08	K Jones	Amendment to Aspects and impacts flowchart with regard to re-evaluating and re-scoring aspects where necessary
3	12/01/10	D Gibson	Amendment to the primary and supporting responsibility
4	03/05/10	D Gibson	Amendments to 4.3.2
5	09/02/11	D Gibson	Amendments to 4.3.1 and minor wording changes
6	16/06/11	D Gibson	Amendments to 4.5.2 and minor wording changes
7	29/04/12	D Gibson	Annual Review
8	10/09/13	D Gibson	Annual review and update to include additional PFC's
9	19/06/14	S Roberts	Update with new Head Office address
10	18/03/16	D Gibson	Annual review Update of related documents in several sections
11	18/04/17	D Gibson	Annual review Formatting and updating in several sections

2. Contents

1. Distribution, Issue and Amendment
2. Contents
3. Scope and Introduction
4. Environmental Management Systems Requirements
 - 4.1 General Requirements
 - 4.2 Environmental Policy
 - 4.3 Planning
 - 4.3.1 Environmental Aspects
 - 4.3.2 Legal and other Environmental requirements
 - 4.3.3 Objectives Targets and Programmes
 - 4.4 Implementation and Operation
 - 4.4.1 Resources, Roles, Responsibility and Authority
 - 4.4.2 Competence, Training and Awareness
 - 4.4.3 Communication
 - 4.4.4 Documentation
 - 4.4.5 Control of Documents
 - 4.4.6 Operational Control
 - 4.4.7 Emergency Preparedness and Response
 - 4.5 Checking and Corrective Action
 - 4.5.1 Monitoring and Measurement
 - 4.5.2 Evaluation of Compliance
 - 4.5.3 Nonconformity, Corrective and Preventive Actions
 - 4.5.4 Records
 - 4.5.5 Internal Audits
 - 4.6 Management Review

3. Scope and Introduction

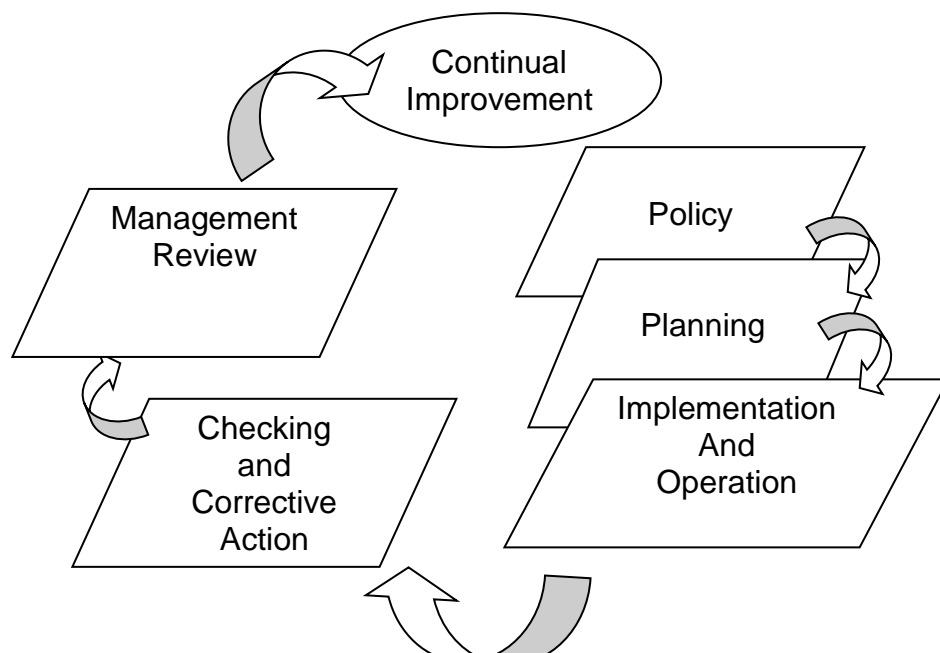
The scope of this Management System covers the provision of civil engineering services, highway construction, infrastructure development, land reclamation, coastal management, renewable energy projects, crushing and screening, earth moving plant hire and low rise demolition.

This manual describes the policy, procedures and methodology applied by Jones Bros (Ruthin) Civil Engineering Co Ltd to maintain and continually improve the Environmental Management System.

