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METLAB LTD.

Environmental Policy Manual

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Issued by: J. Humphreys

CORK: 6 Airways Technology Pk, Farmers Cross, Ballygarvan, Tel: 021-4311614 Fax: 021- 4311714 email: cork@metlab.ie
DUBLIN: 20/21 Finglas Business Park, Tolka Valley Road, D 11. Tel: 01-8646764. Fax: 01-8646769 email: dublin@metlab.ie



RECORD OF AMENDMENTS

| Date | Issue | Amended By | Comments/Details |
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| 20/10/2009 | M02 | Paul O'Mahony | Revision Name Change |
| 4 th May 2012 | M03 | Paul O' Mahony | Revision Name Change |
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SECTION 0



TABLE A: Cross References ISO 14001:2004 v ISO 9001:2008

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| Environmental management system requirements (title only) | 4 | 4 | Quality management system (title only) |
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| Competence, training and awareness | 4.4.2 | 6.2.1 6.2.2 | (Human resources) General Competence, awareness and training |
| Communication | 4.4.3 | 5.5.3 7.2.3 | Internal communication Customer communication |
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|--|-------|--|---|
| Control of documents | 4.4.5 | 4.2.3 | Control of documents |
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| Emergency preparedness and response | 4.4.7 | 8.3 | Control of nonconforming product |
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TABLE B: Cross References ISO 9001: 2008 v ISO 14001: 2004



| ISO 9001:2008 | | ISO 14001:2004 | |
|--|-------|-----------------------|--|
| Quality management system (title only) | 4 | 4 | Environmental management system requirements |
| General requirements | 4.1 | 4.1 | General requirements |
| Documentation requirements (title only) | 4.2 | | |
| General | 4.2.1 | 4.4.4 | Documentation |
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| Customer communication | 7.2. 3 | 4.4. 3 | Communication |



Cross References ISO 9001: 2008 v ISO 14001: 2004
(Table B Continued)

| ISO 9001:2008 | | ISO 14001:2004 | |
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| Purchasing information | 7.4.2 | 4.4.6 | Operational control |
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| Monitoring and measurement product | 8.2. 4 | 4.5. 1 4.5. 2 | Monitoring and measurement Evaluation of compliance |
| Control of nonconforming product | 8.3 | 4.4. 7 4.5. 3 | Emergency preparedness and response Nonconformity, corrective action and preventive action |
| Analysis of data | 8.4 | 4.5. 1 | Monitoring and measurement |
| Improvement (title only) | 8.5 | | |
| Continual improvement | 8.5. 1 | 4.2 4.3. 3 4.6 | Environmental policy Objectives, targets and programme(s) Management review |
| Corrective action | 8.5. 2 | 4.5. 3 | Nonconformity, corrective action and preventive action |
| Preventive action | 8.5. 3 | 4.5. 3 | Nonconformity, corrective action and preventive action |



Section 1

1.1 Environmental Management System

- **General**

The purpose of this environmental management system is to;

- a) establish Metlabs environmental policy in accordance with the requirements of EN ISO 14001,
- b) identify environmental issues in order to evaluate impact & significance,
- c) identify legal & other requirements,
- d) set targets & prioritise objectives,
- e) establish a suitable structure to implement policy
- f) facilitate planning & control
- g) be mindful of best practice & capable of adapting to changing circumstances.



1.2 ENVIRONMENTAL POLICY

- STATEMENT OF POLICY

ENVIRONMENTAL POLICY STATEMENT

Metlab is an environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of Metlab is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring wherever practical measures are implemented to protect and preserve natural habitats, flora and fauna;
- Considering the effects that our operations may have on the local community;
- Taking action to eliminate or reduce as far as practicable, any potentially adverse environmental impacts;
- Promote environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- Seek to work in partnership with the community by behaving in a considerate and socially responsible manner;
- Ensure effective and expedient incident control, investigation and reporting.

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

Metlab will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environmental Protection Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, in so far as is reasonably practicable, are carried out without risk to themselves, others or the environment.

Metlab Ltd. will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of this policy.

The Directors have overall responsibility for all Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Board of Directors who gives their full support to the implementation of the policy.

Signed:



Jim Humphreys

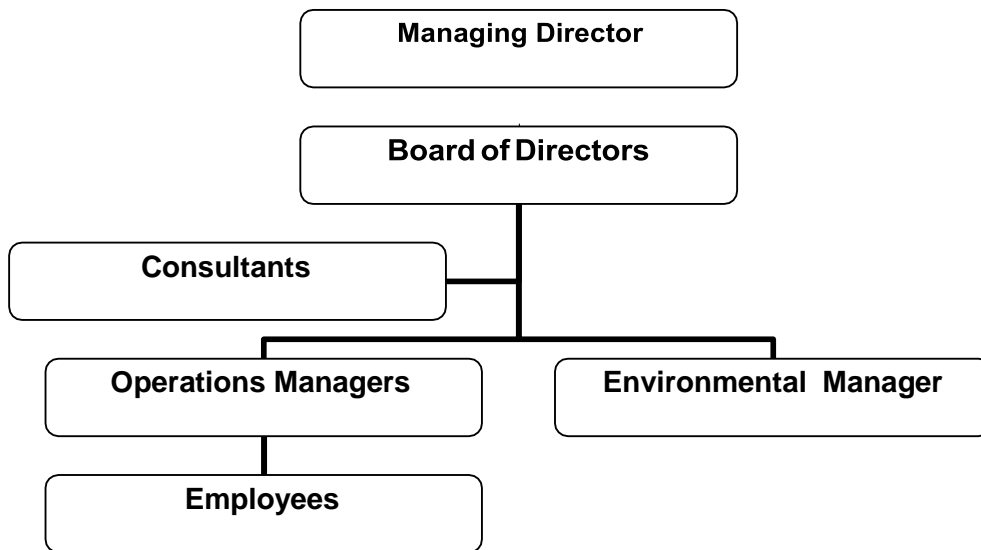
Managing Director

Date: 04.01.2019



1.3 ORGANISATION

The following organisation chart outlines the structure for the management of Environmental issues within Metlab Ltd.



The effectiveness of the management of environmental issues is dependant on the persons who are responsible for ensuring that all aspects of work are carried out with due consideration for the environment.

Ultimate responsibility lies with the Directors, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the company and that those employed by the company are kept fully informed of its content.

Managers will ensure that this policy is adopted by all employees, sub-contractors, suppliers and visitors. Furthermore every individual person has a duty of care.

To assist the company in fulfilling its duties and obligations, an external advisor/consultant may be appointed to provide advice and assistance to the management and employees of Metlab Ltd.



1.4 IMPLEMENTATION OF THE POLICY

- **Resources, Roles, Responsibility & Authority**

Metlabs top management is committed to providing all necessary resources including, human, technology, infrastructure & financial. Roles and responsibilities shall be clearly defined. Whilst overall responsibility for the implementation of this Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to the person/s Responsible for Environmental Management.

