



**KJM Electrical Ltd**

## **ENVIRONMENTAL MANAGEMENT POLICY**

**EMP001**

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**SECTION A – ENVIRONMENTAL MANAGEMENT  
POLICY STATEMENT**

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# 1. KJM ELECTRICAL LTD. - ENVIRONMENTAL MANAGEMENT POLICY STATEMENT

KJM Electrical Ltd. leadership shall demonstrate commitment with respect to the environmental management system by:

- a) taking accountability for the effectiveness of the environmental management system;
- b) ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction of KJM Electrical Ltd.;
- c) ensuring the integration of the environmental management system requirements into KJM Electrical Ltd.'s business processes;
- d) ensuring that the resources needed for the environmental management system are available;
- e) communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- f) ensuring that the environmental management system achieves its intended outcomes;
- g) directing and supporting persons to contribute to the effectiveness of the environmental management system;
- h) promoting continual improvement;
- i) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

KJM Electrical Ltd. Leadership shall establish, implement and maintain an environmental policy that, within the defined scope of its environmental management system:

- a) is appropriate to the purpose of KJM Electrical Ltd., including the nature, scale and environmental impacts of its activities and services;
- b) provides a framework for setting environmental objectives;
- c) includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to KJM Electrical Ltd.;
- d) includes a commitment to fulfil its compliance obligations;
- e) includes a commitment to continual improvement of the environmental management system to enhance environmental performance.

The environmental policy shall:

- be maintained as documented information;
- be communicated within KJM Electrical Ltd.;
- be available to interested parties.

I Order to implement this policy; the following organisation and arrangements will be put in place.

Signed:



Name: Paul Mumin

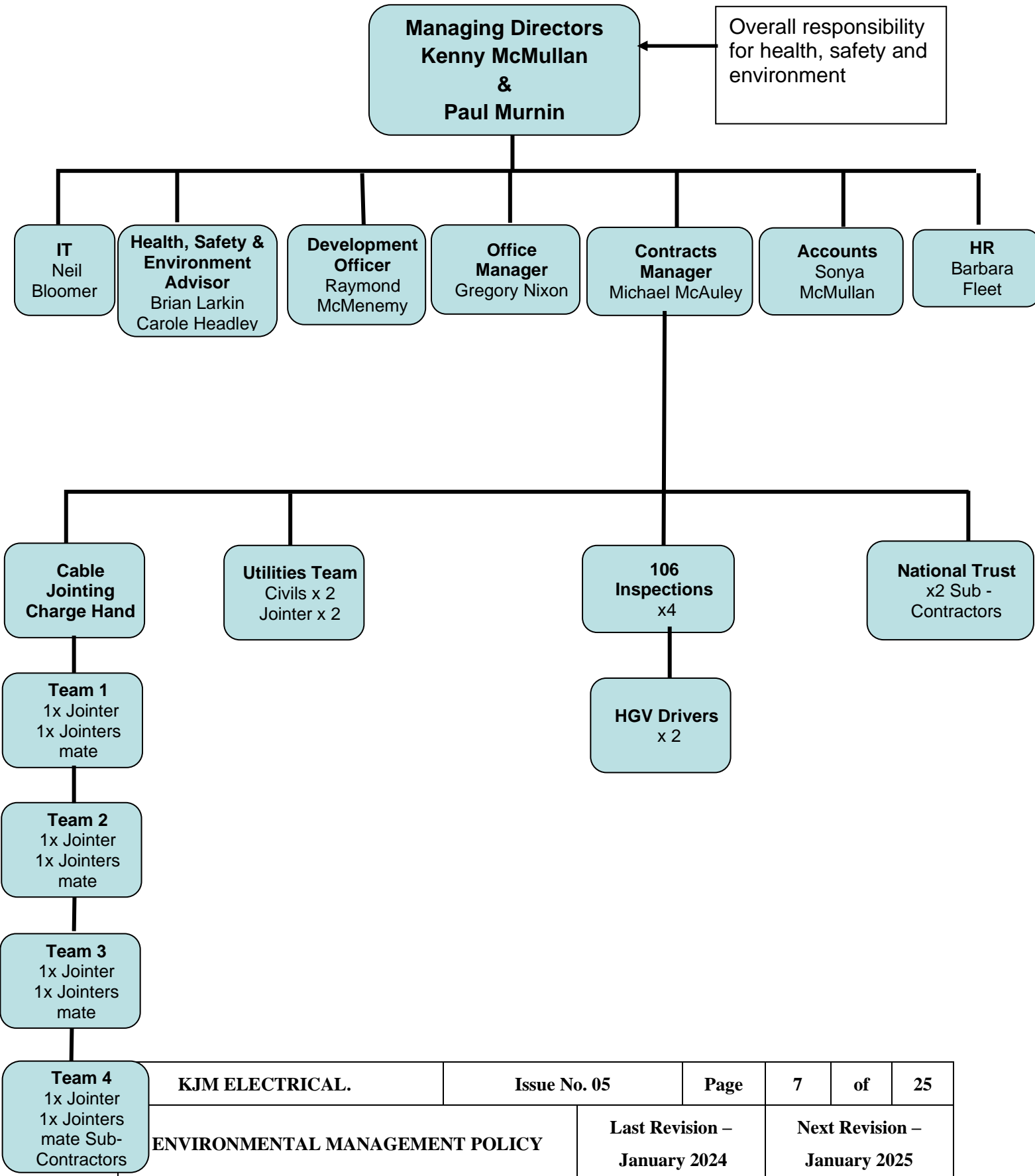
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## **SECTION B – ORGANISATION**