The Environmental Management System is linked to the existing Quality Management System where there is 'commonality' in the processes and procedures. Where this has occurred, cross-referencing has been made quite clear.

This Standard is based upon the methodology known as 'Plan – Do – Check – Act', or PDCA as it's commonly known, and is described as follows.

- Plan** – Establish the objectives and processes necessary to deliver results in accordance with the Jones Bros environmental policy.
- Do** - Implement the processes.
- Check** - Monitor and measure processes against environmental policy, objectives, legal and other requirements and report the results.
- Act** - Take actions necessary to continually improve performance



4. Environmental Management System Requirements

4.1 General Requirements

The Environmental Management System (EMS) defines the approach and methodology to achieve and systematically control our level of environmental performance against the laid down objectives and targets.

In order to operate an effective EMS, Jones Bros employs a general environmental resource as HSEQ Manager. Specialist external assistance may be used for specific issues such as ecology, archaeology, contaminated land or environmental noise assessments. An external environmental consultant shall be consulted as and when required, in order to support the EMS.

The EMS will enable Jones Bros to:

- Establish an appropriate environmental policy;
- Identify the environmental aspects arising from the organisation's existing or planned activities, products or services, to determine the environmental impacts of significance;
- Identify the relevant legal and other requirements;
- Identify priorities and set appropriate environmental objectives and targets;
- Establish a structure and management programme(s) to implement the policy and achieve objectives and targets;
- Facilitate planning, control, monitoring, corrective action, auditing and review activities to ensure that the policy is complied with and that the environmental management system remains appropriate;
- Be capable of adapting to changing circumstances.

4.2 Environmental Policy

This policy is initially communicated to all employees through induction training and is then reinforced and implemented through the actions of the Management team and JCC Committee.

Copies of this policy are reproduced and displayed throughout the company, including on the company's internet based document system.

ENVIRONMENTAL MANAGEMENT SYSTEM

The policy is reviewed on a regular basis to ensure its continued relevance as part of the management review activities.

We at Jones Bros Ruthin are committed to prevent pollution, protecting and enhancing the environment in which we operate. We do this by:

- operating in a manner which minimises the environmental impact on our surroundings and maintain compliance with current legislation, best practice and client specifications, whilst ensuring a balance between economic, environmental and social issues;
- working closely with other contract parties and our supply chain to develop good environmental practices and solutions, energy efficiency and use of sustainable materials whenever we are involved in the design or promotion of sustainable options;
- integrating our environmental management system with other management systems and using these to review regularly our performance and set increasingly challenging objectives and targets, such that our environmental performance improves continually;
- targeting our investment in technology, plant and equipment such that it helps lower the environmental impact of our operations;
- use of sustainable resources and continued re-use, recycling and waste minimisation throughout all areas of our business in order to reduce the demand on the environment's natural resources;
- ensuring that our policy is understood by all staff through training and awareness, and directing all employees and sub-contractors to comply with its requirements and procedures.

This policy is available on the Jones Bros website:

<http://www.jones-bros.com/profile/accreditations/> and is also available to the public upon request.

4.3.1 Environmental Aspects

Purpose

Significant environmental aspects are established and taken into account from which Jones Bros will analyse and set the environmental objectives and targets.

The aspects are those activities, products or services that can be controlled and influenced in reducing the impact on the environment. As such, this information shall always be reviewed and kept up-to-date.

Procedure

The following flowchart clearly defines the methodology and approach to identifying environmental aspects and assessing environmental impacts.

ENVIRONMENTAL
MANAGEMENT
SYSTEM

Significant aspects and impacts are maintained in the site specific environmental impacts register. Impacts will be rated in accordance with the environmental impact assessment-rating guide, and shall be acted upon as part of the overall objectives and targets programme. These will be continually reviewed at the monthly board meetings.

Site plans of the main service depot, material processing sites and all current civil engineering construction sites where Jones Bros are Principal Contractors shall be maintained in order to visually identify and illustrate all environmental points.

The Environmental Aspects register and site plan drawings shall be created or updated when:-

Head/ Area Offices

- Changes occur that impact on the EMS.
- There have been improvements made.
- There are new legal or other requirements that affect Jones Bros.