To clarify the roles and responsibilities, the following duties have been allocated to nominated employees:

- | | |
|--|------------------------------|
| • Induction Training | Eddie Breen |
| • Environmental Impact/Risk Assessments | Jim Humphreys |
| • Workplace Environmental Audits | Eddie Breen/David O'Flaherty |
| • Waste Management | Eddie Breen/David O'Flaherty |
| • Noise Assessments | Eddie Breen/David O'Flaherty |
| • Air Emissions (Smoke, fumes, dust etc) | Eddie Breen/David O'Flaherty |
| • Flammable & Hazardous Material Storage | Eddie Breen/David O'Flaherty |

The above named individuals will be responsible for ensuring that adequate consideration is given to each of the various issues, however, in many instances, specialist advice and support will be required to enable these individuals to ensure that a suitable and sufficient assessment of the issues has been undertaken.

All individuals are however expected to:

- take reasonable care for the protection of the environment through their own acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all environmental procedures

At the planning stage, full account is to be taken of those factors that help to eliminate potentially harmful emissions/discharges, waste or other forms of pollution such as noise. Decisions about other priorities (e.g. programme and profit) are to take proper account of the environmental constraints that may be present.



Specific and precise arrangements will be developed and implemented, as needed, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating, where applicable, environmental reviews and risk assessments, are to be established, implemented and monitored to ensure the appropriate environmental standards are maintained at all times.

High standards will be applied when complying with legislation regarding the protection of the environment.

High standards of cleanliness, hygiene and housekeeping will be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personnel protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to all members of staff.

All incidents, no matter how minor will be reported and recorded in the company's environmental incident log. Significant incidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

All such incidents should be reported to the Environmental Manager.

Environmental training programmes will be promoted with the object of achieving personal awareness of the risks and hazards to the environment, associated with the works Metlab Ltd.undertakes.

Responsibility and accountability in relation to the prevention of pollution, reduction of waste and protection of the environment will be specified clearly and in writing to all employees.

The Policy will be explained to all new staff as part of their induction training, before they start work, and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Environmental Policy and Procedures Manual will be carried out to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all Company Personnel.



- **MANAGING DIRECTOR**

The Managing Director has overall responsibility for the Environmental Policy and its implementation.

- **COMPANY DIRECTORS**

- All Directors will ensure that:
 - The Company Environmental Policy is issued to all employees and that the written arrangements made to implement the policies are available to all employees.
 - All employees are made aware of their personal responsibilities.
 - Appropriate training, resources and support are available to all staff.
 - Environmental issues are given appropriate consideration.
 - They regularly liaise with the Environmental Manager.
 - Risks to the Company relating to potential incidents at work, environmental impacts, loss or damage to Company Property, and risks to the Public through Company activities are properly evaluated.
 - Liability is covered by insurance and advice given to the extent to which risks are acceptable, whether insured or not.
 - Environmental performance is recorded and reviewed periodically so as to advise when action is necessary to correct adverse trends.

It is the responsibility of the directors to ensure the allocation of adequate finances and other resources for the effective implementation of the Environmental Management System. Key topics requiring specific resource allocation are: Management Representation; Training; Emergency response equipment; Monitoring and measuring equipment, and Record-keeping systems.

- **ENVIRONMENTAL MANAGER**

The Environmental Manager is responsible for overseeing the management of environmental issues within the company, as follows:

- Report to the directors and keep them apprised on all matters regarding environmental management.
- State the Company's Policies in writing with regard to environmental management, and ensure it is brought to the attention of all employees.
- Ensure that arrangements are made for implementing the Company's Environmental Policy.
- Ensure that environmental management data is collected, reviewed and reported on.
- Ensure that the Company Procedures, Instructions and Guidance are regularly reviewed and amended as necessary.



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- Provide environmental advice to managers, employees and Customers, using, as necessary, specialist external advisors/consultants.



- Promote positive environmental values throughout the Company.
- Communicate effectively with external organisations such as the EPA regarding the policy and its implementation.
- Investigate environmental incidents and record all findings and make recommendations for the prevention of similar incidents.
- Liaise with Procurement and Project Managers on contract standards and any future changes or additions required to the policy.
- Monitor the effectiveness of the procedures by workplace inspections and audits and report on any improvements that may be required.

- **SENIOR MANAGEMENT**

Directors and Managers are at all times, responsible for implementation of the Company's Environmental Policy. All members of the senior management team shall:

- Understand the Company's Environmental Policy.
- Set a personal example.
- Identify and organise appropriate training for their staff.
- Liaise with the company's Environmental Manager.
- Actively promote a positive environmental culture throughout their areas of responsibility.
- Ensure the Policy is implemented properly and that any delegated duties are correctly performed.
- Ensure that all agreed actions are implemented as soon as practicable.
- Suspend any activity, work or other activity which is considered to constitute an immediate danger to the environment. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial actions have been implemented.
- Ensure that regular Environmental inspections are carried out and that environmental issues are actively managed and controlled.
- Ensure that the overall environmental performance of Metlab Ltd. sites is discussed at regular intervals with all contractors, including sub-contractors.
- Report any problems or improvements to this policy to the appropriate director.
- Actively promote, at all levels, the Company's commitment to effective environmental management.

- **ALL EMPLOYEES**

All employees are required to:

- Understand the Company's Environmental Policy.
- Co-operate with the Company in complying with duties and requirements imposed by relevant statutory provisions and Company Procedures.



- Co-operate with the Company in complying with Environmental Management duties and requirements imposed by Management.
- Not interfere with, or misuse anything provided in the interests of environmental protection.
- Report all environmental incidents to your Manager.

1.5 Training

Metlab recognised the importance of training & awareness with regard to environmental policy and in identifying environmental risk. Appropriate training shall be given to persons whose work is likely to have an affect on the environment. The managing director shall ensure that training needs are identified and adequate resources are in place to provide appropriate training of personnel. Metlab will require all subcontractors to demonstrate their employees are competent and have received appropriate training. The environmental manager shall assist in identifying the level of training necessary to carry out specialised environmental functions.

1.6 Communication

Metlab will operate procedures for internal & external communication. The Environmental Manager is responsible for ensuring communication links are established both internally & with interested external parties. Internal communication can be by means of posted notices, tool box talks, and information leaflets. External communication may be by means of web site, annual reports, newsletters or special notice to vested parties.

1.7 Documentation

Environmental management system shall include the following documents;

- a) Environmental Policy
- b) Scope of EMS
- c) Principal Elements of the EMS
- d) Records & reports
- e) Other documentation deemed necessary to implement effective environmental planning

1.8 Document Control

This Policy Statement, environmental procedures, environmental record forms, and audit findings shall be included in the schedule of controlled documents. The Environmental Manager is responsible for document control, review & retention. Documents shall be retained for a period not less than two years.



1.9 Operational Control

Environmental aspects of significance to Metlabs activity will be identified, objectives and targets shall be set to ensure satisfactory compliance with this policy by means of;

- a) documented procedures,
- b) defining operational criteria in the procedures,
- c) environmental supplier review covering goods & services.

