

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR ENVIRONMENTAL
ASPECTS AND IMPACTS**

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1. APPROVAL

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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 (so far as is reasonably practicable) that environmental aspects and their associated impacts are identified, assessed and controls are implemented to eliminate or mitigate the risks.

4. TERMS AND DEFINITIONS

Term	Definition
Aspect	An element of operations or processes that interact with the environment.
Impact	The change which an aspect may affect operations and the environment.
Opportunity	The positive effect of uncertainty.
Outputs	The result of a process.
Process	A set of planned or interacting activities which use inputs to deliver outputs.
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Management	Planning 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.
Risk Mitigation	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
Uncertainty	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 to achieve 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 aspect and impact register.

Process owners are responsible for:

- Identifying associated environmental impacts with products, services and activities.
- Considering the life cycle perspective with respect to:
 - Environmental impacts within the supply chain
 - Environmental impacts associated with production and service
 - Environmental impacts at end-of-life treatments and/or disposal
 - The life cycle perspective of procured goods and services
 - Maintaining documented information regarding environmental aspects and significant impacts.
 - Prioritizing issues that could present inadequate control
 - Enhancement of environmental performance
 - Fulfilment of compliance obligations
 - Achievement of environmental objectives
 - Any additional issues that may be required by set.

Supervisors are responsible for:

- Escalating the issues identified to management, the accountability of all aspects and impacts that need to be mitigated. This may take place during formal reviews, or through simple mechanisms at management meetings.
- Issuing instructions in accordance with environmental requirements.
- Providing information such as statistical data on active impacts, unassessed aspects, inspections and other information as appropriate.

Workers are responsible for identifying existing environmental aspects and their impacts when

- In the development of impact control measures.
- Complying with implemented control measures.

6. PROCEDURES

6.1. Environmental Aspects and Impacts Management Process Overview

All business activities shall be assessed to ensure that any changes to processes and operations do not result in adverse environmental impacts.