



Company Environmental Management Standard



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1. Introduction

This document sets out the mechanism by which environmental protection is to be achieved for the operational phases of all projects. It aims to ensure that at each stage of a project, environmental protection and sustainability requirements are integral to the project objectives.

The Environmental Management Plan (EMP) covers the activities during the operational stages of all projects under the remit of H&J Martin (Lagan Specialist Contracting Group).

It outlines the environmental risks posed by the construction and operational works, how those risks will be mitigated and managed, and assigns responsibilities for ensuring the effective implementation of this plan.

The EMP shall be effectively monitored and reviewed throughout the life of the project. To ensure its validity throughout the construction operations, the EMP shall be integrated into the overarching Project Management Plan. H&J Martin has an Integrated Management System which provides a number of benefits to include:

- Management - uniting objectives and targets for ease of communication.
- Operational - ensuring all aspects of an activity are fully assessed.
- Logistical - Clearly defining roles and responsibilities.
- Financial - Cost effective management which avoids duplication.
- Strategic - ensuring all objectives and targets contribute to the overall business performance.
- Lifecycle Approach – to include the acquisition of raw materials, production, transportation, delivery, use, end of life treatment and final disposal of sourced materials or services.

2. Legal & Other Requirements

Legislation applicable to contracts throughout the UK will be controlled and updated by means of updates from the Environment Agency in the relevant jurisdiction and Netregs. The legislation is reviewed and updated, and a summary of updates will be highlighted. The HSEQ department will review all updates and will amend registers and procedures as required.

The company will aim to meet or exceed all legislative regulations and standards and will adopt monitoring systems to ensure compliance. In the absence of government legislation, the company will adopt recognised construction standards or will recommend sound environmental practices.

H&J Martin will ensure compliance with the requirements of the clients own's Health, Safety & Environmental procedures and will ensure that activities are managed in accordance with these requirements.

3. Policy Statements

A copy of the [Environmental Policy](#) and [Sustainability Policy](#) Statements will be displayed in the site office.

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4. Roles & Responsibilities

4.1 Divisional Director

- Shall be responsible for the overall implementation of the Environmental Management System for the H&J Martin project.
- Will maintain daily contact with the Project Lead (PL) and ensure that adequate resources are provided to ensure efficient execution of the contract and implementation and control of the Environmental and Sustainability issues relating to the contract.
- Will review all audits both internal and external, site reports, complaints, environmental and sustainability tracking metrics, targets and objectives & KPI's and ensure they are satisfactory and will implement corrective actions if required.
- Will assist the Project Lead if required.
- Will report to the Managing Director on the audit findings.

4.2 Project Lead

- Will have day to day responsibility for the management of the contract and the environmental and sustainability systems implemented on site.
- To have overall responsibility on site for the implementation of the Company Environmental Management System.
- Will ensure attendance at site Health, Safety & Environmental and contract meetings.
- Will monitor progress on the satisfactory implementation of the management systems.
- Will review all audits both internal and external, site reports, complaints, scorecards, targets and objectives and KPI's and ensure that they are satisfactory. Will implement corrective actions if required.
- Will assist the Divisional Director where required.
- Will report to the Divisional Director on the audit findings.
- It is the responsibility of the Project Lead to lead all areas of Sustainability and environmental management.
- Implementation of the Project Site Waste Management Plan with allocation of responsibilities and identification of waste streams.
- Implementation of the Project Environmental Management Plan.
- Ensure all subcontractors Risk Assessments and Methods Statements include Environmental risks.
- Ensure all Responsible Sourcing documentation is received.
- Ensure deliveries are managed in line with client requirements.
- Maintain Duty of Care documentation.
- Ensure all hazardous waste is forecasted and managed appropriately.

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4.3 Site Manager

- Responsible for the implementation of the method statements. In charge of the general planning and day to day operations on site and ensures safety compliant work practices are carried out.
- To maintain a file recording all matters with regards to the environment in accordance with the company's recording procedures. i.e. Environmental checklists, to attend relevant Health, Safety & Environmental meetings.
- Safe storage of waste material on site and ensure site is tidy at all times.
- Ensuring that Transfer Notes and Consignment Notes are produced and completed correctly.
- Correct identification and segregation of Inert, Non-Hazardous and Hazardous waste streams.
- Maintain records of movements of waste from site.
- To promote H&J Martins aim to reduce, reuse and recycle waste, and promote adherence to the waste hierarchy.
- Ensure Good Neighbour Plan is implemented.
- Carry out regular Environmental toolbox talks.

4.4 HSEQ Management

- Assist project management team set up a suitable organisational system to ensure that appropriate operational systems are in place.
- Advise and assist the Company to ensure that aspects and impacts are identified on all contracts and that the significant of these risks has been evaluated.
- Recommend and instigate measures to mitigate the risks created by significant aspects/ impacts.
- Ensure that developments in environmental legislation/ regulations and in environmental issues, concerns and understandings relevant to the Company are monitored, evaluated and appropriately brought into the Environmental Management Systems.
- Determine the level of competence, and any training necessary to ensure the capability of personnel who carry out any Environmental Management function.

