



**Environmental, Health & Safety
Management System (EMS)**



Objectives & Targets Procedure

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1 PURPOSE

To facilitate an integrated EMS, this procedure has been written in accordance with ISO 14001 4.4.3, OHSAS 18001 4.4.3, R2:2013: Provision 1 and Iowa EMS (Elements: Objectives and Targets, Action Plan and Identify Key Resources & Additional Needs).

This document describes the procedures for developing, implementing, tracking and evaluating environmental, health, safety (EHS), and data security objectives and targets for the Commission’s Environmental Health and Safety Management System (EMS). This process will be reviewed on an annual basis and updated as needed.

2 SCOPE

This procedure applies to all Commission employees when engaged in Commission-related work activities within the EMS fenceline.

3 RESPONSIBILITY

3.1 The Commission Core Team is responsible for:

Reviewing, tracking and updating (if necessary) the Commission’s objectives, targets and environmental management programs (EMPs) at monthly Core Team meetings.

Using significant criteria, facilitate annual brainstorming and goal-setting sessions to develop objectives, targets and EMPs with the Commission director, managers, coordinators, supervisors and staff members.

Ensuring at least one objective and target is set annually related to continuous improvement in each of the Iowa EMS six component areas.

Ensuring at least one objective and target is set annually related to Commission Health and Safety to comply with the EMS Policy.

Ensuring at least one objective and target is set annually related to data security and proper management of focus materials to comply with the EMS Policy and R2 standard.

Evaluating and approving potential objectives and targets.

Assisting Lead Staff (a.k.a. Person Responsible) with development, implementation, tracking and evaluation of Commission EMS objectives, targets and EMPs.

Presenting progress on old objectives and targets and introducing new during an annual EMS meeting and at periodic training sessions throughout the year.

Reviewing the Objectives and Targets Procedure on an annual basis.

3.2 Environmental Management Representative (EMR) is responsible for the following:

Reporting progress of objectives, targets and EMPs through Intalex.

Assisting in the development, adoption, implementation, tracking and evaluation of EMS objectives, targets and EMPs.

Notifying the Core Team when EMS objectives, targets and EMPs are off schedule.

Tracking the progress of objectives, targets and management programs and verifying that the information is reported through Intalex.

Ensuring at least one objective and target is set for each significant aspect. If not, document reason in the Significant Impacts Memorandum (Significant Impacts Memorandums - Document no. 01383).

3.3 Facility Managers and the Director are responsible for providing the appropriate staff and resources needed for successful implementation.

3.4 Lead Staff Member (Person Responsible) is responsible for:

Developing the EMPs and metrics related to assigned objective and target and sharing with the Core Team by said deadline, which is developed annually.

Entering new Objectives, Targets, EMPs and associated Environmental Aspect(s) in Intelex.

Communicating the objective, target and EMPs with key resources/staff members.

Ensuring all necessary equipment and tools are available in order to meet their specific objective and target.

Updating progress regularly on the objective, target and EMPs using Intelex.

Notifying the Core Team if an objective is significantly off-schedule or if it cannot be met due to unexpected circumstances.

Documenting the progress of the objective and EMPs using photographs and/or other mediums.

Ensure appropriate tools and key resources are in place to effectively measure success (e.g. spreadsheets, databases, surveys, tracking tools, software, statistics programs, etc.)

4 PROCEDURES

4.1 Objectives & Targets

EMS objectives and targets are developed once significant aspects have been identified. The objectives must be measurable and targets must be quantifiable, where practical. Objectives and targets must support and further the Commission's Environmental Health and Safety Policy. Objectives and targets must also promote continuous improvement, specifically in each of the six component areas required by the Iowa EMS: Recycling, Environmental Education, Yard Waste, Greenhouse Gas, HHM and Water Quality. At least one objective and target annually will be related to improving health and safety as well as data security.

If the Core Team determines that a significant aspect cannot be affected or is already being managed appropriately with best management practices and does not need an Objective and Target, documentation of decision shall be kept the Significant Impacts Memorandum.

In addition to setting objectives and targets for significant aspects, Iowa EMS components and health & safety, and data security and proper management of focus materials, objectives and targets may be set for aspects with legal, regulatory, or other requirements. Other considerations include: views of interested parties, technology options, financial issues, and other business considerations.

Objectives and targets are reviewed and approved by the Core Team.

The official repository for all objectives and targets is Intelex. These are entered by the EMR/System Administrator.

The objectives and targets progress is reviewed during the EMS monthly Core Team meetings, staff meetings and other trainings.

4.2 Environmental Management Programs (EMPs)

After an objective and target is developed and approved, EMPs are developed by the lead/person responsible to specify implementation details. These details include responsibilities, means and/or resources needed for achieving the goals, reporting frequency, and a time frame, while factoring in technological, financial and operational requirements.

EMPs are reviewed and approved by the Core Team and are documented.

The official repository for all EMPs is Intelex. These are entered by the EMR/System Administrator.

EMPs status is reported to all staff members at least annually, and the Core Team shall document changes to any element of the EMP in Intelex.

EMPs are discussed at routine Core Team meetings, management and Commission staff meetings.

All staff members are engaged in providing input on ways to lower the negative environmental impacts of their jobs. The personnel assigned to lead an O/T is required to identify other staff members who will be involved in the O/T or EMPs. The lead meets with those staff members and as a group they create the EMPs and associated responsible parties for that O/T.

Personnel responsible for leading on an O/T and/or EMPs must report progress to Intelex at the requested intervals. In addition, progress notes for all objectives, targets and EMPs shall be entered into Intelex by the person responsible on a regular basis.

The Core Team shall call a meeting at least once per year (prior to the Annual Report required by Iowa EMS) to discuss O/T and EMP progress. The meeting agenda and notes will be documented in Intelex. Documentation will be used as the groundwork for the executive summary required in the Annual Report.

Personnel responsible for leading an O/T and/or EMPs must work with the EMR to enter the objective and target information into Intelex and to verify that this

data is updated, closed when appropriate, changed when responsible party changes, and is consistent with any information reported to the Core Team.

4.3 Considering controls.

During the creation of an O&T consideration should be given in how best to reduce risk. Whenever possible reductions be made using the following hierarchy:

- 1. Elimination
- 2. Substitution
- 3. Engineering controls
- 4. Signage/warnings and/or administrative controls
- 5. Personal protective equipment

5 RELATED DOCUMENTATION

Definitions – Document no. 01342
Significant Impacts Memorandums - Document no. 01383

6 CHANGE HISTORY

03/06/2015 —Updated header formatting

All previous revision details are documented within Intalex.

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