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2. ORGANISATION CHART

Organisational Chart



### **3. RESPONSIBILITIES**

#### **3.1 Director**

The Director is ultimately responsible for the company's employees whilst at work, along with visitors, contractors and others who may be affected by the acts or omissions of the company workforce. This responsibility includes any associated environmental management or environmental impact. In order to fulfill these responsibilities, the Director may either delegate to the Contracts Manager and/or Safety Officer to fulfill the role himself; in either case both parties will:

- be aware of the overall responsibilities and liabilities imposed upon himself, the company and its employees by safety, health and environmental legislation
- ensure commitment and provision of the resources necessary to implement this policy successfully and to achieve the stated objectives
- oversee the effective application of all Company Policies
- co-ordinate the efforts of all parties on matters of environmental management, health, safety and welfare
- meet all statutory and regulatory Company requirements
- insist that sound working practices are observed
- ensure that all levels of staff receive adequate and appropriate training
- appoint competent persons to advise on specialised matters
- set a good example and encourage good working practices

#### **Where work is carried out under contract the Director will ensure:**

- that tenders are adequate to cover safe methods of working and welfare facilities
- that all contract requirements are consistently met
- the most appropriate method of working is used to deliver acceptable environmental management to the client
- allocation of responsibilities with sub-contractors and others
- identification of hazards which might arise and which might lead to unnecessary improvisations on site
- facilities for welfare and sanitation
- basic fire precautions
- instructions are provided to establish working methods, explain the sequence of operations, outline hazards at each stage and indicate controls to be implemented
- working methods and precautions are reviewed prior to commencement of work
- that work, once started, is carried out as planned and that statutory obligations are observed on site
- appropriate reporting and investigation of injury, damage and loss and promote action to prevent reoccurrence
- that suitable risk assessments are carried out by competent personnel and that records are maintained and reviewed

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### 3.2 CONTRACTS MANAGER

#### Responsibilities:

- familiarise selves with the Company Policies
- ensure all environmental management expectations are understood and communicated
- keep up to date with all appropriate legislative changes/updates and good practice
- ensure that employees are trained in safe working methods and are aware of hazards
- assist with the daily running of KJM electrical Ltd
- be direct contact with the client on all contract matters
- ensure that employees are aware of fire procedures and first aid facilities
- develop best practices and encourage suggestions from employees
- ensure that all safety rules are observed and protective equipment is worn
- ensure that employees avoid risks that do not endanger themselves or others who may be affected by their acts or omissions

