



**Carpenter *Oak* & Woodland**  
Traditional & Contemporary Timber Frames

Revision: Ver 2.1  
Dated: 31/01/2006

# **Carpenter Oak & Woodland Co. Ltd**

**Environmental Management Systems**

**ENVIRONMENTAL POLICY MANUAL**

**Controlled Copy**

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This publication establishes the basic Environmental Management System functions and policies of Carpenter Oak & Woodland Co. Ltd to ensure the required high quality of all programs.

The use of this publication at Carpenter Oak & Woodland Co. Ltd is hereby authorised.

Supersede Document

N/a

Approved By:

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Date

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### **Revision Policy**

The Environmental Policy Manual shall be revised to reflect any changes to Carpenter Oak & Woodland Co. Ltd Environmental Management System (EMS).

At the discretion of the Board, revisions, affected paragraphs, shall be submitted to the Environmental Management System Management Team for their review. When a revision occurs, the Environmental Management System (EMS) Policy Manual shall be re-issued.

The Environmental Management Representative is responsible for the maintenance of the Environmental Management System (EMS) Policy Manual as described and for reviewing the manual annually.

Accepted revisions to the Environmental Management System (EMS) Policy Manual are recorded on the Revision Log per Document Control requirements.

The manual is distributed and maintained on a controlled-copy basis, with manual holders receiving copies of new or revised policies to document changes.

Revisions will be submitted when the above, or the appropriate conditions dictate.







**Section X1 Definitions****The Management Teams**

The following “Teams” used in this manual are defined below:

<b>Job Title</b>	<b>EMS Management Team</b>	<b>Cross Functional Team (CTF)</b>

**Continual improvement**

Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organisations environmental policy.

**Environment**

Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, human’s and their interrelations.

**Environmental aspect**

Elements of an organisation’s activities, products or services that can interact with the environment.

**Environmental impact**

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s activities, products or services.

**Environmental management system**

The part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

**Environmental management system audit**

A systemic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation’s environmental management system conforms to the environmental management system audit criteria set by the organisation, and for the communication of the results of this process to management.

**Environmental objective**

Overall environmental goal, arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practicable.

**Environmental performance**

Measurable results of the environmental management system, related to an organisation's control of its environmental aspects, based on its environmental policy, objectives and targets.

**Environmental policy**

Statement by the organisation of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

**Environmental target**

Detailed performance requirement quantified where practicable, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set in order to achieve those objectives.

**Interested party**

Individual or group concerned with or affected by the environmental performance of an organisation.

**Organisation**

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

**Prevention of pollution**

Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

**EMS POLICY**

Our Environmental Policy is to be responsible in protecting the environment, both corporately and as individual members of the Company. We are committed to complying with accepted environmental practices, including the commitment to meet or exceed applicable legal and other requirements, to strive for continual improvement in our environmental management system, and to minimize the creation of wastes and pollution. We will, therefore, manage our processes, our materials, and our people in order to reduce the environmental impacts associated with our work.

Our Environmental Policy provides the framework for setting and reviewing environmental objectives and targets. Our Environmental Policy is documented, implemented and maintained and communicated to all employees.

Carpenter Oak & Woodland Co. Ltd pledges to implement and operate the ISO-14001 Environmental Management System to further enhance environmental performance. Our main objectives and commitments are to:

- **Regularly investigate and reduce the production and/or usage of hazardous and toxic chemicals, eliminating them where possible (including avoiding the use of treated timber – unless boron treated where necessary)**
- **Reduce, reuse and recycle waste and packaging**
- **Improve the efficiency of energy waste in our operations**
- **Purchase energy from only ‘green’ sources**
- **Seek to ‘green the supply chain’, using only companies with a trusted environmental policy and environmentally responsible attitude**
- **Pursue low impact travel and transport policies, eliminating unnecessary travel and reducing travel requirements through careful planning**
- **Promote and facilitate a healthy working environment and working practices for our staff**
- **Promote safe and healthy buildings for our clients**
- **Train and enthuse our staff in environmental consciousness**
- **Support sabbaticals for staff wishing to engage in environmental projects**
- **Pursue an agenda of eco-design in our products**
- **Provide education on the environmental aspects of construction**
- **Manage a net replanting scheme of ten trees for every one felled**
- **Be a zero carbon producer by making up any shortfalls via funding counterbalancing schemes**

This policy will be communicated to all parties interested in the performance of our environmental management system, including the public.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## **1.0 Purpose**

This manual defines the scope of the Carpenter Oak & Woodland Co. Ltd Environmental Management System (EMS) and provides a linkage of system documents to the various elements of the ISO 14001:1996 standard.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects
- Legal and Other Requirements
- Environmental Objectives and Targets
- Environmental Management Programs
- Organisational Structure and Responsibility
- Training, Awareness and Competence
- Communication
- Document Control
- Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Non-conformance and Corrective and Preventive Action
- Records
- Environmental Management System Audit
- Management Review

## **2.0 Scope**

The Carpenter Oak & Woodland Co. Ltd Facility EMS provides a mechanism for environmental management throughout all areas and departments. The environmental management system is designed to cover environmental aspects which a facility can control and directly manage. And those it does not control or directly manage but can be expected to influence.