1.10 Emergency Preparedness

Metlab will maintain procedures & systems to identify potential environmental emergencies & accidents which could affect the environment. These procedures shall be periodically tested & updated to best available practice as appropriate. The procedures will take into consideration;

- a) nature & magnitude of hazard,
- b) most likely type of environmental accident,
- c) appropriate response,
- d) communication,
- e) appropriate intervention,
- f) mitigation & response action,
- g) corrective / preventative post incident evaluation,
- h) periodic testing of emergency response procedures,
- i) training of response team,
- j) a list of key personnel & emergency aid agencies,
- k) evacuation routes & assembly points,
- l) risk to adjacent sites,
- m) possibility of joint cooperation with neighbouring facilities

1.11 Evaluation & Compliance

Metlab will enforce procedures to monitor & measure key characteristics that can have a significant effect on the environment. The procedures shall adequately document all relevant information in line the Metlabs environmental objectives. Where ever appropriate calibrated monitoring equipment shall be used to support these objectives. Metlab will demonstrate, as appropriate, that it has compared evaluated compliance with client expectations and legal requirements, including relevant permits & licences.



1.12 Nonconformity, Corrective & Preventive Action

Metlab will establish & maintain procedures for dealing with environmental non-conformance, and dealing with preventive and corrective action. The procedures will deal with –

- (a) identifying & correcting non-conformances,
- (b) Investigation of root cause,
- (c) evaluate follow up action,
- (d) compilation & reporting of findings
- (e) corrective / preventive action effectiveness review

1.13 Control of Records

Metlab will maintain records as necessary to maintain compliance with the Policy Statement & EN ISO 14001. Control of records shall be in accordance with the requirements of EN ISO 14025 & ISO 9001 (2008).

Controlled records shall include this primary Environmental Statement, Environmental Procedures and all records as outlined in Section 2 and Section 3 of this Policy Statement.

1.14 INTERNAL AUDITS

Internal audits shall be performed periodically by a competent individual from within Metlab, or by external consultants. Persons performing internal audits must do so impartially and objectively. The audits shall clearly show whether Metlab conforms to environmental Management System EN ISO 14001,

1.15 MANAGEMENT REVIEW

Metlab will perform periodic management reviews of the suitability, adequacy and effectiveness of the Environmental Management System. Reviews may be conducted at the same time as the EN17025 management Reviews or convened as stand alone meetings. The agenda shall include a review of the following

- Scope of environmental Management Review -
 - a) review of internal audits, compliance & legal requirements,
 - b) review of complaints & external communications



- c) performance of the Management System during period under review
- d) progress on objectives & targets
- e) corrective & preventative action
- f) follow up action/s from last review
- g) recent developments, new legislation & changing circumstances affecting the EMS



SECTION 2.0

ENVIRONMENTAL OPERATING PROCEDURES

This section details the arrangements and procedures that Metlab will use to help implement our Environmental Management Policy and ensure compliance with current Environmental Legislation.

Within the procedures, reference is made to the 'Project Environmental Management Plan'. This is a project specific document which should be prepared for all new projects and it should detail the project specific arrangements and constraints for the management of all environmental issues on the site.



2.1 AIR POLLUTION PROCEDURE

2.1.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to air pollution for inclusion in a Project Specific Environmental Management Plan.

2.1.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for air pollution control on site
- Develop section of the Project Environmental Management Plan to include air pollution control
- Ensure all sub-contractors and suppliers abide by air pollution control guidelines
- Liaise with the Environmental Manager for all air pollution control issues

Environmental Manager

- Assist Operations Managers in the development of the Project Environmental Management Plan regarding the control of air pollution
- Ensure all staff comply with the air pollution control procedures

2.1.3 Operational Control Guidelines

- a) identified prior to the commencement of any works.
- b) All activities which may cause air pollution should be highlighted and specific risk assessments and safe systems of works should be prepared.
- c) All operations are to be carefully planned and managed to ensure that impacts are kept to a minimum.
- d) All plant and equipment will be chosen and serviced regularly to minimise emissions.
- e) Where air monitoring is carried out, all records will be retained for a minimum period of 10 years.
- f) All permanent and temporary employees, including sub-contractors and suppliers, will be made aware of their responsibilities to ensure that no air pollution incidents occur.
- g) In the event of an air pollution incident, the Emergency Control Procedures outlined below will be followed.



2.1.4 Emergency Control

- a) In the event that excessive dust is arising from operations on site due to plant or traffic movements, then damping down of the roads and surrounding area shall be used to control the dust. Road sweepers shall also be used to keep roads clean and tidy where appropriate.
- b) If the problem persists it may be necessary to install wheel-washing systems.
- c) Where dust is arising from excavations, water shall be applied across the working area.
- d) Where dust is arising from stockpiles of materials, water shall be applied to the stockpile, or the stockpiles should be sheeted.
- e) Care shall be taken in both instances where water is being applied to the soil to prevent excessive run-off causing a further pollution incident, or a safety hazard due to the weakening of the ground.
- f) If any item of plant is releasing excessive emissions through its exhaust, it should be turned off, returned to the hire firm and replaced with better quality plant.
- g) Where emissions are becoming a problem during cutting the method of working will be changed to use damping or extractive techniques.
- h) Should any excessive odours arise from storage areas including fuel, chemicals and waste the cause should be investigated and changes made to storage arrangements.
- i) Waste must be regularly collected and removed from site to prevent odour emissions.
- j) In the event that a serious environmental incident occurs, contact the company's Environmental Manager and advise the EPA as soon as possible.



2.2 CONTAMINATED LAND PROCEDURE

2.2.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to contaminated ground for inclusion in a Project Specific Environmental Management Plan.

2.2.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- a) Overall responsibility for prevention and control of known contaminated land issues on site
- b) Develop section of the Project Environmental Management Plan to include prevention and control of known land contamination
- c) Ensure all sub-contractors abide by contaminated land guidelines
- d) Liaise with the Environmental Manager for all contaminated land issues.

Environmental Manager

- a) Assist Operations Managers in the development of the Project Environmental Management Plan regarding the prevention and control of land contamination issues
- b) Ensure all staff comply with the contaminated land guidelines

2.2.3 Operational Control Guidelines

- a) Any areas of contaminated land must be identified from the site investigation data and contract documents so that its treatment and/or disposal can be managed.
- b) If additional sampling or testing is required, this must be identified prior to the commencement of any works.
- c) All operations involving contaminated land must be clearly identified and project specific risk assessments and method statements must be prepared.
- d) If contaminated materials are stored on site, the method of containment must prevent any escape of dust, leachate or other substances.



- e) Disposal of contaminated materials off site must be to licensed sites and in accordance with the Duty of Care.
- f) All permanent and non-permanent employees, including sub-contractors, must be made aware of their responsibilities to ensure that contaminated land is unable to cause further pollution.
- g) In the event that contaminated land causes further pollution then the Emergency Control Procedures stated below must be followed.