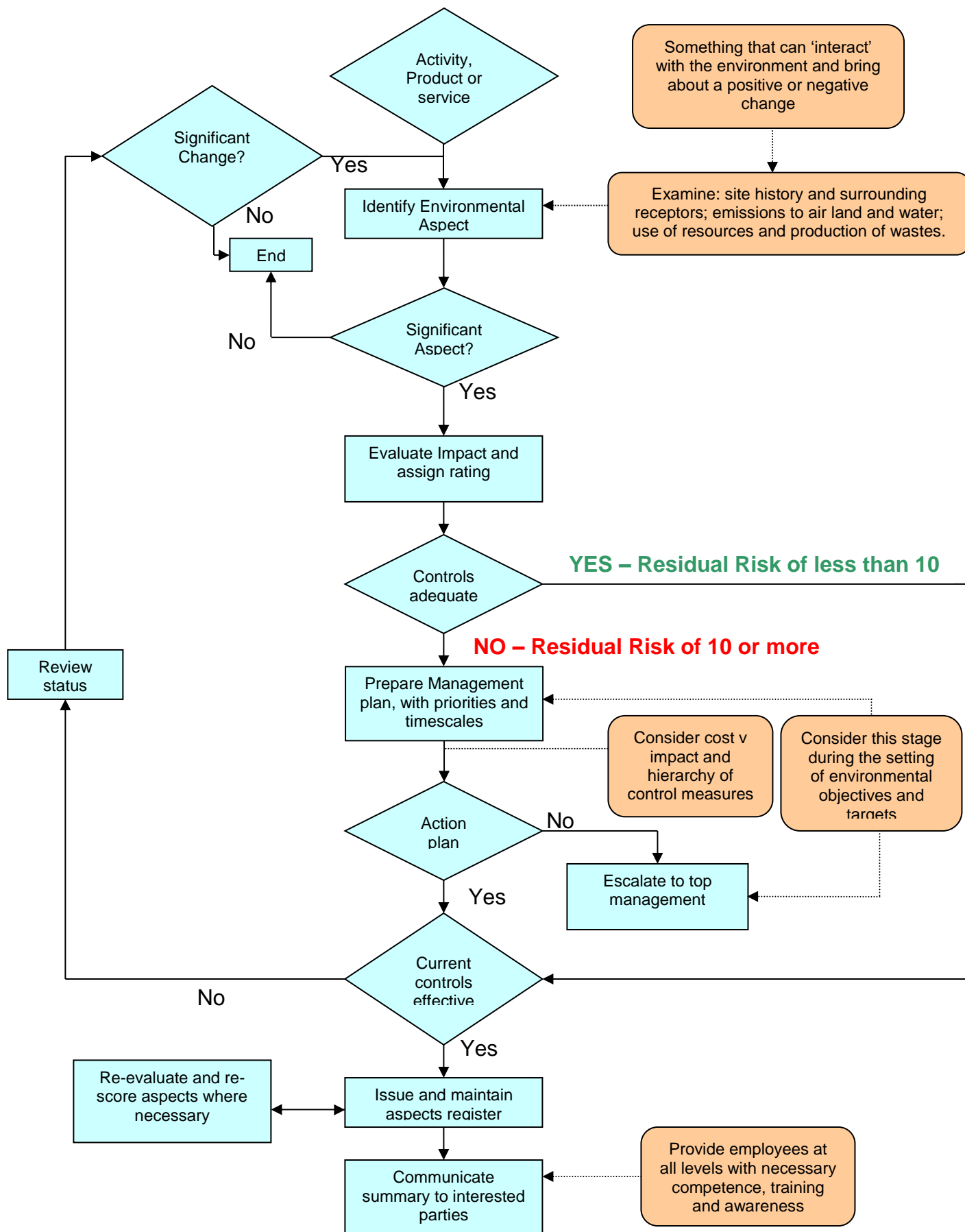
Construction Sites / Workshop

- A new contract commences
- There are major changes to the raw materials or processes, i.e. use of new hazardous materials, introduction of new products and processes.

The following flowchart clearly defines the methodology and approach to identifying environmental aspects and assessing environmental impacts.

ENVIRONMENTAL MANAGEMENT SYSTEM

Aspects and Impacts flowchart



Related Documents

[ENV002 Environmental Aspects and Impacts Register](#)
[Site Plans](#)

4.3.2 Legal and Other Requirements

Purpose

Jones Bros shall ensure that all legal and other requirements, to which we subscribe, are obtained and maintained.

These shall be applicable to the environmental aspects of our materials and activities within the civil engineering processes.