## **3.0 Issue and Update**

The control of this manual is in accordance with the Carpenter Oak & Woodland Co. Ltd Facility environmental procedure EMS-P-012 Environmental Document Control. All copies of this manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only.

Amendments to this manual will be issued by the Environmental Management Representative.

## **4.0 Environmental Policy**

The Carpenter Oak & Woodland Co. Ltd Facility Environmental Policy (Policy EMP-1) is endorsed by the Board. The policy covers all aspects of the facility. The policy includes a commitment to continual improvement and prevention of pollution, as well as a commitment to meet or exceed relevant environmental legislation, regulations

and other requirements. The policy will be reviewed annually by the top management, communicated to all employees and made available to the public in accordance with the Environmental Communication procedure

**Reference: Material:**

ISO-14001 Standard (4.2)

**Applicable Procedures:**

EMS-P-010 Environmental Communications

## **5.0 Environmental Aspects**

The Cross Functional Team (CFT) identifies the environmental aspects which the facility controls and over which it may be expected to have an influence, and determines which of those aspects are considered significant.

Discussions regarding significance are recorded in CFT meeting minutes. These aspects are reviewed at least semi-annually by the CFT or when there is a new or changed process or activity in the facility.

The Environmental Management Representative maintains CFT minutes and other records. A list of the aspects by area and department is addressed in EMS-P-002-Aspects, Objectives & Targets.

**Reference Materials**

ISO-14001 Standard (4.3.1)

**Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets and Management Programs

EMS-P-008 Environmental Review of Projects

## **6.0 Legal and Other Requirements**

The Carpenter Oak & Woodland Co. Ltd Facility has established an environmental procedure for the purpose of identifying, accessing and communicating legal and other requirements that are applicable to the facility.

Additional information is also available through legal publications. Local regulations are identified, accessed and communicated by the Environmental Management Representative. At least annually the Environmental Management Representative will review the most current national, regional, provincial, state and local legal and other requirements as applicable to Carpenter Oak & Woodland Co. Ltd Facility.

**Reference Materials**

Legal and Other Requirements

ISO-14001 Standard (4.3.2)

**Applicable Procedures**

EMS-P-007 Environmental Regulations and Other Requirements

**7.0 Environmental Objectives and Targets**

The Cross Functional Team (CFT) has developed objectives and targets for each significant environmental aspect. These objectives and targets define:

1. the performance objectives (Investigate/Study, Control/Maintain, or Improve) for each significant environmental aspect;
2. the specific, quantified targets which define those performance objectives and
3. the planned deadlines for the achievement of those targets.

Objectives and targets are developed considering significant environmental aspects, technology options and financial, operational and business plans, and the views of interested parties.

**Reference Material**

ISO-14001 Standard (4.3.3)

**Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets, and Management Programs.

EMS-P-008 Environmental Review of Programs

**8.0 Environmental Management Program**

The Cross Functional Team (CFT) establishes environmental management programs (EMPs) as a means for achieving objectives and targets. These programs define the principle actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The EMPs are developed by the CFT and approved by (insert job title). (Refer to Section 5.0 Environmental Aspects).

**Reverence Materials**

ISO-14001 Standard (4.3.4)

**Applicable Procedures**

EMS-P-002 Environmental Aspects, Objectives and Targets, and Management Programs.

EMS-P-008 Environmental Review of Projects.

**9.0 Organisational Structure and Responsibility**

Environmental management systems roles, responsibilities and authorities are defined at relevant functions and levels within the organisation. The EMS team provides the resources essential to the implementation and control of the environmental management system, including:

- Training
- Human Resources
- Specialty Services
- Financial Resources
- Technical Services
- And Informational Services

The organisation's top management has appointed specific management representative(s) who, irrespective of other responsibilities, has have defined roles, responsibilities and authority for:

- Ensuring the environmental management system requirements are established, implemented and maintained in accordance with this international standard;
- Reporting on the performance of the environmental management system to top management for review and as a basis for improvement of the environmental management system.

A Cross Functional Team (CFT) provides routine EMS support, and reports directly to the Environmental Management Representative. Documentation, which describes various positions, is included in Appendix E – Structure & Responsibilities.

#### **Reference Material**

ISO-14001 (4.4.1)

#### **Applicable Documents**

Appendix E

### **10. Training, Awareness and Competence**

The Carpenter Oak & Woodland Co. Ltd Facility identifies, plans, monitors and records training needs for personnel whose work may cause a significant impact upon the environment.

The (insert job title) has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects, their role and responsibilities in achieving conformance with the policy and procedures, and with the requirements of the Environmental Management System.

The training coordinator is responsible for maintaining employee-training records. Appropriate records are monitored and reviewed on a scheduled basis. Competency is determined by the employee's supervisor as specified in EMS-P-014. An environmental training plan is in Appendix F – Training Matrix.