2.2.4 Emergency Control

- a) When dealing with known contaminated land and 'run-off' is becoming a problem the Emergency Control Procedures for water pollution must be followed.
- b) When dealing with known contaminated land and dust generation is becoming a problem the Emergency Control Procedures for air must be followed.
- c) In addition to this all operatives in the area must be issued with dust masks to prevent ingestion of the contaminated materials.
- d) Stop work immediately, seal off the area, and report to the Operations Manager in the event that one or more of the following are found:
 - *Discoloured or oily soil (chemical or oil residues)*
 - *The soil has a fibrous texture (asbestos)*
 - *Presence of foreign objects (chemical/oil containers)*
 - *Evidence of underground structures and storage tanks*
 - *Existence of waste pits*
 - *Old drain runs and contamination within building and tanks*
- e) The contaminated materials must be tested at an approved laboratory to ascertain what hazards may be presented by the substance.
- f) Following the receipt of the laboratory results a project specific method statement and risk assessment must be prepared to dispose of/deal with the material. Approval will be needed from the EPA and the Environmental Manager.
- g) In the event that a serious environmental incident occurs, contact the company's Environmental Manager and advise the EPA as soon as possible



2.3 ECOLOGY, ARCHAEOLOGY AND CULTURAL HERITAGE PROCEDURE

2.3.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to ecology, archaeology, and cultural heritage for inclusion in a Project Specific Environmental Management Plan.

2.3.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for ecology, archaeology, and cultural heritage on site
- Develop section of the Project Environmental Management Plan to include ecology, archaeology, and cultural heritage
- Ensure all sub-contractors comply with the ecology, archaeology, and cultural heritage guidelines
- Liaise with the Environmental Manager on all ecology, archaeology, and cultural heritage issues

Environmental Manager

- Assist Operations Managers in the development of the Project Environmental Management Plan ecology, archaeology, and cultural heritage issues
- Ensure all staff comply with the ecology, archaeology, and cultural heritage guidelines

2.3.3 Operational Control Guidelines

- a) Any contractual requirements for the preservation, monitoring and management of ecology, archaeology and cultural heritage issues must be prior to the commencement of any works.
- b) All areas where ecological, archaeological and cultural heritage issues exist should be highlighted in the Project Environmental Management Plan.
- c) Specific risk assessments and method statements must be completed for all operations that may impact on sensitive parts of the site. This is to ensure that all such operations are properly managed and controlled.



- d) The Operations Manager is responsible for liaising with heritage and other interested parties to ensure that no issues are overlooked when planning potentially disruptive works.
- e) Strict controls shall be implemented where necessary to ensure that any persistent vegetation such as ragwort is not allowed to spread around or off of the site.
- f) All permanent and non-permanent employees, including sub-contractors, will be made aware of their responsibilities to ensure that damage to ecology, archaeology and cultural heritage is minimised.
- g) In the event that damage to ecology, archaeology and cultural heritage occurs then the Emergency Control Procedures below should be followed.

2.3.4 Emergency Control

- a) In the event that damage to any ecology, archaeology and cultural heritage occurs work must be stopped immediately.
- b) The incident must be reported to the Operations Manager.
- c) The area should then be protected using suitable fencing.
- d) Specialist advice should be sought from relevant organisations.
- e) The Environmental Manager must be notified.
- f) Special consent may be required before work can recommence from the relevant authority.
- g) The reason for the problem occurring must be investigated and any changes made to future operations and programmes.
- h) In the event that a serious incident occurs, contact the company's Environmental Manager.



2.4 NOISE AND VIBRATION PROCEDURE

2.4.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to noise and vibration for inclusion in a Project Specific Environmental Management Plan.

2.4.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for control of noise and vibration on site
- Develop section of the Project Environmental Management Plan to include prevention and control noise and vibration
- Ensure all sub-contractors abide by noise and vibration guidelines
- Liaise with the Environmental Manager for all noise and vibration issues

Environmental Manager

- Assist Operations Managers in the development of the Project Environmental Management Plan for environmental noise and vibration issues
- Ensure all staff comply with the noise and vibration guidelines

2.4.3 OPERATIONAL CONTROL GUIDELINES

- a) Requirements regarding the control of noise and vibration levels should be identified so that the appropriate control measures can be implemented.
- b) The company's environmental policy and procedures will be taken into account when selecting plant and equipment and when developing safe systems of work.
- c) Where it has been identified that buildings and services may be affected by noise and vibration, all necessary control measures are to be highlighted within applicable safe systems of work.
- d) In sensitive areas, such as urban and commercial districts, liaison with the appropriate authorities will be needed to ensure that noise and vibration levels are maintained within permissible levels.



- e) Noise emissions should be regularly monitored and recorded as deemed appropriate.
- f) Where necessary vibration will be monitored to ensure that no structural damage is being caused to adjacent buildings and services.
- g) Local residents and businesses are to be kept informed of when activities producing excessive noise and vibration are to take place.
- h) All operations should be sequenced, where appropriate, to minimise the generation of noise and vibration, and where practical, plant and material stockpiles should be located to absorb noise emissions.
- i) Where appropriate, prior consent will be sought from the EPA or local authority.
- j) All employees, sub-contractors and suppliers will be made aware of their responsibilities and duties to ensure that noise and vibration generated by them is correctly managed and controlled.
- k) In the event that noise and vibration emissions exceed permissible levels, then the following Emergency Control Procedures are to be followed.

2.4.4 Emergency Control

- a) In the event of noise and vibration limits being exceeded the work or activity causing the noise/vibration is to be stopped.
- b) Where appropriate plant is to be re-orientated to re-direct emissions away from sensitive receptors.
- c) Where appropriate material is to be stockpiled to provide a noise barrier to absorb noise emissions.
- d) Where appropriate erect additional noise barriers.
- e) If these steps are unsuccessful in reducing emissions to an acceptable level then working practices and arrangements will be changed accordingly.
- f) Monitoring shall take place throughout the operation to ensure compliance.

2.5 SUSTAINABLE DEVELOPMENT PROCEDURE

2.5.1 PURPOSE



The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to sustainable development for inclusion in a Project Specific Environmental Management Plan.

2.5.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for control of on site sustainable development issues
- Develop section of the Project Environmental Management Plan to include control of sustainable development
- Ensure all sub-contractors abide by the sustainable development guidelines
- Liaise with the Environmental Manager for all sustainable development issues.

Environmental Manager

- Assist Operations Managers in the development of the Project Environmental Management Plan regarding the control of resource consumption
- Ensure all employees are abiding by sustainable development guidelines

2.5.3 OPERATIONAL CONTROL GUIDELINES

- a) All timber including temporary works should, wherever practical, be from a temperate sustainable resource.
- b) All materials will be accurately ordered to minimise waste.
- c) Where possible the use of recycled materials and other environmentally friendly options should be investigated.
- d) During construction the work area will be kept tidy to minimise the risk of damage to materials.
- e) All operations will be adequately supervised to ensure that the wastage is kept to a minimum.
- f) All plant and office equipment will be turned off when not in use to conserve power/fuel.
- g) Where possible the consumption of stationery in all offices will be used conservatively.
- h) Waste paper and empty toner cartridges will be recycled.