Procedure

A register of legislation shall be created and used for determining how the Company should comply with any by which it is affected.

The HSEQ manager will continually utilise Gov.UK, NetRegs, CECA and other sources of information as the main sources of both legislation and regulation updates. Any changes to legislation will be briefed to the company through emails, alerts, newsletter etc.

These applicable legal and other requirements are taken into account in establishing, implementing and maintaining the environmental management system.

All updates will be recorded, issued and controlled by using a clearly documented logging system. This will be managed and maintained by the HSEQ Advisor.

Reference is made to external communication for keeping up-to-date with new and emerging legislation.

Records of relevant documentation shall be maintained.

Related Documents

[ENV001 Environmental Register of Legislation](#)
[Relevant legislation and regulation documentation.](#)
[Control and Communications 'log'.](#)

4.3.3 Objectives, targets and programme(s)

Purpose

Jones Bros shall establish and maintain environment objectives and targets throughout the organisation that are consistent with the company environmental policy. Consideration, when setting objectives and targets, shall be given to:-

- Legal and other requirements

ENVIRONMENTAL MANAGEMENT SYSTEM

- Significant and environmental aspects
- Technological options
- Financial, operational and business requirements
- The views of interested parties (e.g. customers)

Procedure

The managing director and directors shall oversee and approve the forthcoming objectives and targets.

During the Objective setting meeting, objectives and targets for the previous 12 months shall be discussed and reviewed. A decision will be made as to what Objectives and Targets will be set for the next 12 months. This will be based on:

- Performance and achievements during the last 12 months.
- Guidance and recommendations from the committee members.
- Legal & Legislative issues.
- Aspects and Impacts

The objectives and targets shall be defined on a matrix format, which will be communicated throughout the organisation.

All environmental measurements will be driven and monitored using charting methods linked to action plans. This will ensure that the 'PDCA' methodology is used, and that responsibilities and timelines are addressed.

Related Documents

[QAR038 Continual Improvement Plan](#)

4.4.1 Resources, roles, responsibility and authority

Purpose

Jones Bros recognises that the successful implementation and control of its EMS calls for adequate resources and the commitment of all employees of the organisation.

Responsibility and Authority

The HSEQ Manager is the appointed Management representative, who will in addition to his normal duties;

- A) Ensure that the EMS is established, implemented and maintained in accordance with the requirements of ISO14001:2004.
- B) Report to top management on the performance of the EMS for review, including recommendations for improvement.

Although responsibility is defined throughout every section of this manual, The Matrix below summarises the direct responsibility and involvement of all management and supervisory staff.

Please note that the Departmental Manager may delegate such activities to a departmental member. However, this does not negate the overall responsibility away from the Departmental Manager.

ENVIRONMENTAL
MANAGEMENT
SYSTEM

P - PRIMARY RESPONSIBILITY

S - SUPPORTING RESPONSIBILITY

EN ISO 14001 Ref	Requirement						
		Managing Director	Directors & Snr management	HSEQ Manager	Health and safety advisor	Contracts Manager	Site / operational managers
4.1	GENERAL REQUIREMENTS	P	S	S			
4.2	ENVIRONMENTAL POLICY	P	S	S	S	S	S
4.3.1	ENVIRONMENTAL ASPECTS		S	P	S	P	S
4.3.2	LEGAL AND OTHER REQUIREMENTS	P	P	P	S	S	S
4.3.3	OBJECTIVES, TARGETS AND PROGRAMMES	P	P	P	S	S	S
4.4.1	RESOURCES, ROLES, RESPONSIBILITY & AUTH	P	S	S	S	S	S
4.4.2	COMPETENCE, TRAINING AND AWARENESS	P	P	P	S	P	S
4.4.3	COMMUNICATION	S	P	P	S	P	S
4.4.4	DOCUMENTATION	P		P	S	S	S
4.4.5	CONTROL OF DOCUMENTS	P		P	S	S	S
4.4.6	OPERATIONAL CONTROL	S	S	S	S	P	P
4.4.7	EMERGENCY PREPAREDNESS AND RESPONSE			S	S	P	P
4.5.1	MONITORING AND MEASUREMENT	P	P	P	S	S	
4.5.2.1/2	EVALUATION OF COMPLIANCE (LEGAL & OTHER)		S	P	S		P
4.5.3	NON CONFORMITY, CORR & PREVENT ACTION		P	P	S	P	S
4.5.4	CONTROL OF RECORDS			P	S	S	S
4.5.5	INTERNAL AUDIT		S	P	P	S	
4.6	MANAGEMENT REVIEW	P	P	S		S	

4.4.2 Competence, training and awareness

Purpose

Jones Bros will ensure that all personnel at all levels affected or associated with this system shall receive appropriate training and shall be competent in performing tasks which can cause significant impacts.