4.5 Subcontractors

- Will be inducted as to their environmental roles and responsibilities and given instruction as to their legal obligations with respect to their activities and related environmental issues.
- H&J Martin will assist and advise all subcontractors where this is deemed necessary and ensure that all method statements and environmental protection measures are adequate.
- Subcontractors will ensure they provide H&J Martin with the current waste carriers licence and management licences where applicable. In addition to evidence that waste minimisation and lifecycle approach has been considered in the planning stages.

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5. Objectives & Targets

The H&J Martin (Lagan Specialist Contracting Group) business plan and strategy are reviewed annually against our vision for the future and distributed in a form that can be understood and cascaded by managers to their individual teams.

Specific objectives are set each year to support the objectives of the Lagan Specialist Contracting Group board with members of the senior management team taking responsibility for meeting and managing these objectives, and for involving teams in achieving them.

Practical targets lead to the achievement of our key objectives and progress is reviewed monthly by the senior management team via operational meetings, Operations & KAM Commercial score cards, employee development reviews and various client engagement meetings.

6. Competency, Training & Awareness

The Project Lead will be responsible for identifying training needs for the project during planning stages and throughout project delivery. Personnel whose work may create a significant impact upon the environment are to receive appropriate training. This will usually take the form of on-site training, identifying to the employee how deviation from normal working procedures could impact on the environment, control measures to mitigate against the impact and emergency procedures required in the event of an emergency. Where deemed necessary, the Project Lead will arrange seminars or on-site tool box talks to provide information relating to specific issues relating to the Company or the contract as required.

The company will establish and maintain procedures to make its employees and subcontractors at each relevant function and level aware of the importance of conformance with the Company's environmental Plan and procedures and with the requirements of the Company's Environmental Management System.

The company will ensure that employees and subcontractors are aware of the significant environmental impacts, actual and potential of their work activities and the Environmental benefits or improved environmental performance.

The company will ensure that employees and subcontractors are fully aware of their roles and responsibilities in achieving conformance with the environmental Plan, procedures and requirements of the company Environmental Management System. This will include awareness of emergency preparedness and response requirements and the potential consequences of departure from specified operating procedures. Regular environmental toolbox talks, and specific method statements and risk assessment briefings will ensure that all staff and subcontractors are made aware of Environmental requirements.

H&J Martin site management will establish its own site induction which will include site rules and the requirements of the Environment and Safety requirements, procedures and emergency responses.

7. Operational Control

7.1 Method statements

H&J Martin will ensure that subcontractors produce detailed method statements for all operations and tasks, these will include operational controls and will be communicated to

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all those involved with relevant tasks, including subcontractors' own staff. Specific training will be issued as required.

The Sub contractors will identify the major construction activities and the projected overarching specific environmental issues and impacts of those construction activities relating to the project. The Method Statements produced will identify mitigation measures/best practice. H&J Martin will seek approval of these documents prior to the commencement of work if required.

8. Operational Control (subcontractors / supplier's selection & appointment)

The Project Management will evaluate and select subcontractors and suppliers to ensure that they meet the relevant environmental and sustainability requirements for the project. Project requirements including coordinating the development, implementation and approval of subcontractor as required.

All sub-contractors will be required to comply with H&J Martin project specific sustainability requirements, environmental plan and procedures whilst on site. Sub-contractors will be required to detail environmental controls within their method statements. All subcontractor method statements will be reviewed before authorisation is given for work to commence on site.

Environmental performance of sub-contractors will be monitored throughout the course of the project. This shall be communicated to sub-contractors via weekly and monthly site meetings.

9. Communication

9.1 Internal communication

The Project Lead will report on a regular basis to the H&J Martin site team usually at site meetings and this will include an update on environmental matters.

Internal alerts, bulletins and emails will be used to disseminate environmental information.

Internal audits and associated interviews will also be used as a means of communication both to and from employees.

9.2 External communication

The client will issue initial resident letters and consult with residents regarding the project.

Each project will have a project specific communication strategy, which will include how they plan to liaise with key stakeholders to include residents, businesses etc.

Examples of external communication would include

- Information flyers
- Resident open evening
- Establish a Community Board
- Social Media posts, and on occasion(if required) engagement with local journalism outlets.

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The site will ensure ongoing liaison regarding the programme of works and traffic management.

All external communications with third parties including the Clients Project representatives, neighbouring businesses and statutory bodies shall be co-ordinated by the Project Lead.

All enquiries received, including complaints shall be recorded on a complaint form detailing the query/complaint, time, and date, who it was made by action required and close out in compliance with company processes for handling complaints, non-conformities (if applicable).

10. Environmental Aspects & Impacts

H&J Martin have a full company Environmental Aspect Register in place to determine the significant aspects and controls in relation to the company.

In addition to this, a site-specific aspect register will be compiled on all construction projects (over 90 days) and includes Fit-out and AMS C3 Minor Works projects.

This Project Aspect Register will be an environmental risk assessment to assess all aspects and the impacts will be evaluated, and any aspect will be deemed significant if:

- There is a requirement to meet legislative criteria
- The impact could cause a prolonged or long-term nuisance
- The impact could have a long-term effect on the Environment outside of the site

Environmental Aspects for the project will reviewed and evaluated by the Project Lead. HSEQ department to offer assistance / advice as necessary) and will form part of the Environmental Management Plan.

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