2.6 STATUTORY NUISANCE PROCEDURE

2.6.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to statutory nuisance for inclusion in a Project Specific Environmental Management Plan.

2.6.2 DEFINITION

Although there is no legal definition of a statutory nuisance, for action to be taken, the nuisance must, or be likely to be prejudicial to a persons health, or interfere with a persons legitimate use and enjoyment of land. This particularly applies to nuisance to neighbours in their homes, offices and gardens.

A statutory nuisance could arise from the poor state of the company's premises or sites, or from any noise, smoke, fumes, gases, dust, steam, smell, effluvia, the keeping of animals', deposits and accumulations of refuse and/or other material, and other discharges from company premises.

2.6.3 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for control of statutory nuisance on site
- Develop section of the Project Environmental Management Plan to include prevention and control of statutory nuisance
- Ensure all sub-contractors abide by statutory nuisance guidelines
- Liaise with the Environmental Manager for all statutory nuisance issues.

Environmental Manager

- Assist Operations Managers in the development of the Project Environmental Management Plan for statutory nuisance issues
- Ensure all staff comply with the statutory nuisance guidelines



2.6.4 OPERATIONAL CONTROL GUIDELINES

- a) The procedures for air pollution, contaminated land, noise and vibration, and water pollution should be followed to prevent any statutory nuisance in these forms.
- b) If the site is located adjacent to residential areas then any lighting that is required is to be located to minimise disruption through glare or light pollution.
- c) All complaints from local residents are to be collated and where appropriate procedures developed to prevent any recurrence.
- d) In the event of an incident involving statutory nuisance the Emergency Control Procedures below must be followed.

2.6.7 Emergency Control

- A) Should any incident surrounding statutory nuisance occur, the appropriate operational procedures, as identified above, must be followed.
- b) All complaints shall be recorded and the Environmental Manager shall be notified.
- c) Where problems occur regarding site lighting then the lighting shall be relocated to reduce the impact upon the surrounding residents and neighbours.



2.7 TRAFFIC MANAGEMENT PROCEDURE

2.7.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to traffic management for inclusion in a Project Specific Environmental Management Plan.

2.7.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for traffic management on site and for liaising with the local authority.
- Develop the Project Environmental Management Plan to include traffic management proposals
- Ensure all sub-contractors abide by traffic management requirements
- Liaise with the Environmental Manager for all traffic management issues.

Environmental Manager

- Assist Operations Managers in the development of traffic management proposals for the Project Environmental Management Plan
- Ensure all staff comply with the statutory nuisance guidelines

2.7.3 OPERATIONAL CONTROL GUIDELINES

- a) All traffic management issues identified in the contract documents must be incorporated into the Project Environmental Management Plan.
- b) Where appropriate, arrangements for the delivery of materials should take place outside peak hours.
- c) All plant should be regularly serviced to ensure that it does not cause excessive pollution and operates safely and efficiently.
- d) In the event that a traffic management problem occurs the Emergency Control Procedures below should be followed.



2.7.4 Emergency Control

- A) In the event that the increased numbers of traffic movements adjacent to the site cause problems with congestion, road conditions or noise, then measures should be implemented to minimise them.
- b) Where congestion is occurring at the beginning and end of the day, the use of flexible working hours and staggered starting times should be considered.



2.8 WASTE MANAGEMENT PROCEDURE

2.8.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to waste management for inclusion in a Project Specific Environmental Management Plan.

2.8.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for waste management on site
- Develop section of the Project Environmental Management Plan to include the management of waste, including the segregation of waste and the use of recycling initiatives
- Ensure all sub-contractors abide by waste management guidelines
- Liaise with the Environmental Manager for all waste management issues.

Environmental Manager

- Assist Operations Managers in the development of waste management proposals for the Project Environmental Management Plan
- Ensure all staff comply with the waste management guidelines

2.8.3 OFFICE WASTE GUIDELINES

- a) All consumables and office supplies are to be used conservatively, including the recycling and reuse of supplies where practical.
- b) Company paper is only to be used for business purposes and waste paper should be recycled rather than disposed of.
- c) The use of double-sided copying and printing should be made wherever practical.



- d) Scrap paper will be reused for draft printing whenever possible.
- e) Office paper supplies will be discarded separately into segregated and designated recycling bins. All cardboard materials will be discarded separately into respective segregated bins. All other rubbish will be discarded in the normal manner.

2.8.4 OPERATIONAL CONTROL GUIDELINES

- A) All work shall be carefully considered and implemented to minimise the generation of waste.
- b) Where it has been identified that wastes are to be produced, or potentially produced, by a new project or activity, this will be clearly identified prior to the commencement of the work.
- c) Specialist disposal requirements including any Waste Management License issues will be identified prior to commencement.
- d) All employees, including sub-contractors will be requested to identify the types of waste that can be reduced, reused, or re-cycled on-site or off-site.
- e) All employees, suppliers and sub-contractors will be made aware of their responsibilities to ensure the correct disposal of waste.
- f) Where the production of hazardous wastes is envisaged, the Operations Manager will liaise with the Environmental Manager and the appropriate EPA office to determine the most appropriate method of disposal.
- g) All sites producing hazardous waste must be licensed with the EPA.
- h) Waste disposal contractors must possess the appropriate license to dispose of the waste from site. The Operations Manager should periodically check the waste contractor's current license.
- i) All waste disposal operations shall comply with the Duty of Care. A Waste Transfer Note/Consignment Notice will accompany all waste transfers. The Waste Transfer Note must be retained for a minimum of one year.
- j) The storage requirements for wastes are to be identified to allow for the segregation of the waste and the prevention of odours, water pollution and the cross contamination of materials.



- k) In the event of the escape of waste the Emergency Control Procedures below must be followed.

2.8.5 EMERGENCY CONTROL - LIQUID WASTE

- A) In the event of liquid waste escaping the Operations Manager is to be notified.
- b) The Operations Manager is to notify the Environmental Manager and the appropriate EPA office.
- c) Stop the flow of pollution using earth, sand or polythene and divert away from drains and watercourses.
- d) Deploy spill kits as necessary to contain and absorb the spill.
- e) Contaminated sand, earth or granules must be disposed of as contaminated material
- f) The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.

2.8.6 EMERGENCY CONTROL - SOLID WASTE

- a) In the event of solid waste escaping the Operations Manager is to be notified.
- b) The waste that has escaped must be collected and placed into a secure skip.
- c) Depending on the hazard presented by the material, specific personal protective equipment may be required.
- d) The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.

2.8.7 ODOURS FROM WASTE

- a) In the event that odours become a problem from waste storage, the skips must be emptied immediately.
- b) If similar waste is likely, then covered skips must be used and emptied regularly.



2.9 WATER POLLUTION PROCEDURE

2.9.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to water pollution for inclusion in a Project Specific Environmental Management Plan.