#### Where work is carried out under contract the Contract Manager will ensure:

- the most appropriate method of working is used
- that environmental management expectations are clearly communicated
- that all aspects of the contract are met
- allocation of responsibilities with sub-contractors and others
- identification of hazards which might arise and which might lead to unnecessary improvisations on site
- facilities for welfare and sanitation
- basic fire precautions
- instructions are provided to establish working methods, explain the sequence of operations, outline hazards at each stage and indicate controls to be implemented
- they review working methods and precautions with site management prior to commencement of work
- that work, once started, is carried out as planned and that statutory obligations are observed on site
- that adequate safety checks in those areas under their control are undertaken
- that suitable written records are kept and maintained of such inspections
- accidents and incidents are reported immediately and that they assist and co-operate with resulting investigation of injury, damage and loss and promote action to prevent reoccurrence
- that suitable risk assessments are carried out by competent personnel and that records are maintained and reviewed
- they identify training requirements of individuals
- that employees are effectively instructed in safe systems of work
- they discourage horseplay and report those who fail to consider safety
- they set a personal example

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### 3.3 Foreman

#### Responsibilities:

- familiarise selves with the Company Policies
- ensure environmental management expectations are understood and communicated onwards
- ensure that employees are trained in safe working methods and are aware of hazards
- assist with the daily running of KJM electrical Ltd
- ensure that employees are aware of fire procedures and first aid facilities
- develop safe practices and encourage suggestions from employees
- ensure that all safety rules are observed and protective equipment is worn
- ensure that employees avoid risks that do not endanger themselves or others who may be affected by their acts or omissions
- set a personal example to all employees

Assist the Contract Manager in all aspect of the business and be the direct contact for the client in any work area allocated by him.

### 3.4 HEALTH AND SAFETY OFFICER

#### Responsibilities:

- to be conversant with the Company HSE Policy and implement it at all times
- keep up to date with all appropriate legislative changes/updates and good practice
- ensure that employees are trained in safe working methods and are aware of hazards
- Review, carry out and maintain records of risk assessments
- maintain records of accidents, incidents and near misses
- attend client meetings as required
- co-ordinate and take part in all incident investigations
- report all injuries, diseases and dangerous occurrences in accordance with reporting procedures outlined in this policy
- seek to develop safe practices and encourage suggestions from other employees
- maintain a safe and healthy office environment so far as is reasonably practicable
- to monitor the allocation and relocation of PPE, equipment or devices provided by KJM to employees for the purposes of health and safety
- To organize and co-ordinate workshops and training events as required
- To take minutes of meetings as required and distribute them as appropriate
- To maintain all current and proposed KJM health and safety systems, processes, and procedures to ensure a safe working environment in accordance with the Health and Safety Regulations

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### 3.5 STORE MAN/LOGISTICS

#### Responsibilities:

- to be conversant with the Company Policies and implement them at all times
- to develop a concern for safety personally and for others, particularly his/her helper
- to ensure all equipment issued is approved and to an appropriate standard
- ensure tools/equipment being issued is signed for and records held
- stores are kept clean, tidy and ensure walkways are clear of all obstacles
- all combustible materials are kept to a minimum
- to ensure delivery vehicle is not overloaded and materials are properly secured while being transported
- to supervise helper as appropriate

