

**M F FREEMAN LIMITED**

*Environmental Management*  
**POLICY MANUAL**  
*Compliant with*  
**ISO 14001-2004**



**ENVIRONMENTAL POLICY STATEMENT**

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Issue : One  
Dated : 1<sup>st</sup> December 2006  
Authority : *L. Freeman*

BBQA   
- Caring For Business -

## M F FREEMAN LIMITED

Our continuing and developing environmental policy is the harnessing of Business controls and systems towards improvements to the environment so far as these can be effected by our operations including our influence upon our suppliers.

It is our belief that such controls will additionally reduce costs, in itself ensuring the protection of jobs through increased competitiveness, through to further improvements consistent with our own growth.

To this end, the areas under scrutiny for realistic improvement with continuous review are:-

- Use of natural resources through energy consumption.
- Use of longer life and environmentally friendly materials.
- Increased raw materials conversion efficiencies including recycling waste for use on less critical outlets.
- Use of environmentally friendly supplies and suppliers.
- Waste and its disposal

This policy is to be continuously developed within our existing ISO 9001-2000 Management system including review and audit, and with the objective of working towards, and operating within, the formal ISO 14001 management system.

Mervin Freeman

Jennifer Freeman

Joint Directors

**M F FREEMAN LIMITED**

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# M F FREEMAN LIMITED

## ORGANIZATIONAL PROFILE

Established in the middle 60s, the Business operates in the spheres of Civil Engineering and Plant Hire directly employing in excess of 20 people supplemented by sub-contract labour on a wide range of earth moving plant and with projects covering roads, sewers, site ground works, and general civil engineering and construction

***OPERATIONAL SCOPE***

The Scope of this Health & Safety Management System applies to the following: -

- Civil engineering
- Construction
  - Plant hire
  - Haulage

As carried out on MF Freeman premises and their operating sites

**ENVIRONMENTAL MANAGEMENT**

# M F FREEMAN LIMITED

## SYSTEM STRUCTURE

This Environmental Management System addresses the processes of management responsibility, legal requirements, and continuing improvement in environmental controls through performance monitoring and review.

The system incorporates a structured Organisation with clearly defined responsibilities and communication links.

All resources, including people, materials, equipment, and workplace are so controlled as to preserve an environmentally friendly Business. This extends also to other environments and persons affected by our activities and including suppliers and customers.

The system operates at four levels viz.

1. The policy manual outlining the Environmental Management systems and incorporating the Organisation's Environmental policy statement.
2. Operating procedures relating to process activities by department or function, and incorporating responsibility levels, health & safety, and environmental requirements, key inspection, testing and other controls, quality checks and control records. All are cross referenced to the relevant sections of the standard. All have a Health & Safety, Environmental and Quality Management (ISO 9000) content enabling assessment to all three relevant standards within the one integrated management system.
3. Records documentation formatted to provide all relevant information and data in sufficient detail to minimise the need for additional work instructions.
4. Work instructions only where additional method specification is desirable.

## PROCEDURES MANUAL CONTENTS

# M F FREEMAN LIMITED

	<i>Title</i>	<i>Relates to</i>		
		<b>ISO 9001</b>	<b>Health &amp; Safety</b>	<b>Envir- onment</b>
1	Organization	✓	✓	✓
2	Document control	✓	✓	✓
3	Training controls	✓	✓	✓
4	Supplier, sub-contractor, & goods received	✓	✓	✓
5	Plant & Equipment maintenance	✓	✓	✓
6	Test & Inspection equipment (calibration)	✓	✓	✓
7	Performance monitors inc audit and Review	✓	✓	✓
8	Consultation and communication	✓	✓	✓
9	Civil Engineering contract review and plannin	✓	✓	✓
10	Civil Engineering Site controls	✓	✓	✓
11	Plant Hire & haulage	✓	✓	✓
12	Plant operation	✓	✓	✓
13	Health & Safety risk assessment inc. COSHH	✓	✓	✓
14	Health & Safety Emergency Preparedness	✓	✓	✓
15	Environmental management	✓	✓	✓
16	Environmental risk assessment	✓	✓	✓

## ISO 14001-2004 CROSS REFERENCED TO PROCEDURES

### PROCEDURE REFERENCE

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ISO 14000 ref	TITLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
4.1	GENERAL																
4.2	POLICY																
4.3	PLANNING																
4.3.1	Environmental aspects																
4.3.2	Legal requirements																
4.3.3	Objectives and targets																
4.3.4	Environmental management programme																
4.4	IMPLEMENTATION & OPERATION																
4.4.1	Structure/responsibility																
4.4.2	Training awareness & competence																
4.4.3	Consultation & communication																
4.4.4	Documentation																
4.4.5	Document & data control																
4.4.6	Operational control																
4.4.7	Emergency preparedness & response																
4.5	CHECKING & CORRECTIVE ACTION																
4.5.1	Monitoring & measurement																
4.5.2	Non conformance, corrective & preventive action																
4.5.3	Records																
4.5.4	Audit																
4.6	MANAGEMENT REVIEW																

Health & Safety procedures