

# Environmental Management System (EMS) Manual

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Section 1

## INTRODUCTION

This Manual describes the requirements of the Environmental Management System (EMS). The EMS manages the project's office based environmental performance.

The Manual includes:

- EMS procedures;
- Key EMS records; and
- Standard Operational Procedures for DEPARTMENTAL activities.

All elements of THE DEPARTMENT'S EMS are required to be implemented.

Section 2

## ENVIRONMENTAL ASPECTS

### Purpose & Scope

This Procedure provides the requirements for identifying and maintaining the office based environmental aspects and determining those which have the potential for significant environmental impacts. The environmental aspects which do lead to actual or potential significant environmental impacts are managed through this EMS. The procedure addresses all activities and functions which affect the office based environmental performance of the project.

### Definitions

- **Environment** - Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelations
- **Environmental aspect** - An element of an organisation's activities, products or services that can interact with the environment.
- **Environmental impact** - any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

# Environmental Management System Report

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