### 3.6 OPERATIVES & CHARGE-HANDS

#### Responsibilities:

- to be conversant with the Company Policies and follow them at all times
- to understand environmental management expectations and how to implement them
- to develop a concern for safety personally and for others, particularly new employees
- to suggest ways of eliminating hazards
- co-operate with the Company in maintaining a safe working environment and make your contribution to reducing accidents
- take care of Company property entrusted to you, refrain from horseplay, the abuse of welfare facilities and the misuse of equipment
- to operate only items of equipment for which you have been trained, deemed competent and authorised to use
- to use the correct tools and equipment for the job
- use safety equipment and protective clothing (P.P.E.) which is made available
- to keep tools and equipment in good condition
- to report any defects in equipment
- ensure that equipment is in a safe and secure state when unattended
- report any injury, disease, or incident which could result in personal injury or property damage
- comply with any risk assessments which have been undertaken
- obey safety rules
- set a personal example

#### CHARGE-HANDS

- Act on behalf of the Contracts Manager when instructed

### 3.7 SPECIFIC RESPONSIBILITIES

- Instruction in Safe Working Practices: Director

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- Instruction in Environmental Management: Director
- Training: Director, Contracts Manager, Health & Safety Officer
- Health and Safety Inspections: Contracts Manager, Health & Safety Officer
- Office Safety Inspections: Health & Safety Officer
- Implementing Environmental Management Processes: All Employees
- Housekeeping: All Employees
- Accident Reporting: All Employees
- Accident Recording: Health & Safety Officer
- Accident Investigation: Director, Contracts Manager, Health & Safety Officer
- Sub-contractors: Director, Contracts Manager, Health & Safety Officer
- Risk Assessments: Director, Contracts Manager, Health & Safety Officer

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## SECTION C – POLICY DETAILS

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## 4 Introduction

### 4.1 Background

KJM Electrical Ltd. adopts a systematic approach to environmental management by implementing environmental management systems with the aim of contributing to the environmental pillar of sustainability.

### 4.2 Aim of the KJM Electrical environmental management system

This policy specifies requirements that enable KJM Electrical Ltd. to achieve the intended outcomes it sets for the environmental management system. A systematic approach to environmental management provides necessary information to build success over the long term and create options for contributing to sustainable development by:

- protecting the environment by preventing or mitigating adverse environmental impacts;
- mitigating the potential adverse effect of environmental conditions on KJM Electrical Ltd.;
- assisting KJM Electrical Ltd. in the fulfilment of compliance obligations;
- enhancing environmental performance;
- controlling or influencing the way materials required for KJM Electrical Ltd.'s services are consumed and disposed by using a life cycle perspective that can prevent environmental impacts from being unintentionally shifted elsewhere within the life cycle;
- achieving financial and operational benefits that can result from implementing environmentally sound alternatives that strengthen KJM Electrical Ltd.'s market position;
- communicating environmental information to relevant interested parties.

### 4.3 Success factors

The success of an environmental management system depends on commitment from all levels and functions of KJM Electrical Ltd., led by top management. KJM Electrical Ltd. can leverage opportunities to prevent or mitigate adverse environmental impacts and enhance beneficial environmental impacts, particularly those with strategic and competitive implications. Top management can effectively address risks and opportunities by integrating environmental management into KJM Electrical Ltd.'s business processes, strategic direction and decision making, aligning them with other business priorities, and incorporating environmental governance into its overall management system.

### 4.4 Plan-Do-Check-Act model

The basis for the approach underlying an environmental management system is founded on the concept of Plan-Do-Check-Act (PDCA). The PDCA model provides an iterative process used by KJM Electrical Ltd. To achieve continual improvement.

- Plan: establish environmental objectives and processes necessary to deliver results in accordance with KJM Electrical Ltd.'s environmental policy.
- Do: implement the processes as planned.
- Check: monitor and measure processes against the environmental policy, including its commitments, environmental objectives and operating criteria, and report the results.
- Act: take actions to continually improve.

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## 5 KJM Electrical Ltd. Environmental Policy Scope

This policy specifies the requirements for the environmental management system that KJM Electrical Ltd. uses to enhance its environmental performance. This policy is intended for use by KJM Electrical Ltd. to manage its environmental responsibilities in a systematic manner that contributes to ‘the environmental pillar of sustainability’.

