

SR1 Staff Responsibilities

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## SR1 Staff Responsibilities

### 1.0 Purpose

To highlight the key role and responsibilities of staff, to ensure legal compliance of the site under IPPC (Environmental Permitting Regulations).

### 2.0 Definitions

#### 2.1 Abbreviations

EMR	Environmental Management Representative
BAT	Best Available Technique
IPPC	Integrated Pollution Prevention and Control Regulations

### 3.0 Legal Obligations

The site has gained an Environmental Permit to operate under The Environmental Permitting Regulations, 2016. The Permit sets out certain conditions based upon various environmental issues, including:

- satisfactory environmental management of the installation;
- adequate compliance monitoring;
- assessment of polluting releases and the identification of BAT;
- compliance with environmental quality standards, other EU Directives and domestic regulations;
- energy efficiency, waste minimisation and management;
- the prevention of accidents

Failure of the company to adhere to the conditions of the permit could result in enforcement action by the Regulator, Derbyshire Dales District Council. Action could include a financial penalty, custodial sentences and/or revoking of the permit preventing the site from operating.

### 4.0 Environmental Policy

The Company has outlined its commitment to the environment in their Environmental Policy, which is the basis for the site's Environment Management System. The Policy, which is communicated to any interested party, includes commitments to:

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- Meet legal obligations
- Control emissions and prevent pollution
- Implement an environmental management system to cover site operations that can have an effect on the environment
- Consider environmental factors in all of our business decisions
- Introduce a waste minimisation programme to promote the efficient use of energy and other resources
- Ensure that all of our employees are informed and aware of their own responsibility towards protecting the environment and to provide the training to allow them to be most effective in achieving this
- Communicate our environmental policy to customers, employers, sub-contractor, the local community and the general public

### 5.0 Responsibilities

Each member of staff has a responsibility to ensure that the site complies with all relevant legal obligations, particularly those associated with the site's waste management Permit.

All new and existing staff within the organisation shall receive training on the environmental policy and the Environmental Management System.

### 6.0 Procedures

#### 6.1 Key Risk Areas

It has been accepted that the most significant environmental risks from the site is that of material spillages and odorous emissions. It is therefore important to be aware of procedures for dealing with spillages and other emergency situations.

Additional emergency procedures are set out in OC10 - Emergency

#### 6.2 Spillages

All spillages of wastes will be dealt with by the following spillage procedure.

Spillages of all kinds shall be reported to the EMR who shall assess the actions to be taken.

All incidents of spillages shall be treated as non-conformances.

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### 6.2.1 Spillage procedure for solid materials

- a) Any plant operative finding a spillage shall act as quickly as possible to prevent the spilt material from spreading outside the Installation and the sealed concrete floor, and then try to stop the source of the spill.
- b) The split material shall be picked up and placed into a suitable container, and thereafter re-introduced into the line for processing.
- c) The area shall be either:  
***If the area drains to trade effluent***
  - Wash down using water and finally treating the area with disinfectant.

### 6.2.2 Spillage procedure for liquid materials

- a) Any plant operative finding a spillage shall act as quickly as possible to prevent the spilt material from spreading outside the Installation and the sealed concrete floor, and then try to stop the source of the spill.
- b) The spilt liquid shall be washed down to be collected in the closed drainage system of the site.
- c) The area shall be cleaned by either:  
***If the area drains to trade effluent:***
  - Wash down using water and finally treating the area with disinfectant.

## 7.0 Records

## 8.0 References

OC3 Receipt, Storage and Handling of Waste  
OC10 Emergencies: Procedures

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