2.9.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for prevention of water pollution on site
- Develop section of the Project Environmental Management Plan to include water pollution
- Ensure all sub-contractors abide by the water pollution guidelines
- Liaise with the Environmental Manager and respective EPA for all water pollution issues

Environmental Manager

- Assist Operations Managers in the development of water pollution proposals for the Project Environmental Management Plan
- Ensure all staff comply with the water pollution guidelines

2.9.3 PROCEDURE

Metlab Ltd. will ensure that no contamination of adjacent watercourses and the groundwater will occur as a result of their operations. This will also include minimising the impact of operations upon wildlife habitats, aquatic flora and fauna, fisheries, recreation and amenity facilities and landscape features.

Metlab Ltd. will ensure that any operations that may pose a threat to these areas are carefully planned and managed to minimise the risk of pollution and environmental damage.



2.9.4 Operational Control Guidelines

- a) Water quality sampling requirements must be identified and implemented prior to the commencement of any works.
- b) The requirement for discharge consents to watercourses, surface water drains or foul drains must also be identified as soon as possible.
- c) All watercourses and drainage systems adjacent to the site are to be highlighted in the Project Environmental Management Plan.
- d) Suitable storage areas should be prepared to ensure that the quality of surface water and ground water is not put at risk.
- e) If appropriate, the need for concrete wash out points will be identified and established on site.
- f) All operations that are to take place in, above or adjacent to watercourses will be clearly identified, with specific risk assessments and safe systems of work being established prior to the commencement of any work.
- g) All operations taking place in, above or near watercourses must be strictly supervised and monitored to ensure that no pollution incidents occur.
- h) All permanent and temporary employees, including sub-contractors, are to be made aware of their responsibilities to ensure that no water pollution incidents occur.
- i) In the event that a water pollution incident occurs then the Emergency Control Procedures below must be followed.



2.9.5 Emergency Control

- a) All spillages, including fuel, oils, & chemicals, must be reported to the Operations Manager.
- b) Where appropriate, the Operations Manager must notify the Environmental Manager and the appropriate EPA office.
- c) The source of pollution must be identified and the flow should be stopped or diverted using spill kits, earth, sand or polythene and diverted away from all drainage systems and watercourses.
- d) Where flammable substances are involved, any adjacent sources of ignition must be switched off.
- e) An absorbent boom must be placed across watercourses to contain and absorb any spills.
- f) Spillages must not be washed into drainage systems or watercourses and detergents must not be used.
- g) All absorbent materials used to soak up the spill must be disposed of as contaminated material.
- h) The incident is to be investigated by the Environmental Manager. The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent recurrence.
- i) Details of the investigation and any changes to working practices will be reported to the Environmental Manager and where appropriate to the EPA.
- j) In the event that a serious environmental incident occurs, contact the company's Environmental Manager and notify the EPA.



2.10 DELIVERY, STORAGE, & SPILLS OF FUEL & CHEMICALS PROCEDURE

2.10.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards of the delivery, storage, refuelling, and spillage of fuel and chemicals.

2.10.2 SCOPE

This procedure applies to all Metlab Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Operations Manager

- Overall responsibility for the control of fuel and chemicals on site
- Development of a specific section for the Project Environmental Management Plan to address the delivery, storage, refuelling, and spills of fuel and chemicals
- Ensure all sub-contractors abide by these guidelines
- Liaise with the Environmental Manager on all issues regarding the delivery, storage, refuelling, and spills of fuel and chemicals

Environmental Manager

- Assist Operations Managers in the development of procedures for the delivery, storage, refuelling, and spills of fuel and chemicals, for the Project Environmental Management Plan
- Ensure all staff comply with the guidelines

2.10.3 DELIVERIES

All deliveries will be supervised by a competent person capable of dealing with any spills or other incidents that may occur.



2.10.4 STORAGE

Fuel, oil and chemical tanks must be sited on an impervious base, within a secure bund. The base and bund must be impermeable to the substance being stored and have sufficient capacity for daily use and for the receipt of additional deliveries. Leaking, damaged or empty tanks/drums must be removed from the site immediately and disposed of via a licensed waste disposal contractor. All bowzers must be banded to prevent any accidental spills.

All tanks and containers shall be stored in a secure, locked area, protected from vandalism, and clearly marked with the contents of the substance. To help limit the impact of any spills, all such storage areas should be located at least 10 metres from any drain or watercourse.

Where large quantities of fuel or oil are to be stored on-site, the above ground storage tank should be constructed to the relevant British Standard. The bund should be constructed to contain 110% of the capacity of the storage tank and monitored regularly for any build up of rainwater. Any rainwater from within the bund must be treated as contaminated waste and should be appropriately disposed of appropriately to eliminate the potential for further pollution.

2.10.5 SECURITY

All valves and trigger guns must be protected from vandalism and unauthorised use. When not in use they should be turned off and securely locked. Any tanks or drums should be stored in a secure container or compound, which should be kept locked when not in use.

2.10.6 REFUELLING

All mobile plant i.e. generators will be refuelled in designated areas on an impermeable surface and away from drains.

2.10.7 USE OF PLANT

All fuel operated plant and equipment shall be operated within strict controls, including the use of drip trays to contain any leaks or overflow etc.



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2.10.8 SPILLS



Spill kits and absorbent booms shall be available on site, where a risk assessment recommends this, to ensure that in the event of a spillage the environmental impacts are kept to a minimum. In the event of a spillage occurring, this equipment shall be used to help minimise any environmental damage. Method statements shall identify emergency procedures for each operation. Plant such as mobile generators shall be used in conjunction with drip trays to contain any leaks and overflows.

2.11 ENVIRONMENTAL IMPACT/RISK ASSESSMENTS PROCEDURE

2.11.1 Purpose

A key element of the Environmental Protection Agency Act 1992 is to identify the impacts our business operations have on our surrounding environment. The environmental impacts of all work carried out by Metlab will be assessed prior to the commencement of any operations which may have an adverse impact on the environment. These assessments will be monitored and reviewed on an annual basis and amended where appropriate to cater for the requirements of specific projects.

2.11.2 SCOPE

All senior managers should consider the impact their operations have on the environment and raise a formal environmental risk assessment using the template provided in Section 3 of this Manual. Guidance covering the areas and elements to be considered within such risk assessments should be drawn from the contents of this Manual, the contract documentation and any site specific requirements.

Sub-contractors and other staff working for Metlab Ltd. should make themselves aware of any assessments that have been undertaken to address the activities that they are carrying out. Any actions that are required to keep these assessments valid and relevant must then be followed.

The basic stages to be adopted when carrying out an environmental risk assessment are as follows:

Stage 1: Hazard identification

Guidance defines a *hazard* as a “property or situation that in particular circumstances could lead to harm”. This may be determined by properties or circumstances and could include, for example, the release of chlorofluorocarbons (CFCs); or the adverse impacts of induced climate change from the contribution of fossil fuel-derived carbon dioxide emissions.