Procedure

This procedure is integrated with the Quality Management System, and as such is covered in the related document below.

Related Documents

[PFC005 - Training](#)
[Staff Training Matrix](#)
[Qualification matrix](#)

4.4.3 Communication

Purpose

ENVIRONMENTAL
MANAGEMENT
SYSTEM

Jones Bros shall communicate both internally between the various levels and functions of the organisation, and externally to ensure that documentation and significant environmental aspects are processed.

Procedure

The HSEQ Manager is responsible for promoting communication between the various levels and functions of the organisation. This shall include the publishing of important environmental information, meeting minutes, action programmes and performance data.

The HSEQ Manager shall co-ordinate receiving information and documents from relevant external sources, processing the information internally, recording decisions and actions, and responding to relevant external parties.

All other departmental heads shall assist the HSEQ Manager in communication and motivation to provide an overall pro-active and positive approach to environmental issues.

No external communication on significant environmental aspects will take place without prior notification and agreement of the HSEQ Manager.

Related Documents

[GEN010a Environmental Alert](#)
[All relevant communication media.](#)

4.4.4 / 5 Documentation and control of documents

Purpose

To ensure that environmental documentation is kept up to date so that it can be effectively operated, adequately understood and effectively implemented.

Procedure

This procedure is integrated with the Quality Management System, and as such is covered in the related document below.

Related Documents

[PFC002 – Documentation and Records](#)

4.4.6 Operational Control

Purpose

Jones Bros shall ensure that all environmentally relevant operations and activities are identified and that documented procedures, operating criteria and communication to suppliers and contractors are planned and carried out under specified conditions. This shall include maintenance of plant and equipment.

Criteria for Operational Control

The operations and activities are divided into three main areas:-

ENVIRONMENTAL MANAGEMENT SYSTEM

- New projects, major process changes, new facilities/property, new products and services.
- Ongoing daily activities to assure conformance to environmental requirements.
- Anticipation and response to changing environmental requirements.

Procedure

All personnel involved with working to EMS procedures shall be fully trained and competent.

Procedures shall be individually written for all environmentally relevant operations. These shall consist of, but not be limited to:-

- Waste disposal (general & special/hazardous)
- Incident Response
- Oil Storage
- Noise
- Air borne contaminants

The above documents are subject to document control.

Related Documents

[EOP01 – Oil Storage and Handling](#)
[EOP02 – Waste management procedure](#)
[EOP03 – Spill response procedure](#)
[ENV004 – Factory Production Control](#)
[ENV005 - Environmental Site Risk Assessment](#)
[ENV006 – Generator Fuel Recording Form](#)
[ENV012 – Waste Transfer Note](#)
[ENV014 – Site Waste Management Plan](#)
[ENV017 – Air Quality Monitoring Record](#)
[ENV018 – Noise & Vibration Management Plan](#)
[ENV020 – Environmental Management Plan](#)

4.4.7 Emergency Preparedness and Response

Purpose

Jones Bros will establish and maintain procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating impacts that may be associated with them.

Procedure

All personnel involved with working to E.M.S. procedures shall be fully trained and competent. Procedures shall be individually written for all emergency preparedness and response potential situations. These shall be created and controlled as detailed in section 4.4.4 / 4.4.5 E.M.S. documentation, and will consist of:-

- Spillage response
- Pollutant release
- Emergency procedure for utilities

ENVIRONMENTAL MANAGEMENT SYSTEM

- Fire evacuation procedures

Periodic tests shall be carried out on a random basis to ensure personnel react correctly to spillages. This shall be controlled by the HSEQ Manager/ Fire Co-ordinator.

Utility shut off points will be clearly documented and displayed in the head / area offices and in site offices. .

External Contacts (Details of Services / Departments, Names, Telephone, Addresses & expected response times) shall be communicated via display boards.