#### **Reference Material**

ISO-14001 Standard (4.4.1)

**Applicable Procedures**

EMS-P-014 Environmental Training and Awareness

**11.0 Communication**

The Carpenter Oak & Woodland Co. Ltd Facility has established and will maintain a procedure for internal and external communications regarding environmental aspects and the Environmental Management System.

**Reference Material**

ISO14001 Standard (4.4.3)

**Applicable Procedures**

EMS-P-010 Environmental Communications

**12.0 Environmental Management System Documentation**

This manual identifies all documents relevant to the Environmental Management System. A copy of Environmental Management System documents, other than visual aids and records, can be obtained from the Environmental Management Representative or designee.

System procedures and forms are provided in Appendix I – Procedures and Appendix J -Work Instruction

**Reference Material:**

ISO14001 Standard (4.4.4)

**13.0 Document Control**

The Carpenter Oak & Woodland Co. Ltd Facility has established an environmental procedure for controlling all documents related to the environmental system. This procedure describes where documents can be located and how and when they are reviewed.

The procedure ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified,

Controlled documents are obtainable from the Environmental Management Representative or designee.

A list of controlled documents is provided in Appendix G – Master Document List

**Reference Material**

ISO-14001 Stand (4.4.5)

**Applicable Procedures**

EMS-P-001 Formatting Environmental Procedures, Work Instructions and Forms

EMS-P-012 Environmental Document Control

#### **14. Operation Control**

The Cross Functional Team (CFT) is responsible for identifying operations and activities associated with significant environmental aspects that require operational control in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the Environmental Management System and ensure that the system is maintained in accordance with the environmental policy and objectives and targets and is communicated to suppliers and contractors.

- System procedures: Cover the management and control of both the Environmental Management System and the principle environmental aspects, which the system manages. These procedures are facility-wide in their application.
- Work Practices: Cover the environmental control of specific operational activities and they are usually activity specific in their application.

##### **Reference Material**

ISO-14001 Standard (4.4.6)

#### **15. Emergency Preparedness and Response**

The Carpenter Oak & Woodland Co. Ltd facility has an environmental procedure to identify the potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

Emergency methods are reviewed by the Cross Functional team (CFT) on an annual basis and after the occurrence of accidents or emergency situations.

##### **Reference Material**

ISO-14001 Standard (4.7)

##### **Applicable Procedures**

EMS-P-006 Emergency Preparedness and Response

#### **16.0 Monitoring and Measurement**

The Carpenter Oak & Woodland Co. Ltd Facility has established an environmental procedure to monitor and measure the key characteristics of its operation and activities that can have a significant impact on the environment.

This procedure includes calibration and maintenance requirements and ensures that records will be retained.

The Carpenter Oak & Woodland Co. Ltd Facility has established an Environmental Regulatory Compliance program. Procedure EMS-P-003 outlines the requirements of

the program to periodically review regulatory compliance and report results to management on a yearly basis.

**Reference Material**

ISO-14001 Standard (4.5.1)

**Applicable Procedures**

EMS-P-003 Environmental Management System and Regulatory Compliance Audits  
EMS-P-015 Monitoring and Measurement

**17.0 Nonconformance and Corrective and Preventive Actions**

The Carpenter Oak & Woodland Co. Ltd Facility has an environmental procedure for defining responsibility and authority for handling and investigating nonconformance, for taking actions to mitigate impacts, and for initiating and completing corrective and preventive action.

Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The audit program leader maintains these records.

**Reference Material**

ISO-14001 Standard (4.5.2)

**Applicable Procedures**

EMS-P-004 Nonconformance and Corrective and Preventive Actions

**18.0 Records**

The Carpenter Oak & Woodland Co. Ltd Facility has an environmental procedure for the identification, maintenance and disposal of environmental records. These records include:

- training Records
- results of Internal Audits
- results of Management Reviews

They are readily retrievable and protected against damage, deterioration and loss. The areas and departments maintain their own environmental records. Records and documents retention is also specified in the procedure. A list of relevant records is provided in Appendix H – Master Records List.

**Reference Material**

ISO-14001 Standard (4.5.3)

**Applicable Procedures**

EMS-P-013 Environmental Records

**19.0 Environmental Management System Audit**

Periodic system audits are conducted to ensure that the environmental management system has been properly implemented and maintained.

The results of these audits are provided to management. Audits are performed according to a schedule, which is based in the environmental importance of the activity, the results of the last audit and the audit schedule.

All auditors are trained and records are kept with the Audit Program Leader.

**Reference Material**

ISO-14001 Standard (4.5.4)

**Applicable Procedures**

EMS-P-003 Environmental Management System and Regulatory Compliance Audits

**20.0 Management Review**

The Carpenter Oak & Woodland Co. Ltd Facility Environmental Management Team reviews all elements of the Environmental Management System annually to ensure its continuing suitability, adequacy and effectiveness. Meeting minutes record these reviews and are kept by the EMR or designee.

**Reference Material**

ISO-14001 Standard (4.6)

**Applicable Procedures**

EMS-P-005 Environmental Management System Management Review