The identification of relevant hazards will therefore have an important bearing on



the overall assessment and the credibility of the final assessment.

One common pitfall in establishing the hazards is to overlook secondary hazards that may arise. For example, during a river flood, sediments may be deposited within the working area. If these sediments were to be contaminated, they might pose an additional hazard.

Stage 2: Identification of consequences

The potential consequences that may arise from any given hazard are inherent to that hazard. Although the full range of potential consequences must be considered at this stage, no account is taken of likely exposure and therefore likely consequences. For example, while the potential consequences of a discharge of toxic metals to a watercourse may be self-evident, a flood may have additional, non-obvious consequences such as pollution arising from an over-stretched sewerage system, or loss of habitats due to river scouring.

These examples help to highlight why it is necessary to take a broad look at the potential environmental damage that may occur, if only to be clear why some potential consequences are rejected for further assessment.

Stage 3: Estimation of the severity of consequences

The consequences of a particular hazard may be actual or potential harm to human health, property or the natural environment. The severity of such consequences can be determined in different ways depending on whether they are being considered as part of a risk screening process, or as part of a more detailed quantification of risk. At all stages of risk assessment several key features need to be considered, as described below.

The spatial scale of the consequences

The geographical scale of harm resulting from an environmental impact will often extend considerably beyond the boundaries of the source of the hazard. Failure to consider this at an early stage may result in the scope of the risk assessment being too limited. For example, a major accident in a chemical plant is likely to have significant effects on the environment well beyond the perimeter of the site.

The temporal scale of the consequences

The duration of the harm that results may be so prolonged that the damage can be assumed to be permanent and the environment beyond recovery. For example, the release of a genetically modified crop could result in extensive cross-breeding with adjacent indigenous flora, any harmful environmental impacts could extend far into the future.



The time to onset of the consequences

A further factor to consider is how quickly harmful effects might be seen. Risk assessment and management must pay as much attention to long-term problems as to the more immediate risks. For example, the spillage of a solvent on porous ground may not result in an impact on the underlying aquifer for decades. However, once realised, the duration of the harm is likely to be of the order of decades and will compromise the value of that aquifer as a source of water for future generations.

Stage 4: Estimation of the probability of the consequences

The above stages have assumed that realisation of the hazard will lead to environmental harm. However, the probability or likelihood of the consequences occurring must also be taken into account. This has three components:

The probability of the hazard occurring

The probability of the receptors being exposed to the hazard

The probability of harm resulting from exposure to the hazard

Stage 5: Evaluating the significance of a risk

Having determined the likelihood and severity of the consequences that may arise as a result of the hazard, it is important to place them in some sort of context. It is at this point that some value judgements are made, either through reference to some pre-existing measure, such as an environmental quality standard or flood defence standard, or by reference to social, ethical, or political standards.

Stage 6: Options appraisal

Having estimated the magnitude and the significance of the risks posed by the hazard(s), the options for risk management are identified and evaluated. It is important to carry out this procedure as a distinct preliminary step because ill-considered risk management strategies may otherwise result in wasted effort and expenditure on the part of the decision-maker. The options that will usually be available are:

- exploring the acceptability, or otherwise, of the risk - this can include rejecting unacceptable risks altogether or accepting the risk being imposed;



- reducing the hazard through new technology, procedures or investment;
or
- mitigating the effects, through improved environmental management techniques.

The decision on precisely which option or combination of options to choose will involve a balance of risk reduction, costs, benefits and social considerations.



2.12 ENVIRONMENTAL PERFORMANCE MONITORING & REVIEW PROCEDURE

2.12.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with regard to monitoring performance & review.

2.12.2 SCOPE

The responsibilities for implementing the procedure are outlined as follows; The Environmental Manager will review the company's environmental performance and the effective implementation of the environmental management policy. The annual review shall cover:

- a) Environmental management monitoring results.
- b) Environmental management inspection results
- c) Comparison with the objectives stated in the previous review.
- d) Effects and requirements of new legislation or changes to best practice guidance.

- *Irrespective of time periods, a review shall be conducted in the event of:*

- a.a) significant environmental incident.*
- b.b) Incidence of EPA enforcement action.*
- c.c) Major change to environmental management arrangements or company activities.*



2.13 ENVIRONMENTAL MANAGEMENT INFORMATION PROCEDURE

2.13.1 PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development of management information procedures

2.13.2 SCOPE

The company will periodically purchase and maintain a selection of key environmental management documents and reference material for use by its staff and employees. These will be retained within the company's offices and requests for additional material shall be made through the Environmental Manager.

Copies of all Environmental Alerts/Notices and other environmental related information shall be displayed on the Company notice board.



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Section 3

Environmental Management System

Record Forms



3.1 Environmental Audit Report Form

| | | |
|------------------|----------------|-------------------|
| Auditor: | Signed: | Report No: |
| Reviewed: | Signed | Date: |

| ITEM | SATISFACTORY | | | ACTION REQUIRED TO RECTIFY DEFICIENCIES | PRIORITY |
|--|--------------|---|-----|---|----------|
| | Y | N | N/A | | |
| Site Security | | | | | |
| Complaints | | | | | |
| Waste Management | | | | | |
| Cleaning Operations | | | | | |
| Hazardous Wastes | | | | | |
| Chemicals & Fuels | | | | | |
| Water Pollution Prevention | | | | | |
| Pollution Response | | | | | |
| Dust & Air Pollution | | | | | |
| Light Pollution | | | | | |
| Noise & Vibration | | | | | |
| Visual Impact | | | | | |
| Permits, licences & consents | | | | | |
| Nature conservation & countryside protection | | | | | |



Guidance notes for consideration when completing the Environmental Audit Checklist.

| ITEM | POINTS TO CONSIDER |
|--------------------------------------|--|
| Site Security | Integrity of perimeter fencing; gates; lighting and signage. Ensure that the keys are removed from all plant; check alarm systems and ensure that the client's security arrangements are in place. |
| Complaints | Check with the Operations Manager and client to determine if any environmental complaints have been received from local residents or other interested parties. |
| Waste Management | Ensure all wastes are properly stored in segregated skips and check to see if storage containers are leaking or overflowing. Skips and other receptacles should be covered to prevent any accumulation of rainwater and to help prevent waste from being blown away. Ensure waste is being properly disposed of and that copies of the Waste Transfer Notes are available. |
| Cleaning Operations | Where cleaning activities could result in contaminated effluent or chemicals draining into any foul or surface water sewer; ensure that appropriate arrangements are in place to prevent any such contamination and that the area is properly bunded and drains are clear of debris. |
| Hazardous Waste | These include waste oils, solvents, acids, wood preservatives and wet cell batteries. Ensure hazardous wastes are properly stored; ensure that all hazardous waste is disposed of by authorised persons / authorities; Check Waste Transfer/Consignment Notes are in place. |
| Chemicals & Fuels | Ensure all such substances are stored within bunded areas, the bund should contain 110% of the maximum volume of the container/tank. Drip trays should be used to catch any drips or leaks from portable equipment. Check for leaks or damage to bunds and containers and ensure the storage facilities are secure and safe from vandalism. |
| Prevention of Water Pollution | All deliveries should be supervised with bunding provided around all storage areas; concrete wash-out areas should be carefully positioned to prevent pollution of watercourses, drains or the subsoil/groundwater. |
| Pollution Response | Appropriate spill kits are to be provided at key locations around the site, this should include all refuelling and storage areas. Emergency spill procedures and contact numbers are to be prominently displayed and communicated to all staff on site. |