Related Documents

[HSP10a – Fire Safety procedure at Ty Glyn](#)
[HQ001 – Fire procedures at Denbigh Road](#)
[EOP03 – Spill Response procedure](#)
[SWI08 – Substances Hazardous to Health](#)
[SWI010 – Fire Safety on site](#)
[SWI024 – Emergency planning](#)
[ENV019 – Pollution Control Plan](#)

4.5.1 Monitoring and Measurement

Purpose

Jones Bros shall measure and monitor actual performance against the documented objectives and targets (see section 4.3.3). Procedures have been developed to monitor and measure any of the characteristics of our activities which could have a significant effect on the environment, including legislative requirements, performance tracking, operational controls and conformance with the objectives and targets.

Procedure

Monitoring the use of resources enables the company to measure our progress towards achieving objectives and targets and its effectiveness in pollution prevention.

Environmental performance is measured and monitored during the HSE inspections carried out by HSEQ Manager / H&S Manager and our third party inspection company BSG. The results are reviewed monthly at the BOD meetings and the bi annual Joint Consultation Committee (JCC)

Any monitoring and measuring equipment used shall be calibrated. This will be carried out as detailed in the quality management system. Individuals responsible for monitoring equipment which needs to be calibrated are responsible for ensuring this is done according to manufacturer's guidance, and are to keep appropriate records.

Related Documents

[PFC017 – Calibration](#)
[PFC030 – Workplace Inspections](#)

[PFC034 – Senior Managers Tours](#)
[SWI011 – Safety Inspection and Monitoring](#)
[ENV008 – Environmental Daily Checklist](#)
[ENV015 – Watercourse Monitoring Record](#)

4.5.2 Evaluation of compliance

Purpose

Jones Bros is committed to compliance with all applicable legal and other requirements. As such, the company will carry out regular reviews on a suitable timescale for periodic evaluation. This process also applies to other requirements to which we subscribe.

Procedure

The HSEQ Manager shall ensure that any changes in legal requirements that impact on Jones Bros are assessed for their relevance to the company. If found to be applicable to Jones Bros they will be added to the Register of Legislation and any changes to procedures or blank forms will be made.

The Legislation Matrix shall be used to identify the actions associated with the compliance towards legal requirements. (Ref Section 4.3.2).

Awareness of and compliance with legislation and other requirements will be evaluated using the following:

- Audit data
- Inspection results
- Incident data
- External award comments
- Management review

Reports will be produced for the board on a half yearly basis containing the above data with recommendations for any necessary changes to the management system

Related Documents

[Relevant legislation and regulation documentation.](#)
[H&S001 - Register of Legislation](#)
[Incident database](#)
[Inspection results spreadsheet](#)

4.5.3 Nonconformity, Corrective and Preventative Actions

Purpose

Jones Bros shall maintain a formal corrective and preventative action system for investigating and closing-out of non-conformances.

Procedure

ENVIRONMENTAL
MANAGEMENT
SYSTEM

This procedure is integrated with the Quality Management System, and as such is covered in the related document below.

Related Documents

[PFC004 – Corrective and Preventive action](#)

4.5.4 Records

Purpose

Jones Bros maintain environmental records appropriate to this Environmental Management System to demonstrate conformance to BS EN ISO 14001:2004 and specific customer requirements.

Procedure

This procedure is integrated with the Quality Management System, and as such is covered in the related document below.

Related Documents

[PFC002 – Documentation and Records](#)

4.5.5 Internal Audit

Purpose

Jones Bros shall periodically audit the E.M.S. to ensure that it conforms to the requirements of BS EN ISO 14001 and any specific requirements of our customers, and to determine whether the environmental management system has been properly implemented and maintained

The internal audit will be a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

Auditor Qualities

The minimum required competence for auditors are:

Auditing Training (at least 3 day course)

An Environmental qualification / experience

Procedure

This procedure is integrated with the Quality Management System, and as such is covered in the related documents shown below.

Related Documents

[PFC003 – Internal Audit](#)

[PFC004 – Corrective and preventative Action](#)

[PFC006 – Non Conformance](#)

4.6 Management Review

Purpose

Jones Bros shall periodically review its environmental management system to ensure its continuing suitability, adequacy and effectiveness. A 'Strategic' review will be held every 12 months to review all ongoing operational aspects.

Procedure

This procedure is integrated with the Quality Management System, and as such is covered in the related document below.

Related Documents

[PFC001 – Management Review](#)

[Notes of monthly BOD meetings](#)