





# ENVIRONMENTAL MANUAL

Precision Hydraulic Cylinders (U.K.) Limited  
Bassington Industrial Estate  
Cramlington  
Northumberland  
NE23 8AE  
England

## ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

Issue	Reason for Issue	Date	Approved By
1	First Issue	1/04/08	
2	Update responsibilities of the EMR	May 2008	



## **ENVIRONMENTAL MANUAL**

### **Scope**

The scope of this environmental management system is defined as:

**‘The design and manufacture of hydraulic cylinders for fork trucks, agricultural, off highway and construction industries.’**

We are accredited to ISO 9000, which is contained within a separate management system.

### **Design**

Whenever possible our design department will try and influence the customer to amend their choice to use resources more efficiently. However, generally we are customer lead and can only suggest changes rather than influence or force them.

### **Purchasing**

Whenever possible we will try and purchase environmentally friendly alternatives to the substances used on jobs, so long as they perform adequately. Generally on an ongoing basis we will look at new substances on the market via liaising with our suppliers, if these are classed as better for the environment we will trial them to determine if they are fit for our purposes.



# ENVIRONMENTAL MANUAL

## POLICY STATEMENT

**P. H. C ((UK) Limited**, based in Cramlington, Northumberland, is a dedicated hydraulic cylinder manufacturing plant and is a subsidiary of P. H. C. Inc based in North Carolina USA.

The company will ensure that all operations are performed in a safe and efficient manner and will comply with the Health and Safety at Work Act 1974.

Sufficient resources and equipment will be provided to ensure that the company can produce the required quality of work without endangering the health or safety of its employees.

The company will operate management systems that are based on the requirements of ISO 9001 and 14001.

This management system will address all the following aspects to ensure we can achieve a continual improvement in the environmental field.

- Control of information to ensure it is correct and up to date.
- Regularly review relevant legislation and any other requirements that relate to our environmental aspects to ensure and demonstrate that we comply.
- Conduct regular briefing sessions to inform the employees of our environmental objectives.
- Promote environmental awareness and seek suggestions for improvement.
- Recover and recycle as much raw material as is possible.
- Minimise the amount of rework necessary.
- Investigate and improve where possible the use of energy.
- Operate in a responsible manner to prevent pollution.
- Encourage our customers and suppliers to demonstrate environmental concern.
- Consider the concerns and suggestions of all stakeholders, including neighbours and the general public.

We will conduct regular reviews of our environmental performance to become proactive in our approach to future improvements. As a result of these reviews we will set objectives and targets to demonstrate our commitment to environmental improvements.

All personnel employed by the company will be suitably trained in the skills necessary to satisfy this policy.

This policy and the resultant Environmental Management System has been agreed by the Vice President and Managing Director of P. H. C. (UK) Ltd and will be followed by all personnel.

The company is committed to customer and employee satisfaction.

R.W. Scott. Vice President and Managing Director P.H.C (UK) Ltd.

Note: This policy statement is issued to all personnel with their terms of employment, and is available to the public when requested.



## **ENVIRONMENTAL MANUAL**

**ORGANISATION :- Refer to PHC QUALITY MANUAL**



# ENVIRONMENTAL MANUAL

## Specific Responsibilities

### **General Employee Responsibilities**

All employees are responsible for the following:

Assisting in the company's aim to improve its impact on the environment, eg. through;

- Switching lights and machinery off when not needed,
- Ensuring waste is placed in the correct bins,
- Minimising the amount of material wasted.
- Behaving in an environmentally responsible manner.
- Following specific environmental procedures as requested.

All employees have the authority to raise concerns with their committee member or directly with the Environmental Management Representative.

### **Environmental Management Representative**

The H&S / Maintenance Manager has been nominated as the Environmental Management Representative with specific responsibility and authority for the co-ordination of the Environmental Management System. This will include:

- Ensuring the system established to manage the environmental policy is implemented and effective.
- Approval of system procedures and subsequent amendments.
- Chairing Environmental Review Meetings.
- Reporting performance of the system to the management team and director.
- Report to senior management any recommendations for improvement.