| | |
|---|---|
| Dust & Air Pollution | All operations likely to cause excessive dust, such as the cutting of concrete, use of road saws, excavations of loose dry material and vehicle movements during dry weather should be carefully controlled and the use of water sprays, wheel washes and sheeted stockpiles shall be considered. road sweepers to keep roads clean and the maintenance of plant and equipment shall also be adopted to minimise emissions of dust and exhaust fumes etc. |
| Light Pollution | Ensure that any temporary site lighting does not cause a nuisance to the neighbours of the site; give careful consideration of the position of such lighting and where appropriate erect barriers and screens in mitigation. |
| Noise & Vibration | Ensure any noise reduction measures and barriers are in place and operational. Plant should be well maintained and regularly inspected with the most suitable plant for the job being used, this will help to prevent both noise and vibration issues. Ensure that all plant is turned off when not in use to help reduce and eliminate any unnecessary noise pollution. |
| Visual Impact | Regular checks should be made to ensure that the site is clean and tidy in appearance. The approach to the site should be clear of obstructions and no employee or contractor vehicles should be allowed to park on the approach roads. |
| Permits, licences & consents | All permits, consents and necessary licences are in place and valid for the relevant works. |
| Nature conservation & countryside protection | Consider the impact that any works may potentially have on local flora and fauna. |



3.2 Environmental Risk Assessment

| Project Title: | | | | | | | | Risk Assess. No.: | | | | | | | | |
|-------------------------|--|----------------------|-------|------|-------------------|---------------|--------|-------------------|------------|--------|---------------------|-----------------------|--------------------|----------------|------------|-----------------------|
| Task/Activity: | | | | | | | | Project No.: | | | | | | | | |
| | | | | | | | | Date Prepared: | | | | | | | | |
| ENVIRONMENTAL HAZARDS | | Potential Impact on: | | | | | | Likelihood | | | Severity | | Risk Score | | | |
| Ref. | Key hazards/Impacts associated with the above task/activity. | Air | Water | Land | Noise & Vibration | Flora & Fauna | Visual | Probable | Occasional | Remote | Major Env. Incident | Serious Env. Incident | Legislative Breach | Minor Incident | Negligible | Likelihood x Severity |
| | | Score: | | | | | | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | |
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | |
| Risk Assessment Scores: | | 10+ Very High Risk | | | 5-9 High Risk | | | 1-4 Low Risk | | | | | | | | |

| PERSONS AFFECTED | | | | |
|------------------|--|-------------------|--|---------------|
| Operatives | | Members of Public | | Site Visitors |
| Other Workers | | Managers | | Young Persons |
| Others | | | | |

| SPECIALIST EQUIPMENT | | | |
|----------------------|--|--------------|------------------------|
| Spill Kits | | Fuel Bunds | Respiratory Protection |
| Hearing Protection | | Water Sprays | Hand/Face Protection |
| Acoustic Screens | | | |

| ADDITIONAL CONTROL MEASURES | |
|----------------------------------|----------------------------------|
| Information/Instruction/Training | Managerial & Procedural Controls |
| • | • |
| Physical Controls | EPA Guidance |
| • | • |
| Comments | |
| | |



3.3 Environmental Incident Report

| | |
|---|--|
| Project Title: | Project No: |
| Client: | Operations Manager: |
| Client Contact Details: | Operations Manager Contact Details: |
| Date & time of incident: | Discovered by: |
| Incident details: (Indicate approx. quantities where applicable) | |
| Cause of incident: | |
| Details of any affected watercourse, drain or sewer: | |
| Details of action taken immediately after incident: | |
| Details of any further actions needed: | |
| Incident reported to: EPA: Yes / No Local Authority: Yes / No Other: Yes / No | Third party contact details: |
| Additional comments: | |



3.4

WASTE TRANSFER NOTE

Duty of Care Controlled Waste Transfer Note

DESCRIPTION OF WASTE

1. Description of the waste being transferred:
2. European Waste Catalogue Code:
3. How is the waste contained?

Loose Sacks f0 Skip Drum Other please describe

4. What is the quantity of waste? (number of bags, bins, drums, tonnes etc.):

CURRENT HOLDER OF THE WASTE (TRANSFEROR)

Full name:

Name and address of company:

Which of the following are you? (one or more boxes may apply)

| | | |
|----------------------------|--|--------------------------------|
| waste producer | holder of waste management licence | licence no: issued by: |
| waste importer | exempt from waste management licensing | reason why: |
| waste collection authority | registered waste carrier | registration no: Issued by: |
| waste disposal authority | exempt from requirement to register | reason why: |

PERSON COLLECTING THE WASTE (TRANSFeree)

Full name:

Name and address of company:

Which of the following are you? (one or more boxes may apply)

| | | |
|----------------------------|--|---|
| waste collection authority | authorised for transport purposes | specify purpose: |
| waste disposal authority | holder of waste management licence | licence no: issued by: reason why: |
| | exempt from waste management licensing | |
| | registered waste carrier | registration no: issued by: reason why: |
| | exempt from requirement to register | |

Address of place of transfer:

Date of transfer:

Time of transfer:

Name and address of broker (if applicable):

Transferor

Transferee

Signature:

Full name:

Representing:



3.5 Employee Environmental Training Record

This document may be used to record any relevant environmental awareness training provided to employees. This document will also assist managers in ensuring that all their staff have received the necessary instruction and training to enable them to work safely and without causing unnecessary harm to the environment.

This completed form should be retained in the individual's personnel file.

| | |
|----------------------------------|--------------------|
| Employee Name | Employee ID No. |
| Department (NDT/CMT/Admin/Other) | Employee Job Title |

| Date | Topic | Employees Signature | Trainers Signature |
|------|-------|---------------------|--------------------|
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3.6

ENVIRONMENTAL LEGISLATION

The following table lists all relevant environmental legislation that applies to Metlab Ltd. activities, products, and services.

| Reference |
|---|
| <ul style="list-style-type: none">• Air Quality Directive (2004/107/EC)• Protection of the Environment Act 2003• Waste Management Act 2006• Integrated Pollution Prevention & Control Directive "IPPC" (96/61/EC)• Dangerous Substances Regulations S.I. No 12• Control of Substances that Deplete the Ozone Layer S.I. 281• Drinking Water Regulations S.I. 439• The Landfill Directive (1999/31/EC)• Carriage of Dangerous Goods by Road (S.I. 29)• Environmental Protection Agency (Noise Regs. S.I. 179)• EN ISO 14001 Environmental Management Systems |