



**Environmental, Health & Safety
Management System (EMS)
Objectives and Targets Procedure**



Document No.: 121	Revision No.: 12	Revised: 4/15/2020	Reviewed: 12/11/2020	Effective: 4/15/2020	Prepared By: Megan Fox	Approved By: <i>Sally Morris</i>
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**PURPOSE/SCOPE
RESPONSIBILITY
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CHANGE HISTORY**

PURPOSE/SCOPE

To facilitate an integrated EMS, this procedure has been written in accordance with ISO 14001, ISO 45001:2018, R2:2013 and Iowa EMS.

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

RESPONSIBILITY

The 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.
- Ensuring all objectives and targets meet the Commission’s strategic direction and are within the approved budget or grant.
- Using significant criteria, facilitate annual brainstorming and goal-setting sessions to develop objectives, targets and EMPs with the Commission executive 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 and R2 standard.
- Ensuring at least one objective and target is set annually related to data security and to comply with the EMS Policy and R2 standard.
- Evaluating and approving potential objectives and targets.
- 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.
- Tracking progress of objectives, targets and EMPs and reporting progress in Core Team meetings.
- Ensuring at least one objective and target is set for each significant aspect. If not, document reason in the Significant Impacts Memorandum.

Facility Managers and the Executive Director are responsible for:

- Providing the appropriate staff and resources that are needed for successful implementation.

Staff Members (Person Responsible) are 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.
- Recording new Objectives, Targets, EMPs and associated Environmental Aspect(s) in documented information.
- 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.
- 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 media.
- Ensure appropriate tools and key resources are in place to effectively measure success (e.g. spreadsheets, databases, surveys, tracking tools, software, statistics programs, etc.)

PROCEDURES

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.
 - Promote continuous improvement, specifically in each of the six component areas required by the Iowa EMS: Recycling, Environmental Education, Organics, 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 in the Significant Impacts Memorandum.
- In addition to setting objectives and targets for significant aspects, Iowa EMS components and health & safety, and data security:
 - Objectives and targets may be set for aspects with compliance obligations, 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 and the process is reviewed during the EMS Core Team meetings, staff meetings and other trainings.

Environmental Management Programs (EMPs):

- After an objective and target is developed and approved, EMPs are developed by the 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.
- EMPs status is reported to all staff members at least annually, and the Core Team shall document changes to any element of the EMP.

- 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. In addition, progress notes for all objectives, targets and EMPs shall be maintained by the person responsible on a regular basis.
- The Core Team shall call a meeting at least once per year to discuss O/T and EMP progress.
- Personnel responsible for leading an O/T and/or EMPs must work with the EMR/s to record the objective and target information 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.

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:
 - Elimination
 - Substitution
 - Engineering controls
 - Signage/warnings and/or administrative controls
 - Personal protective equipment

CHANGE HISTORY

4/15/2020 – This document has been reviewed and updated in compliance with ISO 45001:2018.

4/15/2020 – This document was updated with new position titles for those responsible of tasks.

12/11/2018 – Revised document to update guidelines.

12/5/2017 — This document has been reviewed and updated in compliance with ISO 14001:2015.