This policy helps KJM Electrical Ltd. achieve the intended outcomes of its environmental management system, which provide value for the environment, KJM Electrical Ltd. itself and interested parties. The intended outcomes of the environmental management system include:

- enhancement of environmental performance;
- fulfilment of compliance obligations;
- achievement of environmental objectives.

This policy applies to the environmental aspects of services that KJM Electrical Ltd. determines it can either control or influence considering a life cycle perspective.

This policy will be used in whole or in part to systematically improve environmental management.

## 6 References

ISO 14001: 2015

## 7 Planning

### 7.1 Actions to address risks and opportunities

#### 7.1.1 General

KJM Electrical Ltd. shall establish, implement and maintain the process(es) needed to meet the environmental management system requirements.

When planning for the environmental management system, KJM Electrical Ltd. shall consider the scope of its environmental management system; and determine the risks and opportunities, related to its environmental aspects, compliance obligations and other issues and requirements that need to be addressed to:

- give assurance that the environmental management system can achieve its intended outcomes;
- prevent or reduce undesired effects, including the potential for external environmental conditions to affect KJM Electrical Ltd.;
- achieve continual improvement.

Within the scope of the environmental management system, KJM Electrical Ltd. shall determine potential emergency situations, including those that can have an environmental impact.

KJM Electrical Ltd. shall maintain documented information of its:

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- risks and opportunities that need to be addressed;
- process(es) needed, to the extent necessary to have confidence they are carried out as planned.

#### 7.1.2 Environmental aspects

Within the defined scope of the environmental management system, KJM Electrical Ltd. shall determine the environmental aspects of its activities and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective.

When determining environmental aspects, KJM Electrical Ltd. shall take into account:

- a) change, including planned or new developments, and new or modified activities and services;
- b) abnormal conditions and reasonably foreseeable emergency situations.

KJM Electrical Ltd. shall determine those aspects that have or can have a significant environmental impact, i.e. significant environmental aspects, by using established criteria. KJM Electrical Ltd. shall communicate its significant environmental aspects among the various levels and functions of KJM Electrical Ltd., as appropriate.

KJM Electrical Ltd. shall maintain documented information of its:

- environmental aspects and associated environmental impacts;
- criteria used to determine its significant environmental aspects;
- significant environmental aspects.

#### 7.1.3 Compliance obligations

KJM Electrical Ltd. shall:

- a) determine and have access to the compliance obligations related to its environmental aspects;
- b) determine how these compliance obligations apply to KJM Electrical Ltd.;
- c) take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system.

KJM Electrical Ltd. shall maintain documented information of its compliance obligations.

#### 7.1.4 Planning action

KJM Electrical Ltd. shall plan:

- a) to take actions to address its: 1) significant environmental aspects; 2) compliance obligations; 3) risks and opportunities;
- b) how to: 1) integrate and implement the actions into its environmental management system processes, or other business processes; 2) evaluate the effectiveness of these actions.

When planning these actions, KJM Electrical Ltd. shall consider its technological options and its financial, operational and business requirements.

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## 7.2 Environmental objectives and planning to achieve them

### 7.2.1 Environmental objectives

KJM Electrical Ltd. shall establish environmental objectives at relevant functions and levels, taking into account KJM Electrical Ltd.'s significant environmental aspects and associated compliance obligations, and considering its risks and opportunities.

The environmental objectives shall be:

- a) consistent with the environmental policy;
- b) measurable (if practicable);
- c) monitored;
- d) communicated;
- e) updated as appropriate.

KJM Electrical Ltd. shall maintain documented information on the environmental objectives.

### 7.2.2 Planning actions to achieve environmental objectives

When planning how to achieve its environmental objectives, KJM Electrical Ltd. shall determine:

- a) what will be done;
- b) what resources will be required;
- c) who will be responsible;
- d) when it will be completed;
- e) how the results will be evaluated, including indicators for monitoring progress toward achievement of its measurable environmental objectives.

