

**ENVIRONMENTAL MANAGEMENT  
PROCEDURE FOR ENVIRONMENTAL  
ASPECTS AND IMPACTS**

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## 2. PURPOSE

The purpose of this procedure is to outline the methodology for identifying environmental aspects relating to **Insert Your Company** operations and for the determination of related impacts that may have actual or potential impacts on the environment.

## 3. SCOPE

This procedure applies to the process that **Insert Your Company** undertakes to ensure (so far as is reasonably practicable) that environmental aspects and the associated impacts are identified, assessed and controls are implemented to eliminate or mitigate the risks.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Aspect</b>	An element of operations and processes that interact with the environment.
<b>Impact</b>	The change in the environment that may affect operations and the environment.
<b>Opportunity</b>	The positive effect or benefit that may arise from an activity.
<b>Outputs</b>	The result of a process.
<b>Process</b>	A set of interacting or interacting activities which use inputs to produce outputs.
<b>Risk</b>	The possibility of a negative effect.
<b>Risk Assessment</b>	The overall process of risk identification, risk analysis and risk evaluation.
<b>Risk Management</b>	Integrating your objectives and actions with consideration to the known risks and their potential effects. The ideal situation is to minimize the likelihood or impact of unwanted outcomes.
<b>Risk Mitigation</b>	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
<b>Uncertainty</b>	A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Identifying aspects and mitigating impacts with the goal of achieving a sustained benefit.
- Engaging with **process owners** to ensure that the current and forecast impacts are suitably aligned with existing controls and the effectiveness of treatment methods.
- Continually challenging the relevance of aspects and impacts and the adequacy of control measures.
- Reviewing and formally issuing approval of the environmental impact and impact register.

**Process owners are responsible for:**

- Identifying associated environmental impacts with processes, services and activities.
- Considering the life cycle perspective with regard to:
  - Environmental impacts within the supply chain.
  - Environmental impacts associated with product use and services.
  - Environmental impacts at end-of-life treatments and disposal.
  - The life cycle perspective of goods and services.
  - Maintaining documented information regarding environmental aspects and significant impacts.
  - Prioritizing issues for action into outcomes.
  - Enhancement of environmental performance.
  - Fulfillment of compliance obligations.
  - Achievement of environmental objectives.
  - Any additional issues that the **Company** set.

**Supervisors are responsible for:**

- Escalating through established lines of management, the accountability of all aspects of impacts that may require mitigation. This may take place during formal reviews or through other simple mechanisms at management meetings.
- Ensuring compliance with environmental requirements.
- Providing information, such as statistical data on active impacts, unassessed impacts and other information as appropriate.

**Workers are responsible for:**

- Reporting new and existing environmental aspects and their impacts when identified.
- Assisting with the development of impact control measures.
- Complying with implemented control measures.