

ENVIRONMENTAL POLICY

SHB HIRE LTD



1. ETHOS

ENVIRONMENTAL POLICY STATEMENT

This company considers management of its environmental risks equally with other critical business objectives. It is aware of the impact its business has on the environment and takes positive steps to control or eliminate any pollution risks *and protect the environment*.

The Company will:

Comply with all relevant environmental legislation.

Adopt an ethos of continual improvement through the review and development of existing and new processes within the business with the aim of reducing or eliminating sources of pollution *and protect the environment* within the control and influence of the company.

Adopt sound environmental management practices, which exceed legislative requirements, in areas where the law is inadequate.

Co-operate with authorities charged with regulatory and monitoring roles. Develop positive links with such bodies in order to demonstrate care for the environment.

Identify current environmental risks and assess their impact on the local, national and international eco-systems. Directors of the Company will consider environmental risks at each stage in the development of the business.

Keep abreast of current good practice for the industry, to ensure developing products, processes and practices are adopted which cause less harm to the environment.

Train, inform and instruct staff in the proper handling, discharge and disposal of articles and substances which have an impact on the environment.

Set and document environmental objectives related to significant aspects and impacts, legal compliance and other improvement initiatives through management and performance reviews.

2. ORGANISATION

2.1 Purpose

This section details the responsibilities for the key tasks, relating to the Company Environmental policy.

2.2 Scope

This procedure applies to all staff on the sites owned or operated by the Company.

2.3 Responsibilities

2.3.1 Environmental legislation.

The **QHSE Manager** will ensure that managers receive guidance on the interpretation of such legislation, in order to comply with local and national legislation. A Consultant may be used, from time to time, to assist this process.

2.3.2 Environmental Risk Assessment.

The **Operations** Director will ensure that his staff carry out risk assessments for all existing environmental risks and consider such risks in all the modifications on new plant or process.

2.3.3 Training and Development of All Staff.

The **Operations** Director is responsible for training and development of staff.

2.3.4 Control of Waste

The **QHSE Manager** will be Waste Management Officer for the business. He will ensure the sites comply with the "Duty of Care" with regard to both 'hazardous' and 'controlled' waste.

2.3.5 Emergency Plan

The **Operations** Director will prepare a management instruction, which will clearly highlight individual's responsibilities in an emergency situation. The environmental actions required of staff and the consequences of such an emergency will be documented.

2.3.6 Incident Reporting

The QHSE Manager will inform the **Operations** Director in the event of:

- Chemical spill resulting in a leak to the environment.
- Receipt of a notice from a regulatory authority.
- Receipt of a complaint from a member of the public.

2.3.7 Acquisitions and Property Transactions.

The **Facilities Manager** will consider all environmental risks and liabilities when acquiring new business and/or property.

2.3.8 All Staff.

Within their sphere of activity, all staff will carry out their work with care for the environment, equally as important as safety and quality.

2.3.9 Audit.

The effectiveness of this policy and organisation will be checked by annually auditing one specific area of this document.

3 ARRANGEMENTS

The following arrangements are made to ensure the environmental policy is carried out at each site.

3.1 Lubricating oil and Anti-Freeze

The Depot / Operations Manager or Workshop Foreman will receive deliveries, and check that specifications are met. Storage areas will be properly signed and secured. A weekly check for leakage will be carried out and logged.

3.2 Cleaning Chemicals

The Depot / Operations Manager, Workshop Foreman or Store Person will receive deliveries and check that the specification is met. The chemicals will be stored in an area, properly signed and secured.

3.3 Waste materials

All staff will place general industrial waste in the skip provided on site. No liquid wastes will be disposed of in this container. Waste oil will be collected on a regular basis and removed to the purpose built, waste oil recovery tank.

3.4 Paint-Spraying.

The Depot/Operations Manager or Bodyshop Foreman will check the integrity of spray booths every six months, to ensure fugitive emissions are reduced to an absolute minimum.

3.5 Vehicle exhaust emissions.

It will be the responsibility of all staff to ensure that vehicle engines are not left running any longer than necessary.

3.6 Vehicle Cleaning.

The Depot/Operations Manager or Workshop Foreman will check that the minimum of chemicals are used in each cleaning operation. Also that the minimum rinsing water is used.

3.7 Silt Trap.

The Depot/Operations Manager or Workshop Foreman will ensure that the materials in the silt trap are checked regularly and cleaned as necessary. The frequency of checks will be increased, depending upon work load.

4. REVIEW

The Managing Director will review this policy annually.

Signed



Paul Street, Managing Director
January 2016