KJM Electrical Ltd. shall consider how actions to achieve its environmental objectives can be integrated into the business processes.

## 8 Support

### 8.1 Resources

KJM Electrical Ltd. shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the environmental management system.

### 8.2 Competence

KJM Electrical Ltd. shall:

- a) determine the necessary competence of person(s) doing work under its control that affects its environmental performance and its ability to fulfil its compliance obligations;
- b) ensure that these persons are competent on the basis of appropriate education, training or experience;

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- c) determine training needs associated with its environmental aspects and its environmental management system;
- d) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken.

KJM Electrical Ltd. shall retain appropriate documented information as evidence of competence.

### 8.3 Awareness

The company shall ensure that persons doing work under KJM Electrical Ltd.’s control are aware of:

- a) the environmental policy;
- b) the significant environmental aspects and related actual or potential environmental impacts associated with their work;
- c) their contribution to the effectiveness of the environmental management system, including the benefits of enhanced environmental performance;
- d) the implications of not conforming with the environmental management system requirements, including not fulfilling KJM Electrical Ltd.’s compliance obligations.

### 8.4 Communication

#### 8.4.1 General

KJM Electrical Ltd. shall establish, implement and maintain the process(es) needed for internal and external communications relevant to the environmental management system, including:

- a) on what it will communicate;
- b) when to communicate;
- c) with whom to communicate;
- d) how to communicate.

When establishing its communication process(es), KJM Electrical Ltd. shall:

- take into account its compliance obligations;
- ensure that environmental information communicated is consistent with information generated within the environmental management system, and is reliable.

KJM Electrical Ltd. shall respond to relevant communications on its environmental management system.

KJM Electrical Ltd. shall retain documented information as evidence of its communications, as appropriate.

#### 8.4.2 Internal communication

KJM Electrical Ltd. shall:

- a) internally communicate information relevant to the environmental management system among the various levels and functions of KJM Electrical Ltd., including changes to the environmental management system, as appropriate;
- b) ensure its communication process(es) enable(s) persons doing work under KJM Electrical Ltd.’s control to contribute to continual improvement.

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#### 8.4.3 External communication

KJM Electrical Ltd. shall externally communicate information relevant to the environmental management system, as established by KJM Electrical Ltd.'s communication process(es) and as required by its compliance obligations.

### 8.5 Documented information

#### 8.5.1 General

KJM Electrical Ltd.'s environmental management system shall include documented information determined by KJM Electrical Ltd. as being necessary for the effectiveness of the environmental management system.

#### 8.5.2 Creating and updating

When creating and updating documented information, KJM Electrical Ltd. shall ensure appropriate:

- a) identification and description (e.g. a title, date, author, or reference number);
- b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) review and approval for suitability and adequacy.

#### 8.5.3 Control of documented information

Documented information required by the environmental management system and by this policy shall be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed;
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)

For the control of documented information, KJM Electrical Ltd. shall address the following activities

as applicable:

- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- retention and disposition.

Documented information of external origin determined by KJM Electrical Ltd. to be necessary for the planning and operation of the environmental management system shall be identified, as appropriate, and controlled.

## 9 Operations

### 9.1 Operational planning and control

KJM Electrical Ltd. shall establish, implement, control and maintain the processes needed to meet environmental management system requirements, and to implement any actions identified, and will;

- establish operating criteria for the process(es);
- implement control of the process(es), in accordance with the operating criteria.

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KJM Electrical Ltd. shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

KJM Electrical Ltd. shall ensure that outsourced processes are controlled or influenced. The type and extent of control or influence to be applied to the process(es) shall be defined within the environmental management system.