The Manufacturing Manager will act as the deputy and resume the roles and responsibilities in the absence of the management representative.

### **Managers / Directors**

- Follow specific environmental procedures and ensure that all personnel conform to the procedures.
- When employing contractors ensure that they conform to PHC environmental policy.
- Supervise and monitor the personnel and contractors under their control to ensure that a competent and efficient job is being carried out.
- Attend management reviews as required and bring to relevant information to the meetings.

### **Committee Members**



## **ENVIRONMENTAL MANUAL**

Personnel nominated for the Health & Safety / Environmental committee have the authority and responsibility to carry out the following:

- Review and discuss with colleague's matters arising from committee meetings.
- Collecting concerns, suggestions and data for the committee meetings.

The meetings will be held on a 2-monthly basis, minutes retained and will be circulated amongst all employees by the committee members.

### **ENVIRONMENTAL MANAGEMENT REVIEW MEETING**

Regular review meeting will be held to ensure the policy defined herein is being maintained.

These meetings will be held on a six monthly basis and minutes will be prepared and issued for information and actions as appropriate.

Personnel involved Environmental Representative, Department Managers and Managing Director of P. H. C (UK) as a minimum.

Prior to the management review attendees are requested to bring any applicable environmental information, for example emergency incidents, communication, records, etc.

The following points, as a minimum, will be included in the agenda for this meeting.

- A review of previous minutes and any actions required.
- Review the effectiveness of the policy and the environmental management system to ensure its continued suitability, adequacy and effectiveness.
- The environmental performance of the organisation.
- Review of targets and objectives for improvement of the company's environmental impact.
- Setting, where necessary, new targets and objectives.
- Review of identified environmental aspects to determine whether any changes are necessary to the aspects register.
- Results of management system audits
- Results from registration body visits.
- Status of any corrective and preventative actions.
- Review of compliance checks for applicable legislation and any other requirements.
- Environmental committee meeting outcomes.
- Any employee suggestions, concerns with regard to the environment.
- Any concerns raised by any interested parties, including any complaints.
- Results of monitoring and measuring procedure.
- Detail any areas of continual improvement and any recommendations for future improvements.
- Environmental training needs.



## **ENVIRONMENTAL MANUAL**

As a result of this review we can determine the effectiveness and suitability of the environmental management system.

Changes required will be documented within the meeting and implemented as appropriate.

### **ENVIRONMENTAL MANAGEMENT SYSTEM**

The system in place is based on this manual and a series of procedures, which cover all requirements of the standards ISO 14001.

In addition where necessary instruction may be incorporated into a particular form that will form both procedure and record.

The following chart identifies the relevant clauses of the standards and the relevant procedures.



## ENVIRONMENTAL MANUAL

ISO 14001: 2004		Procedure Reference
4.1	General requirements	This manual
4.2	Environmental policy	This manual
<b>Planning</b>		
4.3.1	Environmental aspects	EP02 Significant Aspect Evaluation
4.3.2	Legal and other requirements	EP03 Updating Register of Applicable Legislation
4.3.3	Objectives, targets and programmes	Management Review Meetings, Policy Statement
<b>Implementation and Operation</b>		
4.4.1	Resources, roles, responsibility and authority	This manual
4.4.2	Competence, training and awareness	EP08 Training
4.4.3	Communication	EP04 Communication
4.4.4	Documentation	This manual
4.4.5	Control of documents	EP05 Document Control
4.4.6	Operational Control	EP06 Monitoring & Measuring Specific work instructions, where required EP10 Waste Management
4.4.7	Emergency Preparedness and Response	EP01 Emergency
<b>Checking and Corrective Action</b>		
4.5.1	Monitoring and measurement	EP06 Monitoring & Measuring
4.5.2	Evaluation of compliance	EP07 Audit
4.5.3	Nonconformity, corrective action and preventative action	EP09 Non Conformance, Corrective and Preventative Action Control
4.5.4	Control of records	EP05 Document Control
4.5.5	External Audit	EP07 Audit
4.6	Management Review	This Manual