Consistent with a life cycle perspective, KJM Electrical Ltd. shall:

- a) establish controls, as appropriate, to ensure that its environmental requirement(s) is (are) addressed in the design and development process for the service, considering each life cycle stage;
- b) determine its environmental requirement(s) for the procurement of services, as appropriate;
- c) communicate its relevant environmental requirement(s) to external providers, including contractors;
- d) consider the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its services.

KJM Electrical Ltd. shall maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.

## 9.2 Emergency preparedness and response

KJM Electrical Ltd. shall establish, implement and maintain the process(es) needed to prepare for and respond to potential emergency situations.

KJM Electrical Ltd. shall:

- a) prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- b) respond to actual emergency situations;
- c) take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
- d) periodically test the planned response actions, where practicable;
- e) periodically review and revise the process(es) and planned response actions, in particular after the occurrence of emergency situations or tests;
- f) provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

KJM Electrical Ltd. shall maintain documented information to the extent necessary to have confidence that the process(es) is (are) carried out as planned.

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## 10 Performance evaluation

### 10.1 Monitoring, measurement, analysis and evaluation

#### 10.1.1 General

KJM Electrical Ltd. shall monitor, measure, analyse and evaluate its environmental performance.

KJM Electrical Ltd. shall determine:

- a) what needs to be monitored and measured;
- b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- c) the criteria against which KJM Electrical Ltd. will evaluate its environmental performance, and appropriate indicators;
- d) when the monitoring and measuring shall be performed;
- e) when the results from monitoring and measurement shall be analysed and evaluated.

KJM Electrical Ltd. shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate.

KJM Electrical Ltd. shall evaluate its environmental performance and the effectiveness of the environmental management system.

KJM Electrical Ltd. shall communicate relevant environmental performance information both internally and externally, as identified in its communication process(es) and as required by its compliance obligations.

KJM Electrical Ltd. shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

#### 10.1.2 Evaluation of compliance

KJM Electrical Ltd. shall establish, implement and maintain the process(es) needed to evaluate fulfilment of its compliance obligations.

KJM Electrical Ltd. shall:

- a) determine the frequency that compliance will be evaluated;
- b) evaluate compliance and take action if needed;
- c) maintain knowledge and understanding of its compliance status.

KJM Electrical Ltd. shall retain documented information as evidence of the compliance evaluation result(s).

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## 10.2 Internal audit

### 10.2.1 General

KJM Electrical Ltd. shall conduct internal audits at planned intervals to provide information on whether the environmental management system:

- a) conforms to: 1) KJM Electrical Ltd.'s own requirements for its environmental management system; 2) the requirements of this International Standard;
- b) is effectively implemented and maintained.

### 10.2.2 Internal audit programme

KJM Electrical Ltd. shall establish, implement and maintain (an) internal audit programme(s), including the frequency, methods, responsibilities, planning requirements and reporting of its internal audits.

When establishing the internal audit programme, KJM Electrical Ltd. shall take into consideration the environmental importance of the processes concerned, changes affecting KJM Electrical Ltd. and the results of previous audits.

KJM Electrical Ltd. shall:

- a) define the audit criteria and scope for each audit;
- b) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- c) ensure that the results of the audits are reported to relevant management.

KJM Electrical Ltd. shall retain documented information as evidence of the implementation of the audit programme and the audit results.

## 10.3 Management review

KJM Electrical Ltd. management shall review the environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in: 1) external and internal issues that are relevant to the environmental management system; 2) the needs and expectations of interested parties, including compliance obligations; 3) its significant environmental aspects; 4) risks and opportunities;
- c) the extent to which environmental objectives have been achieved;
- d) information on KJM Electrical Ltd.'s environmental performance, including trends in: 1) nonconformities and corrective actions; 2) monitoring and measurement results; 3) fulfilment of its compliance obligations; 4) audit results;
- e) adequacy of resources;
- f) relevant communication(s) from interested parties, including complaints;
- g) opportunities for continual improvement.

The outputs of the management review shall include:

- conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;
- decisions related to continual improvement opportunities;

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- decisions related to any need for changes to the environmental management system, including resources;
- actions, if needed, when environmental objectives have not been achieved;
- opportunities to improve integration of the environmental management system with other business processes, if needed;
- any implications for the strategic direction of KJM Electrical Ltd.

KJM Electrical Ltd. shall retain documented information as evidence of the results of management reviews.

## 11 Improvement

### 11.1 General

KJM Electrical Ltd. shall determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its environmental management system.

### 11.2 Nonconformity and corrective action

When a nonconformity occurs, KJM Electrical Ltd. shall:

- a) react to the nonconformity and, as applicable: 1) take action to control and correct it; 2) deal with the consequences, including mitigating adverse environmental impacts;
- b) evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by: 1) reviewing the nonconformity; 2) determining the causes of the nonconformity; 3) determining if similar nonconformities exist, or could potentially occur;
- c) implement any action needed;
- d) review the effectiveness of any corrective action taken;
- e) make changes to the environmental management system, if necessary.

Corrective actions shall be appropriate to the significance of the effects of the nonconformities encountered, including the environmental impact(s).

KJM Electrical Ltd. shall retain documented information as evidence of:

- the nature of the nonconformities and any subsequent actions taken;
- the results of any corrective action.

### 11.3 Continual improvement

KJM Electrical Ltd. shall continually improve the suitability, adequacy and effectiveness of the environmental management system to enhance environmental performance.

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## 12. Specific considerations

KJM Electrical Ltd. commits to minimise waste and pollution and to reduce long term costs.

We will undertake our operations with a consideration of the impact of the company activities on both the local and wider communities and will take account of use of energy, and disposal of waste.

The Company therefore has the following specific commitments and objectives to:

- minimise disturbance to the environment and to the local community
- comply with all relevant statutory regulations
- maintain environmental standards within the Company premises
- take positive steps to conserve non-renewable resources
- provide necessary information to enable proper use, storage and disposal of products to avoid harm to the environment
- provide necessary information to enable employees to minimise effects the environment
- communicate this policy to all employees

## 13. Chemicals

COSHH assessments will be a systematic review of the use of the substance present – its form and quantity, possible harmful effects, how it is stored, handled, used and transported as appropriate.

Prevention of exposure will be attempted in the first place by means other than the provision of PPE. PPE will only be used in conjunction with other more effective control measures.

All risk assessment findings will be communicated with employees and where appropriate sub-contractors.

When using chemicals all KJM Ltd employees must in accordance with the relevant risk assessment:

- wear appropriate PPE e.g. goggles, gloves, overalls, safety footwear
- not touch chemicals or residues with bare hands
- wash away accidental contact immediately
- remove and wash contaminated clothing before re-use
- ensure the safety of others by using warning notices, tape and barriers
- not smoke or use naked lights anywhere near the working area
- wash thoroughly after handling chemicals
- not leave any chemical in an open or unlabeled container where it could be a hazard to others
- follow specific procedures carefully
- do not allow spillage to enter surface drainage systems

In the event of a chemical spillage, the following actions should be taken:

- ensure suitable PPE is used i.e. gloves, eye protection, coveralls, safety footwear
- use a spill kit (as identified through COSHH assessment)

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- ensure all drains in the vicinity are covered
- place used absorbents into a separate container

#### 14. On Site Environmental Arrangements

During all contracted works on a Clients site, KJM employees will abide by the following rules:

- ensure all waste is placed in correct skips/bins at Clients sites
- no dumping shall occur at any site
- litter must be put into skips/bins provided
- never burn waste on site
- ensure that all oils, fuels, and chemicals are stored well away from a watercourse to prevent contamination
- access to the site and areas within the site must only be by designated routes
- ensure that harmful substances are not released into the environment
- litter should be disposed of carefully according to the waste arrangements for the particular site
- do not leave vehicle engines running unnecessarily

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